



CEA supports the goals and objectives of the University, provides representation to the administration and the University community, recognizes the dignity of individuals, and promotes excellence and service.

A quarterly newsletter for all classified employees at Utah State University

[www.usu.edu/classemp](http://www.usu.edu/classemp)

**WINTER  
2006**

### **DATES TO REMEMBER**

#### **February**

- 2<sup>nd</sup> ~ UHESA Day; SLC Capitol Building at 9 am
- 8<sup>th</sup> ~ Financial Planning "Investment Basics"; FL 318 at 12:30 pm
- 9<sup>th</sup> ~ CEA Board meeting; TSC 225 at 11am
- 20<sup>th</sup> ~ Presidents Day; University Holiday

#### **March**

- 2<sup>nd</sup> ~ CEA Board meeting; TSC 225 at 11am

#### **April**

- 6<sup>th</sup> ~ CEA Board meeting; TSC 225 at 11am

#### **May**

- 4<sup>th</sup> ~ CEA Board meeting; TSC 225 at 11am
- 4<sup>th</sup> ~ Financial Planning "Mutual Funds"; FL 318 at 12:30 pm
- 19<sup>th</sup> ~ CEA scholarship application deadline
- 29<sup>th</sup> ~ Memorial Day; University Holiday

#### **June**

- 1<sup>st</sup> ~ CEA Board meeting; TSC 225 at 11am
- 26<sup>th</sup> - 30<sup>th</sup> ~ CEA Week
- 27<sup>th</sup> ~ Coffee Break
- 28<sup>th</sup> ~ Forum
- 29<sup>th</sup> ~ Luncheon

### **PRESIDENTS MESSAGE**

I am honored to serve as your CEA President for 2005-07. I look forward to working with the other elected officials. Karen Meacham-Hoffman, V.P., Shauna Jensen, Secretary and Pat Anderson, Treasurer.

#### **Keeping You Informed**

Our Media & Public Relations Committee is excited to implement a new website in the near future. We are always looking at different ways we can communicate with our fellow employees to keep you informed. We are open to any suggestions that you may have that will benefit us. Our Executive Committee meets every first Thursday at 11:00 am in TSC room 225. This is an open meeting, and everyone is welcome to attend. We will have quarterly forums and encourage you to attend. These forums give you the opportunity to hear about items affecting CEA members. We will continue to work with PEA on items that benefit both associations.

#### **Recognizing Your Achievements**

Our Classified Employees will continue to be recognized for their hard work and dedication through our CEA Quarterly Employee Recognition and Employee of the Year Awards. I encourage each of you to nominate your colleagues for their contribution to the success here at USU. There are many deserving CEA employees out there. Applications are on our website at [www.usu.edu/classemp](http://www.usu.edu/classemp). We also ask for your support of our CEA Scholarships, which continue to benefit two students every year. We would like to increase this and with your support we can.

I hope that we can keep the communication lines open and work together to make Utah State University a great place to work. I thank you for your support and encourage you to become INVOLVED in any and all activities we sponsor to help make your employment at Utah State University more rewarding.

Jill Ballard

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## CEA EMPLOYEE OF THE QUARTER

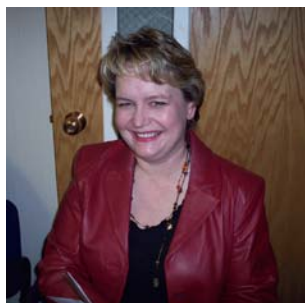
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### Co Brunner

1<sup>st</sup> Quarter (July-Sept)

Co has been employed at USU for 27 years in the Department of Special Education and Rehabilitation.

Co has consistently delivered the highest quality work. She can be counted on to excel in her timeliness and the quality of her work. She is efficient and is thorough in what she does. Co is very pleasant to work with. She is friendly and respectful of others. She is supportive of the department goals, priorities, and is very responsive to the needs of the students, faculty and staff. She easily gains the students' trust and respect as she treats them with trust and respect. Co has been involved in many community and school events and still volunteers her time as a service to the community through many functions.



### Liz Kefauver

2<sup>nd</sup> Quarter (Oct-Dec)

Liz have been employed at USU for 10 years in the Department of Network and Computing Services.

She has served the last two and a half years as the Banner Training Coordinator. Co-

workers report her quality of work as "Always done right and with a flair of fun."

Liz is a fast learner and willing to try! She has a great memory and organizes well so that she can retrieve information quickly. She sets a good example of willingness to try. Always adds a 'Nice' touch to the work she does. Communicates openly and honestly and kindly. She is a happy person, Fun to work with and goes the extra mile always.

### How are Employees Selected

Employees are selected from applicants submitted by co-workers. Each is given a Gift Certificate from the SkyRoom and the Greenhouse and will be considered for the Employee of the year. They will also be recognized at the CEA Employee recognition luncheon in June.

### How to Nominate

CEA Employee of the Quarter Nominations

Do you know a classified employee who does great work and makes your job easier? Nominate them for a CEA award and recognize them for the great work they do! Nominees must have been employed at USU for a minimum of five years and must be a current employee. Nominations may be made by faculty, staff or students. If you have questions feel free to contact Maren Seamons at 797-1012 or [mseamons@cc.usu.edu](mailto:mseamons@cc.usu.edu). The application form can be found at [www.usu.edu/classemp/index.htm](http://www.usu.edu/classemp/index.htm)

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## EMPLOYEE BENEFITS

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As a new employee, it can be overwhelming to figure out all of the little things in addition to your new job. We want to make this process as simple as possible. We recognize that a big draw to working at USU is our competitive benefits package. As University employees, we are privileged to participate in some great programs and profit from some exciting benefits. Look online to see a list of benefits you may not be aware of.

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## SIGN UP FOR EMAIL LIST

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The CEA email list is a great way to keep up to date with the latest news and events that impact the classified employees at Utah State University. It is a hidden list, which means that the list of members is only available to the list administrator. It only takes a few seconds to sign up and you can have your name removed from the list at any time. What are you waiting for? Go to [www.usu.edu/classemp](http://www.usu.edu/classemp) and sign up today!