

10-1981

## UA28/1 The Personnel File

WKU Human Resources

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# THE PERSONNEL FILE

Personnel Services

Volume 1, No. 2

October, 1981

## Promotional Opportunities at WKU



Information for this article was supplied by Mike Dale, Assistant Director of Personnel.

In the listing on page 5, the names of 35 staff personnel are shown who have received promotions during the period July 1, 1981 to September 30, 1981. This listing does not include forty faculty members named in the April 28, 1981 issue of *Informational Notes* as receiving promotions in rank effective August 16, 1981.

As you can see, Western Kentucky University is a vital and dynamic organization which provides opportunities for personal growth and job advancement. The opportunity for advancement and recognition of meritorious service are two positive motivational factors for employees. Western is a large employer with many different types and levels of positions, and it is Western's personnel policy to promote employees from within the University (Personnel Policy #43).

The University's position classification and compensation plan identifies the duties and levels of responsibilities for approximately 700 classified positions in the secretarial/clerical, technical/paraprofessional, skilled trades, and service/mainte-

nance occupational categories. There are promotional ("career ladder") opportunities for all but the highest and most specialized classifications. For example, there are six different levels of secretarial classifications within the secretarial/clerical occupational area and five different levels of jobs within the landscaping area of the Physical Plant (a combination of service/maintenance and skilled trades classifications).

How can you receive a promotion at Western? The most common means of promotion is transferring to a higher level position to fill a vacancy created by a retirement, another promotion, or a resignation. These positions are identified in the listing of position vacancies sent to each department every week or as vacancies occur. These listings can be found on your departmental or office bulletin board. In addition, vacancies are posted on the Business Office Bulletin Board in the lobby of the ground floor of the Administration Building. These listings indicate the title of the vacant position, the occupational category and grade, and the department or office. You are encouraged to apply for any position for which you are qualified. The procedure is simple — just send a short memo to Personnel Services or stop by the office (WAB 42) in the Administration Building to express your interest in a particular position.

Another possible means to receive a promotion is through the reclassification of your position. Positions are reviewed annually to update job descriptions. Some positions are re-

viewed for possible reclassification based upon a reorganization within a department or significant new duties which are assigned to a position. Detailed written justification is required before any classification review can be started.

What are some of the things you can do to increase your opportunity for advancement at Western? The most basic element is to perform your current job to the best of your ability. This involves work performance, attendance, and good working relations with your supervisor and associates. Superior work performance is recognized by the University through annual merit increases as well as through promotional opportunities. One-fourth of the classified personnel received merit adjustments for 1981-82. As you gain valuable experience on the job, there are other ways to increase your possibilities for promotion. Higher level positions generally require higher skill levels besides additional experience. For example, higher level secretarial positions may require typing at least 65 wpm and shorthand skills. These skills can be achieved through additional courses and practice. Some of the higher level skilled trades positions require attaining a certain license or certificate to demonstrate a particular level of proficiency. All employees are encouraged to take classes through the University's tuition scholarship program. If you are interested but unsure of skill levels for higher level positions, ask your supervisor or call Personnel Services at 745-2071.



Mrs. Schoen is Personnel Specialist for Western's Personnel Services.

## Personnel Specialist Has Many Duties

The major part of Shirley Schoen's responsibilities is to record all of the personnel actions affecting faculty and staff members employed by Western. These include appointments, leaves, salary increases, transfers, promotions and resignations, all of which are recorded on the computerized personnel file. Records are also maintained in a visual file, on a personnel roster, and in a personnel directory card file. Any changes in address or phone number should be called to her attention.

She also assists in the employment process. She helps applicants for employment complete necessary forms and reviews applications. She then schedules interviews with appropriate departments for those qualified applicants who fall into the skilled trades and service/maintenance categories.

### CONTENTS

Promotional Opportunities  
 Personnel Specialist  
 New Employees  
 Diamond Jubilee Homecoming  
 "New" Student Affairs Office  
 Season Tickets  
 Football Games  
 Group Life Insurance  
 Recent Promotions  
 Holiday Closings  
 Improvements for Handicapped  
 United Way  
 Credit Union  
 Position Rosters

# New Employees

(July 1 — August 16)

## Business Affairs

Name	Department	Title	Date Appt.
Colette W. Hardy	Personnel Services	Personnel Clerk	7-1-81
Roberta Simmons	Physical Plant	Building Services Attendant	7-1-81
L. Susan Whittington	Student Financial Aid	Senior Accounts Clerk	8-10-81
Leland Renfro	Physical Plant	Electrician	8-17-81

## Student Affairs

Jacqueline B. Harding	Registrar	Degree Auditor	7-1-81
Gary P. West	Hilltopper Hundred Club	Executive Director	7-1-81
Kathy E. Baker	Student Affairs	Residence Hall Director -Central	8-1-81
Judy L. Bean	Student Affairs	Assistant Residence Hall Director-Central	8-1-81
Alecia J. Rogers	Student Affairs	Residence Hall Director -Gilbert	8-1-81
Jeffrey Munroe	Student Affairs	Assistant Residence Hall Director-Keen	8-1-81
Aaron W. Hughey	Student Affairs	Residence Hall Director -North	8-1-81
Christopher L. Lovorn	Student Affairs	Assistant Residence Hall Director -Pearce-Ford Tower	8-1-81
William T. Fraebel	Student Affairs	Assistant Residence Hall Director -Pearce-Ford Tower	8-1-81
Sandra Gail Lanter	Student Affairs	Assistant Residence Hall Director-Poland	8-1-81
Mary Anne Loftus	Student Affairs	Residence Hall Director -Potter	8-1-81
Sara S. Sills	Student Affairs	Assistant Residence Hall Director -McCormack	8-1-81
Vicki J. Wingate	Public Safety	Records Clerk	8-3-81

## Office of the President

Carole E. Ledbetter	Learning Assistance Center	Administrative Secretary	7-1-81
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## Academic Affairs

Ward Hellstrom	Potter College of Arts and Humanities	Dean	7-1-81
Nancy E. Madison	Business-Dist. Ed. and Office Administration	Departmental Secretary	7-8-81
Lorie Anne Poole	Philosophy & Religion	Departmental Secretary	7-27-81
Herbert R. Reese	Agriculture Exposition Center	Director	8-1-81
Mark Alan Clark	Physical Education and Recreation	Assistant Football Coach/Instructor	8-1-81
Jerry D. Cardwell	Sociology, Anthropology and Social Work	Department Head	8-9-81
Phyllis A. Hughes	Government	Departmental Secretary	8-10-81
Debra L. Wheeler	Ogden College of Science, Technology and Health	Senior Administrative Secretary	8-14-81
E. Annette Carrico	Chemistry	Laboratory Supplies Specialist	8-15-81
James W. Rice	Finance and Quantitative Business Analysis	Department Head	8-16-81

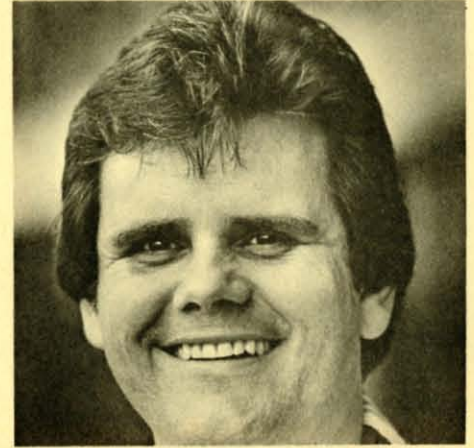
# Western's Diamond Jubilee

Homecoming '81 will be a special time at Western Kentucky University as WKU celebrates its 75th birthday. Homecoming is a university-wide event as almost all departments and offices are involved in some way — from coordinating to physically working to providing representatives to serve on various committees — Western is working together to support Homecoming '81.

For tickets to the various events, call or write the appropriate office.

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Mr. Ron Beck, Assistant Dean of Student Affairs and Director, Downing University Center, is in charge of coordinating this year's homecoming activities.



## Friday, October 30

5:00 p.m.

**Golden Anniversary Club Reception.** Executive Room, Garrett Conference Center. Western graduates from 1914-1931 will be honored.

6:30 p.m.

**Alumni Banquet.** Garrett Conference Center Ballroom. Special guests include the Class of 1931 and former WKU cheerleaders. Master of Ceremonies is Bob Proctor, with remarks by President Zacharias, Coach Jimmy Feix and Alumni Director Lee Robertson. A slide presentation highlighting Western's 75 years will be featured. Tickets are \$6 and are available through the Office of Alumni Affairs\* (502/745-4395).

7:00 p.m.

**"Big Red's Roar."** Smith Stadium. An evening of music, fireworks and fun. The star of the pep rally will be Big Red, with support from the WKU cheerleaders, the Big Red Marching Band, the football team and coaches, the Homecoming Queen candidates and towel-waving Topper fans! A huge fireworks display will bring the pep rally to a spectacular conclusion. No admission and everyone is welcome.

9:30 p.m.

**Alumni Dance.** Indian Hills Country Club. Music will be provided by Billy Vaughn and the New Dixieland Band. Everyone is welcome. Tickets are \$5 and are available through the Office of Alumni Affairs\* (502/745-4395).

## Saturday, October 31

8:00 a.m.

**Herald Breakfast.** Downing University Center Dining Room. Former College Heights Herald staff members should make reservations through the Office of University Publications (502/745-2654).

9:00 a.m.

**Alumni Reception.** Craig Alumni Center provides a great place to refresh, relax, and watch the parade. Everyone is welcome.

10:00 a.m.

**Homecoming Parade.** Floats will depict events in the history of Western.

10:00 a.m.

**"W" Club Brunch.** Diddle Arena Auxiliary Gym. Reservations can be made through the Office of the Director of Athletics (502/745-3542).

12:30 p.m.

**Queen Coronation Ceremony.** Smith Stadium.

1:00 p.m.

**Homecoming Game.** Western will take on Morehead State at Smith Stadium. Admission is \$5 and all seats are reserved. Contact the Ticket Office at Diddle Arena (502/745-5222).

*Halftime at the Game*

**The Wonderful World of Music.** The Big Red Band will salute Western's 75th anniversary.

*After the Game*

**Homecoming Reception.** On the lawn across from Smith Stadium. Entertainment and refreshments will be provided for all alumni, students, faculty and staff, and other friends of the university.

\*Tickets may be reserved and picked up at the door.

# Administrator Gives Insight to Reorganization of Offices



Dr. John D. Minton, Vice President of Student Affairs.

The recent budget cuts have caused several changes to be made at Western, but there is a different reason for the reorganization of Administrative Affairs to Student Affairs.

Every ten years the Southern Association of Colleges, a regional accrediting association, reviews Western. During the last review, in 1973, they sent a team made up of faculty and staff representing the colleges in the association to visit and make observations. This visit followed a review of Western's 10 year institutional self-study, a thorough report compiled by Western's faculty and staff.

A concern or suggestion of the team was that the administration needed to be more centralized in the student services area.

"Western needed to consolidate student-oriented services — get them under one umbrella," observes Dr. John D. Minton, Vice President of Student Affairs (formerly Administrative Affairs). "Dr. Zacharias felt there should be an office on campus whose main concern should be student affairs."

Dr. Zacharias felt that most of these services were already under Dr. Minton's office, directly or indirectly, so a change was made in the organizational structure and they all report directly to Student Affairs now. The one exception is Student Financial Aid; it is still a separate office.

The Office of Administrative Affairs added the area of Scholastic Development, which included: Admissions; Office of the Registrar; Center for Career Planning, Academic Advisement, and Placement, and the Counseling Services Center. This area used to report to Dr. James Davis, Vice President of Academic Affairs.

Also, University-School Relations and Admissions are combined in one office now. This combination, the Scholastic Development additions, and the old Administrative Affairs make up the new office of Student Affairs.

The man who heads it all has the diverse background needed to serve in such a multi-purpose function.

A native of Trigg County, Dr. Minton graduated from Trigg County High School in 1940. He was awarded the bachelor of arts degree in education with a major in social science by the University of Kentucky in 1943; the master of arts degree in history by the University of Kentucky in 1947, and a Ph.D. degree in history, with a minor in political science, by Vanderbilt University in 1959.

Dr. Minton has held various teaching positions: graduate assistant at University of Kentucky; teaching fellow at Vanderbilt; instructor at University of Miami, and principal of Trigg County High School in Cadiz, Ky. Since he came to Western in 1958, he has served in several capacities: professor of history; associate dean of graduate instruction; dean of the graduate school; vice president for administrative affairs; interim president, and now Vice President for Student Affairs.

Dr. Minton is married to the former Betty Jo Redick of Trigg County and they have two children, John Jr. and James Ernest.

With all his experience as an administrator, Dr. Minton has kept his academic ties. "I'd like to go back to teaching as soon as possible — at least one class," he smiles.

## Season Tickets Discount

Full-time faculty and staff are allowed to buy a maximum of two season tickets per season at half price. There is no discount for single game tickets.

Basketball season tickets are now available at the Ticket Office in the main lobby of Diddle Arena from 8:00-4:00 Monday through Friday. The first basketball game is December 9 and the Ticket Office usually stops selling season tickets about a week after this date.

## Remaining Football Games

October 17	Western vs. Tennessee Tech	1:00 p.m.
October 24	Western at Eastern Kentucky University	1:00 p.m.
October 31	Western vs. Morehead State (Homecoming)	1:00 p.m.
November 7	Western at Akron	6:30 p.m.
November 14	Western at Middle Tennessee	1:30 p.m.
November 21	Western vs. Murray State	1:00 p.m.

## Group Life Insurance

All Faculty/Staff are encouraged to review the beneficiary designation space on their Commonwealth Life Insurance Certificate to determine if the listed beneficiary is still their current choice. If you find that due to death, divorce, marriage, birth of children, or any other personal reason, you wish to effect a change in this assignment, please contact: Mrs. Bettie Flener, Department of Personnel Services (745-2071). She will discuss with you the insurance company's requirements for making this substitution.

# Personnel Promotions

Name	Date	Department	Promotion to Job Title	Promotion from Job Title
Cheryl Chambless	7-81	Admissions	Director	Associate Director
Patricia Murphy	7-81	Public Safety	Senior Admin. Secretary	Records Clerk
Mary E. Wilson	7-81	Duplicating Services (Purchasing)	Duplicating Machine Operator	Building Services Attendant
Deborah E. Smith	7-81	Library Services	Senior Secretary	Senior Administrative Secretary
E. Chris Bixler	7-81	Library Services	Library Clerk IV	Library Clerk III
Beth Vaccaro	7-81	Library Services	Library Clerk IV	Library Clerk III
Susan Tucker	7-81	Library Services	Library Assistant III	Library Clerk II
Lucy Daniels	7-81	Library Services	Library Assistant III	Library Assistant II
Doris Hardcastle	7-81	Library Services	Technical Services Assistant III	Technical Services Assistant II
Teresa Taylor	7-81	Library Services	Technical Services Assistant II	Technical Services Assistant I
Rose Davis	7-81	Library Services	Catalog Librarian	Technical Services Assistant IV
Phyllis Bessette	7-81	Student Financial Aid	Senior Applications Clerk	Applications Clerk
Marsha Taylor	7-81	Home Economics and Family Living	Senior Depart. Secretary	Departmental Secretary
David Fenwick	7-81	Public Safety	Student Patrol Sergeant	Police Officer
John Osborne	7-81	Housing	Director	Assistant Director
Ron Eicher	7-81	Industrial and Engr. Technology	Laboratory Technician	Laboratory Assistant
Donna Collier	7-81	Library Services	Exhibits Technician	Exhibits Preparator
Raymond Gross	7-81	Physical Plant	Packer Truck Driver	Groundskeeper
Judy Pennington	7-81	Industrial & Engr. Technology	Senior Depart. Secretary	Departmental Secretary
Susan G. Jackson	8-81	Student Affairs	Residence Hall Director	Assistant Residence Hall Director
Phyllis E. Gatewood	8-81	Student Affairs	Residence Hall Director	Assistant Residence Hall Director
Helen Knight	8-81	Library Services (Archives)	Archival Cataloger	Archival Assistant III
Adolfina Simpson	8-81	Library Services	Periodicals Librarian	Library Assistant III
Sally Ann Koenig	8-81	Library Services	Department Head, Library Public Services	Department Head, Library Circulation Services
Julius J. Sloan	8-81	Academic Computing and Research Services	Director	Associate Professor of Government
Vicki L. Kruwell	8-81	Student Affairs	Residence Hall Director	Assistant Residence Hall Director
Patty B. Ferguson	8-81	Housing	Assistant Director	Residence Hall Director
Judy Burke	8-81	Library Services	Library Assistant III	Technical Services Assistant II
Michael Dale	8-81	Personnel Services	Assistant Director	Staff Assistant
Geneva L. Ray	9-81	Personnel Services	Personnel Clerk	Centrex Operator
Cynthia L. Jones	9-81	Housing	Administrative Sec.	General Clerk I
Peggy L. Johnson	9-81	Scholastic Development	Principal Secretary	Senior Admin. Secretary
Noreen C. Kinsner	9-81	Dean's Office College of Ed.	Senior Admin. Secretary	Senior Receptionist
Jennifer R. Douglas	9-81	Public Information	Senior Admin. Secretary	Administrative Secretary
Stacy Owens	9-81	Library Services	Technical Services Assistant II	Library Assistant I

# Improvements for Handicapped



Information for this article was supplied by Owen Lawson, Jr., Administrator, Physical Plant and Facilities Management.

Improvements for the handicapped, phase I, on the Western Kentucky University campus began in early spring, 1981, to eliminate architectural barriers to the handicapped. The money was allotted by the Council on Higher Education from a pool of funds available to all universities for this purpose. Mr. Frank D. Cain is the architect for the project and Mitchell Overfelt Construction Company of Horse Cave, Kentucky, is the general contractor. The cost of the project is \$358,888.00, and the project is 40 percent complete.

The project includes work in and around all buildings on the campus: handicapped parking spaces, ramps, sidewalks, entry modifications, rest room modifications, alarm system modifications, etc. The intent of the first phase of the project is to provide accessibility to all buildings with no barriers.

Owen Lawson, Physical Plant Administrator, anticipates the project will be complete in the late fall of 1981.

## United Way

Contributions have been coming in from the many offices and departments on campus toward Western's goal of \$28,000 in support of the 1981 United Way fund raising drive. Those of you who have not yet made a contribution are encouraged to do so. Western's campaign ends October 30, so please return your pledge card by that date.

## Holiday Closings

For the Thanksgiving holidays, all offices will close at 4:00 p.m. on November 25 and reopen at 8:00 a.m. on November 30.

# Credit Union is Employee Benefit



Information for this article was supplied by Valerie Kinder, University Credit Union Manager.

## WHAT IS A CREDIT UNION?

A credit union is a group of people who agree to save money together and to make loans to each other at low interest rates.

A credit union is organized by members of a particular group — for instance, people working for the same employer. Membership is open to all in the group and their immediate families, regardless of race, color, sex, or creed.

Credit unions are democratic. The members elect their own officers and committees and set policies for the credit union at the annual meeting.

A credit union is a valuable part of an overall employee benefit program, and Western Kentucky University is pleased to assist in the organization and support of a credit union on campus.

Experience has shown that credit unions can be of great help in planning personal finances in that they provide a safe, convenient way to save regularly and a low cost way of borrowing when necessary.

For these reasons Western has encouraged the organization of a credit union and will provide for its initial needs and the office space required for its continuing operation.

## SAVINGS PROGRAMS

Savings are insured to \$100,000 by the National Credit Union Administration, a U.S. Government Agency.

Several different savings programs are offered by the WKU Credit Union. Each program is designed to maximize the earning power of the member. The entire package of savings grows as members' needs change and mature.

**Regular Share Accounts** - The Regular Share Account is the basic savings offered by this credit union. This type of account includes the primary account, family accounts, and holiday club accounts. The latest rate of dividends on regular share accounts is 6½% annual, paid quarterly. Quarterly statements are provided to members.

**Share Draft Accounts** - A share draft account is a savings account that is accessed by drafts in the marketplace. It functions like a checking account only without monthly service fees or minimum balance requirements, but with the benefit of paying dividends. The latest rate of dividends declared on share draft accounts is 5½% on the daily balance, paid monthly. Direct deposit of payroll checks is an option available to members with share draft accounts.

**Share Certificates** - Certificates are a savings vehicle to earn higher rates on money that is laying idle and that is having no use for an extended period of time. The WKU Credit Union offers several regular share certificates, money market certificates (\$10,000 minimum), and All-Savers Certificates.

An added feature of the WKU Credit Union is the provision of life insurance on regular share accounts and all loans at no cost to the member.

## LOW COST BORROWING

The WKU Credit Union makes loans for automobiles, vacations, education, taxes, investments, medical expenses, and other personal expenses. The current interest on credit union loans is 1¼% per month on the unpaid balance. Loan payments may be made through payroll deduction.

## How to Join

You can join the Credit Union by paying a 25¢ membership fee and making a \$5.00 deposit to a regular share account.

## Location

The Credit Union office is located in the Faculty House. Office hours are 9:00 a.m. - 3:00 p.m., Monday-Friday.

## SERVICES OFFERED BY THE WKU CREDIT UNION, INC.

- Regular Share Accounts
- Share Certificates
- Share Drafts
- Money Market Certificates
- Holiday Club Accounts
- Traveler's Checks
- Money Orders
- Personal Loans
- Auto Loans
- Payroll Deduction Plan

For more information stop by the Credit Union Office in the Faculty House or telephone 745-2411.

## Departmental Position Rosters

The Department of Personnel Services has recently updated the Departmental Position Rosters for each office and department on campus. These listings were made available to Vice Presidents, Deans, Department Heads, and Directors. Each departmental listing identifies departmental position numbers, position titles, and the personnel assigned to the positions for all authorized full-time and regular part-time positions on campus.

The Departmental Position Roster provides each Department Head with an up-to-date listing of departmental personnel by classification titles. This is especially useful for the larger departments on campus. The departmental position numbers are used to identify individual positions on campus on the personnel action and requisition forms (Personnel Forms 4 and 7), and are useful in identifying vacant positions during the annual budget reviews.