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WESTERN KENTUCKY UNIVERSITY
ARCHIVES



THE PERSONNEL FILE

Personnel Services

Volume 2, No. 4

December, 1982

Faculty/Staff Tuition Scholarships Enable Employees to Attend Spring Semester Classes

As winter sets in, many people search for new pastimes and experiences which can result in personal growth and self-fulfillment. Why not take advantage of the University's Tuition Scholarship Program and enroll in a class or two this spring semester?

Full-time employees may register for up to six undergraduate hours, or three graduate hours per semester and pay no tuition.

Part-time employees are eligible for the tuition benefit in direct proportion to their employment status. For example, a person employed on a one-half time basis would be eligible for fifty percent of the benefit if the course is taken during the semester in which the person is employed.

One three hour course may be taken during normal working hours with the approval of your department head. In order to take a class during working hours, you must complete a Faculty-Staff Tuition Scholarship Form, which is available in Personnel Services. This form should be completed prior to registration fee payment day.

The University will also pay 50 percent of the registration fee for the spouse of regular and full-time employees when the spouse registers for undergraduate courses offered on campus at 5:00 p.m. or later.

A bulletin listing spring semester course offerings is available in the Registrar's Office. Registration for new students and evening classes will be conducted at Diddle Arena on January 10, 1983. Only the evening class

students will pay their fees on that day.

Even though you do not pay tuition under the Scholarship Program, you are still required to go through the fee payment process at Garrett Conference Center. Rather than pay fees, you will present a tuition scholarship card which may be obtained at the Tuition Scholarship table located before the cashiers' station.

You are encouraged to take advantage of this educational opportunity. It represents a savings of up to \$180 for you or \$90 for your spouse. During the 1982 fall semester, 260 persons used the Tuition Scholarship Program to increase their education. The Tuition Scholarship Program is just one more way the University demonstrates its appreciation for Western employees.

FEE PAYMENT SCHEDULE Garrett Conference Center

Monday, January 24	11:30 - 4:00	Sa-Zz
Tuesday, January 25	11:30 - 4:00	Ma-Rz
Wednesday, January 26	11:30 - 4:00	Ha-Lz
Thursday, January 27	11:30 - 4:00	Cm-Gz
Friday, January 28	11:30 - 4:00	Aa-CI

Bookstore Offers Savings to Holiday Shoppers

As the holiday season approaches, we often find ourselves rushing all over town to purchase cards, wrapping paper, gifts, etc. A convenient source which can eliminate many stops is the College Heights Bookstore, located in the Downing University Center.

The Bookstore offers a wide variety of gift ideas, all at a 10 percent savings to faculty and staff with a valid I.D. card.

Western Kentucky Tee Shirts are always popular, and BIG RED items are sure to make a hit with any age group. In addition, the bookstore offers records, jewelry, beauty supplies, popular books, and a number of assorted stocking-stuffers.

Be sure to check out the selection and savings, not to mention the convenience! The Bookstore is open Monday-Friday from 8:00 a.m. - 5:00 p.m.

Residence Hall Director is Prepared for Any Situation



Residence Hall Director Aaron Hughey relaxes in his Barnes-Campbell apartment. Always on call, he must be prepared to face any situation that might arise in a men's dormitory.

Western Welcomes New Employees

Western is proud to welcome new employees. We hope your experience here will be personally and professionally rewarding.

Richard Allison- Mr. Allison joins Food Services as a cook helper. He lives in Bowling Green with his wife and children.

Frederick Buford- Mr. Buford has been appointed to a full-time position as announcer at WKYU-FM. He had previously been employed as a part-time announcer since it signed on the air two years ago. His area of expertise is classical and jazz music.

Helen Harness- Mrs. Harness has been employed as a building services attendant in the Physical Plant and Facilities Management department. She resides in Bowling Green with her husband and two children.

Life is simply a matter of concentration, you are what you set out to be. It all depends on just how bad you want to be the best.

For most Western employees, the responsibility for their job ends when they leave work at night. Not so for the 17 residence hall directors on campus. They are on the job 24 hours a day. Aaron Hughey typifies their dedication.

Aaron serves as director of Barnes-Campbell Hall. As director, he is responsible for 369 students as well as a multi-million dollar facility. He lives in the dorm with his wife, Sandra and Prudence the cat.

The position is definitely not a routine one. Aaron can expect a call at any time of the day or night. "You never know when you're going to be needed. Either Randy Salley (the assistant director) or I need to be here all of the time."

Aaron came to Western in 1981 from the University of Tennessee-Knoxville after completing his master's degree in educational psychology. He served as director of North Hall during the 1981-82 school year, and transferred to Barnes-Campbell in August.

Aaron is managing quite a busy schedule. In addition to his duties in the dorm, he is carrying 12 hours of graduate level classes. He hopes to complete an Ed.S. degree in student personnel in order to obtain an administrative position in higher education. Since the position requires that he stay close to the dorm, Aaron and Sandra enjoy

relaxing at home and entertaining friends. He never knows when a fire alarm or roommate conflict might require his attention.

Aaron is proud to be involved in student personnel work. "The residence hall director program at Western is a very progressive one. All of the directors have experience in counseling. Half of the directors have obtained a master's degree in a related field, while most of the others are working on them. We have a group of people who are truly dedicated to their jobs."

The position requires patience, outstanding listening skills, and an ability to deal with the unexpected. Aaron enjoys the challenge. "I like the close contact with the college environment. I want to keep in touch with what's going on with the students."

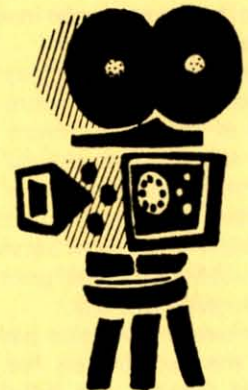
The experience of being a residence hall director provides excellent preparation for any student personnel field. As Howard Bailey, assistant dean of Student Affairs, points out, "few people at the University have to deal with so much responsibility on a daily basis. Residence hall directors have to cope with the whole person under a wide range of circumstances."

Aaron agrees: "The experience I gain here couldn't be found anywhere else. Being exposed to so many situations is preparing me to deal with anything."

New Movie Series a Big Hit

Up to 19 faculty and staff have daily decided to "Take a Break at 2:00" to watch "Movies Just For You" through a new Employee Training and Development program offered by the Department of Personnel Services which began in November.

"Useful for my job," and "interesting and informative," are comments made most frequently by participants who have enjoyed movies on self-improvement, supervision, management, and communication.



Why not talk with your supervisor about taking advantage of these movies just for you next spring? For individual movie titles and descriptions, check your departmental bulletin board or call the Department of Personnel Services at 2071.



Employee Training & Development Programs

Department of Personnel Services, Wetherby Administration Building
Western Kentucky University
745-2071

COURSE TITLE:

COURSE INSTRUCTOR(S) AND TELEPHONE NUMBER(S):

COURSE OBJECTIVES:

COURSE DESCRIPTION:

COSTS:

REMARKS:

OFFERED TO WHAT EMPLOYEE GROUP: Check all the apply.

supervisors
administrators
secretaries
nurses

skilled trades employees
food service workers
Other: _____
Other: _____

SIZE FOR WORKSHOP/SEMINAR:

Desired minimum # of participants _____

Desired maximum # of participants _____

AUDIOVISUAL EQUIPMENT, BOOKLETS OR OTHER MATERIALS NEEDED TO CONDUCT
WORKSHOP/SEMINAR:

SPECIAL PREFERENCES AS TO LOCATION: (Building and/or room)

SPECIAL PREFERENCES AS TO TIME: (i. e. , Monday afternoon, Wednesday at 2:00 P. M. , etc.)

COURSE LENGTH: (number and length of sessions)

COSTS:

REMARKS:

Attach additional pages as needed to complete responses.

OFFERED TO WHAT EMPLOYEE GROUP: Check all that apply.

skilled trades employees	_____	supervisors	_____
food service workers	_____	administrators	_____
Other:	_____	secretaries	_____
_____	_____	nurses	_____
Other:	_____		

Benefits Provide Great Hidden Savings to Employees

Employee benefits are generally important considerations when employees decide to accept employment at Western Kentucky University. However, personnel often forget about various employee benefits unless they have occasion to use one or more of them. We have tried to keep you informed regarding various benefit programs of the University each month in *The Personnel File*. This month we thought you would be interested in seeing the total picture regarding Western's employee benefits.

Security is an important job motivation, and Western is committed to providing each full-time employee with a wide range of employee benefits. Since we receive many of these benefits at no cost to the employee, we often fail to realize the actual employee costs for various benefit programs.

Employee benefit costs average approximately 21.25% of faculty and administrative salaries and 22.76% of classified (nonexempt) salaries. The percentages vary slightly from employee to employee because some benefits are based upon a dollar amount per employee while other benefits are based upon a percentage of salary.

The following represent two examples of employee benefit costs paid by Western in addition to your salary:

Example #1: Faculty Member

Current Salary: \$20,000

Western's contributions for employee benefits:

Kentucky Teachers' Retirement System	(10.055%)	=	\$2,011.00
FICA (Social Security)	(6.700%)	=	1,340.00
Workers' Compensation	(0.150%)	=	30.00
Disability Insurance	(0.570%)	=	114.00
Unemployment Insurance	(0.250%)	=	50.00
Life Insurance	(\$2.85/MO)	=	34.20
Health Insurance	(\$70.03/MO)	=	840.36
			<hr/>
			\$4,419.36
			(22.10%)

Example #2: Staff Member

Current Salary: \$10,000

Western's contributions for employee benefits:

Kentucky Employees' Retirement System	(7.25%)	=	\$725.00
FICA (Social Security)	(6.70%)	=	670.00
Workers' Compensation	(0.15%)	=	15.00
Disability Insurance	(0.57%)	=	57.00
Unemployment Insurance	(0.25%)	=	25.00
Life Insurance	(\$2.85/MO)	=	34.20
Health Insurance	(\$70.03/MO)	=	840.36
			<hr/>
			\$2,366.56
			(23.67%)

These employee benefit costs do not show the costs involved with holidays, vacation and sick leave, faculty/staff tuition scholarships, training, or uniforms.

Of course there are also a number of intangible benefits we enjoy as Western employees such as the WKU Credit Union, discounts on season tickets, 10% discounts at the College Heights Bookstore, and the use of campus recreational facilities and equipment to name a few.

During the 1981-82 fiscal year, Western spent over \$6.45 million on employee benefit costs. When you receive your next paycheck, remember that your wages or salary represent only a portion of the total compensation and benefit program Western provides for its employees.

Fellwock Completes Personnel Internship

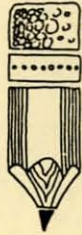


Janet Fellwock's smiling face is a familiar sight to new employees. She has created as well as conducted the Orientation Program developed to welcome new non-faculty employees to Western. We are proud to recognize her dedication and outstanding work.

Miss Janet Fellwock is completing her work as a graduate intern in the Department of Personnel Services. Janet has served as Orientation and Training Coordinator within Personnel Services during the spring and fall semesters of 1982.

An Indiana native, Miss Fellwock is a graduate of Ball State University and plans to complete her Master of Arts degree in Speech Communications at Western next May. She has served as a graduate teaching assistant in the Department of Communication and Theatre since the 1981 fall semester.

Miss Fellwock has had major responsibilities in developing the Staff Employee Orientation Program for new non-faculty employees of Western Kentucky University. These duties included preparing the outline and part of the scriptwriting for the orientation videotape, writing the Supervisor's Employee Orientation Manual, and conducting the two-hour orientation programs. In addition, Janet has coordinated training activities for the Employee Training and Development Program. We have been tremendously pleased with Janet's fine work.



Employee Training & Development Programs

We Want You As an ETDP Course Facilitator

Why should you volunteer your time, skills and professional expertise as an Employee Training and Development Program (ETDP) course facilitator? The most obvious reason is because we need you. Several other reasons are given, however, by those who have already volunteered.

"Professionally, course development and facilitation encouraged me to study further in my field. Also, I met many faculty and staff members with whom I normally have no contact," said Juanita Hire, Teacher Education. Dr. Robert Otto, Teacher Education, commented that in these times of budget cuts, it is important that we increase employment benefits by offering growth opportunities. He was pleased to be an active part of this effort. "These students are different than those in regular classes — all are here because they really want to be. I enjoyed the interaction that took place between the variety of Western employees and myself," Dr. Joe Cangemi said.

Those who have facilitated courses in 1982 include:

Joe Cangemi	Psychology
Virginia Mutchler	Teacher Education
Juanita Hire	Teacher Education

Robert Otto
Elaine Faine

Teacher Education
Training and
Technical Assistance
Services

Despite busy schedules, these faculty and staff members have taken time to offer training and development courses. Elaine Faine commented that the Department of Personnel Services was eager to accommodate her schedule and concerns when coordinating the course. Personnel Services staff arrange time, date, location, promotion and registration for all ETDP courses.

As a faculty or administrative staff member, you have expertise and skills to share. Please complete the ETDP course proposal form (enclosed in this issue of *The Personnel File*) and send via campus mail to the Department of Personnel Services. You will be contacted about further arrangements.

The Department of Personnel Services extends special thanks to those who have been involved as facilitators and course participants in 1982. We look forward to including even more Western faculty and staff in these growth opportunities in 1983. Your suggestions are always welcome to help us serve you better.

Personnel Promotions

The Personnel File is pleased to recognize the following people who were promoted in November.

Chandra Carter- Ms. Carter has been promoted from her position as applications clerk in Student Financial Aid to departmental secretary in Teacher Education.

Darlene Keown- Mrs. Keown has assumed the duties of senior secretary in the Department of Teacher

Education. She was previously a departmental secretary.

Wilma Malone- Ms. Malone has been promoted from administrative secretary to senior administrative secretary in the Office of Academic Computing and Research Services.

Janice Osborne- Mrs. Osborne has been promoted from data processing laboratory assistant to data processing laboratory technician in the Office of Academic Computing and Research Services.

WKYU-FM Celebrates Second Year on the Air

WKYU-FM, Western's campus station and link to National Public Radio, has recently celebrated its second anniversary on the air.

The station provides high quality programming and features a wide assortment of classical and jazz music, the most extensive news in the area, and drama presentations.

Because it is non-commercial, WKYU-FM heavily depends on private contributions. In addition, the University and the Corporation for Public Broadcasting assist in funding.

Station Manager Dave Wilkinson stresses the importance of your assistance. "The amount we receive from the Corporation for Public Broadcasting is based on the amount we receive through private membership. The more donations we receive from our listeners, the more we will receive from the CPB."

WKYU-FM is currently involved in a CPB Membership Challenge Grant. The Corporation for Public Broadcasting will give WKYU-FM 33¢ for every dollar collected which surpasses the donations earned in 1982. For example, a \$20 membership pledge will net an additional \$6.66. A \$50 pledge will earn \$16.66 for the station.

There are currently 900 members supporting WKYU-FM. Mr. Wilkinson would like to see more faculty and staff become directly involved in the station. "We offer a payroll deduction plan to make it easy for employees to help us out. At a time when federal funding is down and operating costs are up, your assistance is essential."

Show your support by contributing to a station that provides programming unavailable through any commercial station. Further information may be obtained by calling WKYU-FM at 5489.

HAPPY HOLIDAYS!

Dedicated Computer Center Staff Increases Efficiency Across Campus

The computer age is upon us. Everywhere we look, we see computers becoming more integrated in our lives and work. They offer the potential to make many jobs less routine, more efficient, and much less time consuming.

Western is keeping up with the technology trend in the Center for Computer and Informational Services. They provide administrative computing services throughout the University as well as research services to Ogden College and Grise Hall Computer Laboratories.

A total of 73 terminals located across campus are tied in to the main computer system on the third floor of the Administration Building. As many as 12,000 transactions are processed per day, from a total of 19 major systems feeding into the central processing unit.

A number of functions which would take days by manual methods are performed in a matter of seconds in the Computer Center. Students' records can remain updated, the library can maintain catalogue listings and circulation files, Personnel can process payroll checks, and Accounts and Budgetary Control can quickly process accounts payable and receivable, just to name a few.



Janetta Whalen is a senior data control clerk in the Center for Computer and Informational Services. In nearly 20 years at Western she has seen the Computer Center constantly expand and update its services to meet the growing needs of the University.

For example, at the end of the semester, 60-70 thousand grades will be submitted for 13,000 students. The Computer Center will work around the clock to produce printed transcripts and grade reports in several days.

As amazing as these capabilities are, it is important to remember that computers could not function without people to operate them. The Computer Center staff is the real strength behind Western's Computer Center. As Director Curtis Logsdon says, "Our staff's willingness to adapt to the constantly changing system is what makes it all work. The equipment we have now is not even similar to what we had two years ago. There are people in this department who have completely re-learned their job five or six times."

For example, the system of storing over 800 different University files on computer was developed a year ago. It took the data control clerks less than eight weeks to learn the new procedure, while the Computer Center did not lose one day of operating time.

The University is also phasing out key punch machines. This means that key punch operators will learn how to program direct data entry terminals, a totally new job function.

Constantly updating the system requires extensive re-learning, and the computer staff has reacted favorably to

the changes. Employees work together to become familiar with new procedures, thus eliminating the expense of outside training.

"Keeping up with new technology requires our staff to be self-starters," says Mr. Logsdon. "The staff here is exceptional in that respect. They are all willing to learn both on the job and at home."

The computer system currently in use at Western is just the tip of the iceberg. In the future, computer terminals will be seen on many more office desks, tying into a major computer network across campus. Word processors are now being incorporated into several departments, and computer services will soon be expanded to include other areas such as Food Services, Public Safety, and the Bookstore.

The overall impact on the University will be to reduce the time spent on routine tasks so that people can spend more time involved in creative activities.

It is important to remember that the dedicated staff of the Computer Center is working behind the scenes to meet the varied needs of the users. It is both challenging and exciting to be a part of a constantly changing system, and according to Mr. Logsdon, "the Computer Center staff is doing a superb job."

Editor's Box

The Personnel File has been distributed monthly to faculty and staff since September 1981. We are interested in your comments and suggestions regarding articles, features and layout. In order to receive as much feedback as possible, we will include a survey questionnaire in the January issue.

Please take a few minutes to fill out and return this survey next month. Remember, *The Personnel File* is designed for you, the employees of Western Kentucky University, and your input is necessary to maintain a high-quality publication.

Thank you,
Beth Snyder
Editor

Season's Greetings from Personnel Services

Best wishes are extended to you and your family during this joyous holiday season from:

Department of Personnel Services

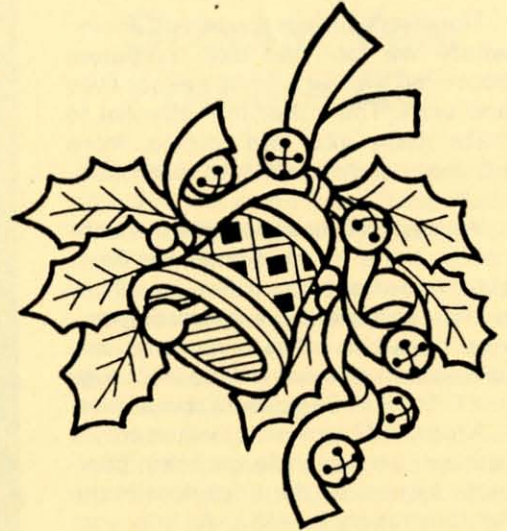
Jim Tomes, director
Mike Dale, assistant director
Belle Chandler, payroll staff assistant
Ivy Roberson, senior personnel specialist
Bettie Flener, benefits specialist
Shirley Schoen, personnel specialist
Georgia Powell, senior payroll clerk
Geneva Durham, payroll clerk
Teri Heflin, senior administrative secretary
Colette Hardy, personnel clerk
Geneva Ray, personnel clerk
Beth Snyder, graduate intern
Janet Fellwock, graduate intern
Pam Belk, student worker
Robynne LaPera, student worker
Alan Logsdon, student worker
Jane Reid, student worker
Teresa Young, student worker

Administrative Building Mailroom

Winnie Palmer, senior mailroom clerk
Lisa Kirby, mailroom clerk

College Heights Post Office

Emily Kitchens, post office manager
John Baker, postal services clerk
Pete DeWilde, student worker
Greg Dunn, student worker
Kenneth Lowe, student worker
Scott Lowe, student worker
Scott Lucas, student worker
Tim Mattingly, student worker
Kyle Phillips, student worker
Dan Quire, student worker
John Quire, student worker



Severe Weather Conditions Procedure

If the woolly bear caterpillar has its way, Bowling Green may be in for a severe winter season. At Western, the "Snow Committee" determines if classes will be cancelled because of snow or ice conditions.

Often, classes are cancelled but administrative offices remain open during severe conditions. Without official notification that offices will be closed, staff members are expected to report to work and meet all usual obligations.

Should severe weather conditions make roads impassable or very dangerous, employees must use their own judgment in reporting to work.

Individual absences caused by inclement weather will be counted as vacation time or leave without pay. Employees will be paid for time during which the University is officially closed because of severe weather.

Non-Credit Courses Available

Spring is a season of new growth for nature — and for you. Faculty-staff tuition scholarships are available that allow enrollment in a spring non-credit course at no cost to you.

To take advantage of this opportunity, enroll now in any of the courses that have been approved for scholarships. Interested applicants should contact the Office of Independent Study, Van Meter Hall, Room 212, 4158, to register and the Department of Personnel Services, Wetherby Administration Building, Room 42, 2071, for scholarship approval.

The spring 1983 non-credit courses approved for faculty-staff scholarships are:

- Collecting, Writing, and Publishing Family History
- The S.M.A.R.T. Way of Getting What You Want in Life
- Managing Stress
- "Where Am I Going, and How Do I Get There?" — A Career Development Workshop for Women
- Clues to Rules: How to Write It Right
- Personal Finance or Money Management
- Escalator Classes for Women
- Employee Motivation
- Issues in Contemporary America: 1945-Present
- Your Rights Under the Law
- Home Computers

For more information on course dates, content, and instructor, contact the Office of Independent Study, or check your department for the course offerings schedule.

Schweizer Retires

Best wishes are extended to Mr. Edward Schweizer, who will be retiring at the end of the year. Mr. Schweizer is an associate professor in the Accounting department. He has been teaching at Western since 1965. We hope that the coming years will bring new experiences and personal fulfillment.