

11-1983

UA28/1 The Personnel File

WKU Human Resources

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Postal Guidelines Set for Faculty Research

Throughout each academic year, a number of Western's faculty conduct surveys and research through the use of questionnaires mailed to potential respondents. The following information is provided to assist you in planning and conducting your survey.

Quite often, surveys and research projects which call for mailed questionnaires are a part of research grants awarded to various faculty. In submitting research grant proposals, you should consider postage costs and include those costs in a grant proposal so that the University may be reimbursed for postage costs.

In surveys in which the number of potential respondents exceeds 200, the cheapest way to mail the questionnaires is by bulk mail. The postal rate for bulk mail is 5.2 cents per piece for mail weighing 3.5 ounces or less. It should be noted that bulk mailings must be comprised of identical pieces of mail in content and weight. Western's special non-profit organization permit allows us to send bulk mailings at this rate. When compared to first class rates of 17 cents for one ounce and 34 cents for two ounces (presorted first class rates including a 3 cent discount), it is obvious that there is a major savings in postage which may be obtained by sending large, identical mailings at bulk rates.

There are several planning steps which should be made in conducting a survey through the use of bulk mail. The first consideration is that bulk mail takes longer to deliver than first class mail. The difference in postal delivery times should be considered when

asking that questionnaires be returned by a specific date. A second planning step is affixing the postage for bulk rate mail. For larger mailings, the University's bulk rate permit should be pre-printed by the Print Shop on your envelopes or hand-stamped by borrowing a permit stamp from the University's Mailroom. Upon request, the smaller bulk mailings nearing the 200 minimum may be metered in the Mailroom by postage machine. The third consideration is that bulk mail should be presorted according to bulk mail guidelines by the department preparing the mail prior to being sent to the mailroom. Each department has received a copy of these guidelines.

An obvious concern in planning for a mail survey is the response rate for the returns of the questionnaires. Quite often, it is deemed necessary to include business reply envelopes with the questionnaires to increase the survey return rate. Requests for bulk rate permit and business reply envelopes should be sent to Mike Dale in the Department of Personnel Services prior to being sent to the Print Shop. In determining business reply mailing costs, there is a surcharge of 5 cents per envelope or card that is returned to Western. Therefore, each one ounce business reply letter that is returned will cost the University 25 cents. In accounting for departmental postage costs, an estimate of a 50% return will be used when business reply envelopes are ordered.

Should you have any questions, especially as you are planning your survey, please call Mike Dale at 2071 or Winnie Palmer at 2244.

Bookstore Saves Time and Money

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 T-Shirts are always popular and BIG RED items are sure to make a hit with any age group. In addition, the bookstore offers 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. to 5:00 p.m. and will have the same holiday schedule as printed in this newsletter.

The Personnel File

Library Specialists Serve WKU Employees

The Division of Library Services has the responsibility to provide and maintain books and other valuable resource materials. The library strives to combine the informational skills of its staff and the educational functions of its program to meet the needs of the faculty and staff of Western.

Housed in seven different buildings, the library manages over 1,500,000 books, documents, journals, audio recordings and cassette tapes, filmstrips, slides, maps, museum items and many rare books and manuscripts.

The Division has a large number of full-time faculty and staff, as well as, 125 part-time students who work together to not only secure, process, and maintain the collections but also to help its patrons learn how to locate and use the wide range of materials available to them.

Dr. Earl Wassom, director of Library Services, refers to his staff as specialists. "People do not realize the wide scope of knowledge needed to perform the diverse responsibilities necessary to operate a library and museum program."

"Library faculty and staff must be acquainted with the resources of all disciplines in order to identify, purchase, process and interpret the library and museum collections," Dr. Wassom said.

The University library has the capability to provide information on many subjects from its own resources on campus. Material not owned by the library may be borrowed from other libraries or from the prestigious Center for Research Libraries of which Western is a member. For its users who wish to conduct an in-depth search of many indexes and collections from magazine articles, research reports and documents, the library can, through the use of computer terminals connected via telephone lines, search large data banks of information located in research centers throughout the United States. Information from very simple subjects to complex research problems may be identified. The library, with this list, can then help the library user locate the items needed.

In addition to providing materials for study, research, and pleasure, the library is equipped and staffed to help individuals identify sources of funding for projects through the Foundation



Division librarians, Virginia Neel and Elizabeth Cossey, check in new books.

Who's Who in Library Services

Administration, planning, coordinating, budgeting	Dr. Earl Wassom, Director of Library Services, 745-2904
Reference, services, tours, instruction	Sally Ann Koenig, Head, Department of Library Public Services 3951, ext. 26
Placing orders for books and magazines	Reg Laswell, Head, Department of Library Automation and Technical Services 3951, ext. 43
Special collections including archives and manuscripts	Riley Handy, Head, Department of Library Special Collections 2592
Museum collections, exhibits, educational programs	Diane Alpert, Curator, Special Collections 2592
Collection, care, oversight of official university records and papers	Helen Knight, Archival Cataloger, Special Collections 4793
Library bookkeeping	Wilma Adcock, Senior Bookkeeper Library Automation and Technical Services 3951, ext. 43
Borrowing books not owned by the University	Susan Tucket, Interlibrary Loan Assistant, Public Services 3951, ext. 23
Data Search and identifying new books to be purchased	Dr. Mary Leavy, Reference Librarian, Public Services 3951, ext. 24
Microfiche catalog distribution	Connie Foster, Data and Book Processing Supervisor, Library Automation and Technical Services 3951, ext. 39
Scheduling and arranging for library orientation and instructional tours	Chris Bixler, Library Clerk, Office of the Director 3951, ext. 21
Contact with the Foundation Center for project funding	Jo Kibbee, Reference Librarian Public Services 3951, ext. 31
Use of non-print materials, including computer	Dr. Sunny Hahn, Coordinator, Media Retrieval Center 3951, ext. 27
Information regarding books on reserve, location of books, library hours	Carolyn Boles, Circulation Librarian Public Services 3951, ext. 50
General information - when in doubt about who to call	Debby Smith, Senior Secretary Office of the Director 745-2904

Center, a nationwide library network which provides free access to information on some 22,000 active philanthropic foundations throughout the United States. By using library resources and personnel, this network of reference collections will help an individual identify foundation programs to correspond with the funding needs of his or her project.

Dr. Wassom once said in a speech, "Professionalism is not a title bestowed or a degree earned but a job well done." Professionalism, then is a word that can be used to describe the Division of Library Services and its many "specialists."

Service Anniversaries

The *Personnel File* recognizes the following employees who have contributed a combined total of 80 years of service to the University. Congratulations on a job well done!

15 Years

Betty Bruner—Since 1968, Mrs. Bruner has worked in the Department of Accounts and Budgetary Control. Her present position is cashier.

James Wright—For fifteen years, Mr. Wright has worked for the Physical Plant department as a building services attendant.

10 Years

Mary Allen—Mrs. Allen has worked in the Garrett Cafeteria and Snack Bar for the last 10 years. Her present position is senior cook.

Jewell Garrison—For the last 10 years, Mrs. Garrison has worked as a food service worker in the Downing University Center Cafeteria and Grill.

Susie Gott—Mrs. Gott has worked as a food service worker in the Downing University Center Cafeteria and Grill since coming to Western 10 years ago.

Olivia Jones—Mrs. Jones has worked for the University for 10 years. She was promoted from a checker to her present position as secretary for the Garrett Cafeteria and Snack Bar in January 1979.

Estell Miles—Mrs. Miles works in the Garrett Cafeteria and Snack Bar. She has served as a cook during her 10 years at the University.

Employment Activities

During the period July 1, 1983 to September 30, 1983, 685 persons formally applied for employment at Western Kentucky University. An additional 29 persons were placed on a waiting list of persons interested in positions such as Food Service Worker, Building Services Attendant, and Groundskeeper. 77 persons were hired in this three month period, mostly in August which was the beginning of the 1983-84 academic year.

The breakdown of Western's regular full-time personnel by occupational category effective October 1, 1983, was as follows:

Occupational Category	Number of Employees
Executive, Administrative and Managerial	94
Faculty	550
Professional Nonfaculty	189
Secretarial/Clerical	288
Technical/Paraprofessional	11
Skilled Trades	97
Service/Maintenance	263
	1,492

Employees Promoted

The *Personnel File* would like to offer congratulations to the following employees who were recently promoted:

Richard Allison—from cook helper to cook, Food Services

Elaine Carlock—from recorder, Registrar's office to administrative secretary, Center for Career Planning, Academic Advisement and Placement

Anna Lee Highland—from administrative secretary to MESA system operator, Career Planning, Academic Advisement and Placement

Larry Pearl—from police officer (grade B) to police officer (grade A), Public Safety

Gerald Riley—from air conditioning technician helper I to air conditioning technician helper II, Physical Plant

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To build may have to be the slow and laborious task of years.

To destroy can be the thoughtless act of a single day.

WINSTON CHURCHILL

WKU New Employees

The *Personnel File* would like to welcome the following new employees. We hope that your experience here will be a valuable and rewarding one.

Sara Bryant—Library Public Services, library assistant III

Ronnie Cardwell—Food Services, cook helper

Kurt Crawford—Pearce Ford Tower, assistant resident hall director

James Davis—Music, assistant professor

Michael Goodwin—Food Services, kitchen supervisor

Gary Willis—Physical Plant, building services attendant

Holiday Payroll Schedule

December 9
December 12
December 15
December 22
January 6
January 9

Bi-weekly payroll
Student payroll
Faculty and graduate assistants, Semi-monthly payroll
Administrative staff, Bi-weekly payroll, Student payroll
Bi-weekly payroll
Student payroll

Winnie Palmer Processes University Mail

Within a floor space smaller than a normal classroom approximately 1.2 million pieces of mail are weighed, stamped, recorded, sorted and bagged for delivery to the post office each year. This process is accomplished only through coordinated, efficient and cooperative efforts of two employees in the University mail room. *The Personnel File* would like to feature the senior mail clerk, Winnie B. Palmer.

Mrs. Palmer began working for Western in 1977. In those six years, she has experienced the growth and automation of mail services.

"In 1977, we only had one small room. I had three part-time students to help me. We did not have an accounting system and the mail was not pre-sorted," Mrs. Palmer said.

But by August 1982, several changes had been made: an electronic mailing machine, postal scales and accounting system replaced out-of-date equipment, one full-time employee replaced the student workers, and the mail was pre-sorted before forwarding to the post office.

The accounting system has the capabilities to record, store and retrieve postage expense on a departmental basis.

One of the other changes, that according to Mrs. Palmer, "really lightened my load," was the hiring of Lisa Kirby as a full-time employee. "Lisa is a big help. She is a very conscientious and capable employee," Mrs. Palmer said.

Mrs. Kirby is responsible for carrying out the next change made in the mail room — the pre-sorting of first class mail. Before forwarding the mail to the post office, Mrs. Kirby sorts the mail by hand according to zip code. The University is able to save three cents per letter on mail that is pre-sorted. This amounts to a considerable savings—approximately \$200.00 per week.

Mrs. Kirby likes her work and part of that can be attributed to her supervisor, Mrs. Palmer.

"I could not ask for a better supervisor," Mrs. Kirby said. "She is nice to work with and shares in the work load."

Prior to coming to Western, Mrs. Palmer worked with her late husband in their own business, a garage. When asked about her responsibilities, she replied, "I did everything. I was the official 'gopher.'" I kept books. I ran for parts. Anything that needed to be done, I did it."



Winnie Palmer and Lisa Kirby stand in front of updated postal machines.

When Mrs. Palmer did stop work for a while, it was for a good reason—to raise her daughter. Mrs. Palmer's daughter, Nancy Palmer Williams is a CPA and has her own business in Nashville.

Mrs. Palmer enjoys sewing and reading. She is also an active member of her church. She teaches a ladies Bible class on Wednesday night at the Greenwood Park Church of Christ and that, she says, takes a lot of preparation.

"I used to teach a kindergarten class, but this is a lot different. I have to do a lot of outside reading and work to be able to answer the ladies' questions," Mrs. Palmer said.

Another hobby Mrs. Palmer enjoys is traveling. During the past three years, she has visited and "fell in love" with Hawaii, toured the Holy Land and Egypt, and visited 6 countries in Europe. Her next trip will take her back to the Holy Land and a visit to the Mediterranean.

Holiday Closing Schedule

For the Christmas holidays, all offices will close at 4:00 p.m. on Thursday, December 22, 1983.

Offices will reopen at 8:00 a.m. on Tuesday, January 3, 1984.

Offices will close at 4:00 p.m. during the period December 19-22 and January 3-7.

Best wishes are extended to all employees during this holiday season.

November Spotlights from Western's History

Information for this article was taken from old copies of *The College Heights Herald*.

50 Years Ago

A special chapel was held on November 16, to celebrate the birthday of President H. H. Cherry. Dr. M. C. Ford delivered an address, "The Blessed Man."

40 Years Ago

Many articles centered on war activities. Several former students were reported killed in action, War Stamps and Bonds were sold by College High students and a dance was held at the Bowling Green Armory for Camp Atterbury, Indiana, soldiers who were passing through Bowling Green.

20 Years Ago

Louis Armstrong and his band gave a concert at the Bowling Green High School Gymnasium. General admission tickets were \$1.50 at the door.

10 Years Ago

Senator Barry M. Goldwater spoke on November 12, in Diddle Arena, as part of the Associated Student Government's fall lecture series.