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## UA28/1 The Personnel File

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## How to handle Human Stress

*This article was prepared by Dr. Stephen Schnacke, coordinator of Counselor Education Programs and professor in the Department of Educational Leadership.*

The presence of stress in human life is as pervasive as death and taxes. On the positive side, stress can be a motivating factor, a stimulator, and a challenger of human endeavor. Conversely, stress can result in a whole array of negative effects from sleeplessness or backaches to heart attacks or suicide. One problem in understanding the effect of stress upon individuals is that a personal life or work stressor which positively effects one person succeeds in negatively impacting another.

A second problem arises from the fact that stress originates from all phases of an individual's life. The work place obviously is a major source of stress for many people. But work is not the only source; the personal life (including marriage and family life) is for many people a major source of stress.

Still another problem must be recognized when dealing with human stress. Stress is here to stay; its existence is not the issue. The issue is what can be done to effectively cope with the inevitability of life's stressors. Two simple yet monumental steps must be taken. First, recognize and identify the existence of stress in one's life. Second, it is necessary to develop personal and work related techniques for dealing with stress.

The last step may not be as difficult as it sounds. Many of the most effective stress coping strategies are in fact rooted in common sense. Listed below are a few strategies for dealing with the presence of potentially destructive stress.

1. Foster good physical health including proper diet and proper exercise. Also, maintain scheduled preventative examinations by physicians and dentists.
2. Develop a wide range of friendships and interests; consciously attempt to have regularly scheduled social and recreational experiences.
3. No person is an island—each person requires meaningful and emotionally rewarding encounters every day both at work and at home.
4. Try to place yourself in the proper perspective. There is a natural human tendency to believe "the whole world will crumble if I don't do it or if I make a mistake." In the process, individuals can easily lose their sense of humor.
5. Remember that it is okay to ask for help. There are times in everyone's life when a trained counselor, therapist, physician, clergy, or good friend can greatly ease mental stress and pain.
6. Use your time on the job as wisely and efficiently as possible. To do this one must budget time, use **to-do** lists, plan ahead (completing as many tasks ahead of deadlines as possible), schedule daily uninterrupted work times when tasks can be completed, and, consciously avoid accepting too many responsibilities at the same time.
7. Try to separate, as much as possible, work and home life. It is far better to come to work a bit early or stay a bit late instead of taking reams of work home every night.

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# The Personnel File

# Spring Gardening Tips

Gardening is America's most popular outdoor activity—participate!

*This article was prepared by Dr. Jim Martin, assistant professor in the Department of Agriculture.*

One of the pleasures of living in Bowling Green is experiencing the change of seasons—and among those changes none is appreciated quite so much as that of winter to spring. Then, as we witness the rebirth of the living landscape, the green revival, the flowering abundance, we come closer in tune with the great rhythms of life. We become, at least for that fleeting time, gardeners all.

As if part of some divine plan, this happens to be the time of year for many important gardening and landscaping activities. In other words, that enthusiasm, if properly directed, can lead to positive results. If all else fails, it can provide us with the "high touch" experience we need to cope with the "high tech" society in which we live (check John Naisbitt's book—*Megatrends*). Gardening is America's most popular outdoor activity—participate! To get you headed in the right direction, here are some tips:

**The Lawn** - Believe it or not the most dependable grass for the southcentral portion of the "Bluegrass" state is Ky-31 (Tall Fescue). Sown 10lbs/1000 ft<sup>2</sup> it produces an attractive, durable lawn. Sow early in spring or wait till the nights begin to get cool in late August or September. Maintain your lawn at a height of not less than two inches to immediately improve its quality at no additional cost. Fertilize on June 1 applying 1 lb of actual nitrogen/1000 ft<sup>2</sup> (a 100 lb bag of 12-4-8 has 12 lb of nitrogen). Lime is not the same as fertilizer; use only on basis of recommendation from soil test.

## HYBRID TOMATO-

## MOST POPULAR

## GARDEN VEGETABLE!

SHAPE	VARIETY	SIZE	DAYS	CHARACTERISTICS
	Super 100 Early Late Late	1.00 1.50 2.00	55 60 65	High yield Disease resistant Early ripening Excellent for slicing
	Early Girl New York Patio Slicing Tom	2.00 2.50 4.00 4.50	45 55 55 75	High yield Disease resistant Early ripening Excellent for slicing
	Big Boy Big Boy Big Boy Big Boy	2.00 2.50 3.00 3.50	65 70 75 80	High yield Disease resistant Early ripening Excellent for slicing
	Big Boy Big Boy Big Boy Big Boy	2.00 2.50 3.00 3.50	65 70 75 80	High yield Disease resistant Early ripening Excellent for slicing

**Trees and Shrubs** - Spring is when an older man's fancy turns to pruning shears and electric hedge clippers. Too often we are prone to measure the success in pruning in terms of the number of pickup loads of debris we haul away. Prune by reason, not by season. Look for weak, diseased, dead or crossing branches and remove the main stem at the soil line. If you can't think of a reason for pruning, use your energy elsewhere and never, no never, never, never "top" a tree. Bowling Green already has enough tragic examples of man against tree; beautiful specimens given flat tops, grotesque remnants that will never regain their original beauty, strength, and health. By the way, current research indicates no value in painting wounds, it even retards wound closure in some cases.

**Annuals and perennials** - Color for the garden comes from a wide choice of plants available locally. Remember some do well in sun - petunias, geraniums, marigolds, fibrous rooted (wax) begonias, salvia and celosia; others prefer the shade - impatiens (beautiful), coleus and tuberous begonias. Buy plants early before they S-T-R-E-T-C-H out in crowded nursery flats. A compact rosette of leaves with no flower is the best form for petunias when you purchase.

Perennials come back each year if properly maintained. Buy these basic and dependable ones for flowering from March through October - daffodils, iris, peonies, daylilies, lilies, hostas, phlox and chrysanthemum.

**Vegetables** - Resist the temptation to get out your tomato and pepper plants too early. On April 20 (Good Friday) there is a 25% chance of another frost; by April 26 only a 10%. Tomatoes do not grow well in cold soil. Try caging your tomatoes this year for high yield, low maintenance.

Gardening question? Call me, Jim Martin 3151.

## Summer Tournaments Planned

The Recreational Activities office is planning two summer sports tournaments for University faculty and staff. The annual tennis tournament will be held in mid-June and the scramble golf tournament has been scheduled for July. If you are interested in playing in either tournament, and do not receive a registration form via campus mail by early May, contact Debby Cherwak or Jim Pickens at 745-5216.

# Computerized Logic

## Exercise 29:

- 1)  $(A \rightarrow E) \supset (G \vee B)$  / PREMISS
- 2)  $(B \supset C) \supset A$  / PREMISS
- 3)  $E \supset (H \vee D)$  / PREMISS
- 4)  $\neg E \vee [A \supset (C \supset D)]$  / PREMISS
- 5)  $(H \vee D) \vee [C \vee (B \supset G)]$
- 6)  $(G \supset C)$ ,  $\neg (H \vee D)$  / PREMISS

Your Job is to derive this! CvG  
You may begin entering lines now.

?)? --> STUDENT --> /HELP

It may be difficult to interpret what this means, but after a short explanation by Dr. Larry Mayhew of the Philosophy and Religion department, the meaning becomes more clear.



**Dr. Larry Mayhew has designed computer programs that help students learn logical problem solving.**

These markings are produced by a computer program Dr. Mayhew has devised for his class in symbolic logic. In symbolic logic, students learn to translate English statements into simple, logical symbols that are without emotion and expression. From these symbols, students determine relationships between the statements made and decide whether one statement implies another statement. These techniques are useful, not only to logic students, but also pre-law and computer science students.

Dr. Mayhew has been working for the past five years developing computer programs to help his students learn and understand the principles of logic. He

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**"This isn't work to be done by someone who doesn't enjoy it. It isn't easy to make a machine appear intelligent."**

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explains why. "I have taught logic for twelve years at Western and I have spent more time out of class with my logic students than students from any of the other classes I teach."

write his own computer programs.

"We're very fortunate at Western to have such helpful people to instruct us in using computers.

Writing computer programs is difficult and time consuming according to Dr. Mayhew. "It isn't easy to make a machine appear to be intelligent," Dr. Mayhew said and added, "I don't write the programs to be simply a question and answer session, you can do that with a text book. I write the programs in such a way that the computer understands the principles of logic. This allows students to ask the computer why something works, how to solve a problem logically or they can ask for a hint to solve a problem themselves."

"This isn't work to be done by someone who doesn't enjoy it. I've spent several thousand hours developing these skills and I'm not nearly finished. I have several thousand more hours to go," Dr. Mayhew said. "I like it because it allows me to do two things I enjoy doing. One is thinking about classroom teaching strategies and the other is solving problems logically."

Another reason I enjoy doing this is the benefits to the students. By using the computer, the students get a very patient instructor that is available to them roughly during library hours. The computer can generate its own exercises so the students get a new set of exercises every time they sit down. Some of the programs even permit students to type in their own exercises," Dr. Mayhew said.

When students approach a logic problem, they must ask themselves a certain series of questions. Students have problems when they can't figure out which questions to ask. The computer goes through each problem with students and gives immediate feedback as to whether their decisions are right or wrong.

Dr. Mayhew isn't quite ready to market his programs yet. He wants to develop more programs to make a complete package. His immediate goal isn't selling the programs to publishers, however. His goal is meeting the needs of his students. Dr. Mayhew commented, "The reaction of the students (to the computer programs) has been great, they just want more of them."

## Promotions and Transfers

*The Personnel File* congratulates the following employees who were recently promoted.

- Deborah Burch**—from key punch/computer operator to data entry operator III, Computer Center
- Torie Cockriel**—from administrative secretary, Office of the Registrar, to principal secretary, Office of Development
- Linda Davis**—from building services attendant, Physical Plant, to technical services assistant I, Library Automation & Technical Services.
- Geneva Garrison**—from principal secretary, Office of Development, to executive secretary, Office of the President
- Brenda Jewel**—from registration clerk, Office of the Registrar, to administrative secretary
- Randall Moore**—from junior computer operator, Computer Center, to computer operator II
- Dean Payne**—from senior key punch operator, Computer Center, to data entry operator III
- Emmett Robey**—from computer operator, Computer Center, to computer operator III
- A.T. Scott**—from data control clerk, Computer Center, to data control specialist III
- Charlotte Stamps**—from senior data control clerk, Computer Center, to data control specialist IV
- Donald Wade**—from report programmer/computer operator, Computer Center, to computer operator IV
- Emma Westbrook**—from lead key punch operator, Computer Center, to lead data entry operator
- Jenetta Whalen**—from senior data control clerk, Computer Center, to data control specialist IV

## Economics Department A pleasant place to work

There are as many areas of interest as there are faculty members in Western's Department of Economics, but what makes them work as a team is a down-to-earth concern for one another.

"What makes us unique from other universities where I've taught is that the faculty is extremely cooperative," Dr. John Wassom, head of the Economics department said. "They are always in each others' offices giving helpful advice about classroom work, writing research or whatever they can help with." That makes for a very pleasant place to work," he added.

Dr. Wassom sees the mission of the department as preparing individuals for their careers outside of Western, whether that be graduate school or a job.

"Placement for our graduates has been pretty good. We have students in some very good graduate programs across the country and they have done well. We also have graduates working in financial organizations, especially in the Louisville and Nashville areas. I think this says something about the education they received here," Dr. Wassom said.

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**Our faculty is as good as any Economics department in the state as far as publishing and research are concerned.**

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Dr. Wassom said the Economics department emphasizes teaching over research, although all the economics faculty are involved in research. He added that the University recently revised its stance on research requirements so the department has placed more emphasis on research and publishing articles.

"Our faculty is as good as any Economics department in the state as far as publishing and research are concerned. We can't have an Ivy League premise here, it's just not in the cards. We're not a Harvard—we don't have the resources," Dr. Wassom added.

He continued, "At other schools, faculty can get tenure or promotions without doing a good job in the classroom. That doesn't happen here and that (teaching) is an area we're strong in at Western."

Western's economics faculty offers a broad base of specialties to the students. Banking, welfare, crime, portfolios, the army, agriculture, education, exporting and computers are a few of the areas the faculty are researching and writing about.

Two of the faculty, Dr. Robert Pulsinelli and R. Stephen Jarrell are writing computer assisted instruction programs for their classes, which Dr. Wassom says, "shows that the faculty remain interested in teaching."

Because the Economics department is interested in its effectiveness, they are conducting a survey of former students that have graduated since 1979.

"We had one gentleman stop by and convey to me and other professors what a good education he received at Western, especially compared to the others in his company. We would like to get that kind of feedback from all our graduates," Dr. Wassom added.

## Training Programs Offered

In March, The Department of Personnel Services conducted a campus-wide survey to identify employee training and development interests. Two hundred and sixty-eight employees, representing a cross-section of faculty and staff, responded to the survey. Your interests have been prioritized and programs are being designed. A seminar on stress management, the topic with the greatest amount of interest, has already been planned for April. A number of training and development films have also been scheduled throughout the month of April. Watch your departmental bulletin boards and *The Personnel File* during 1984-85 for upcoming programs and films. We will look forward to seeing you there. Thank you for your ideas and suggestions.



## Two-Year Self-Study Completed

For nearly two years, Western has been taking a good look at itself and for the most part, it has found itself looking "quite strong", according to Dr. Ron Adams, director of Western's Self-Study steering committee.

Committee members on eleven principle committees, a steering committee, and Dr. Zacharias' executive committee carried out the extensive examination into every nook and cranny of the University. Each of Western's 95 departments and units conducted and submitted their own individual self-study report. This information along with a survey of 4200 faculty, staff, students and alumni plus information from University records were compiled and summarized into a document titled the *Institutional Self-Study Report* which can be found in Western's Helm Library.

Each department and unit made recommendations for their respective areas, however, the *Institutional Self-Study Report* contains only University-wide recommendations.

The self-study which is required every ten years by the Southern Association of Colleges and Schools for reaccreditation, was reviewed by a team from SACS on a visit to Western on April 15-18.

The recommendations that follow will be used extensively in the University's strategic planning efforts for the next decade according to Dr. Adams. Here are some of the recommendations:

- Departmental and college purpose statements should reflect the University's over-all aims.
- Refine research and service stipulations.
- Western's strategic planning should include a broadbased involvement of administrators, faculty, staff, and students.
- Step up recruitment of high quality students.
- Increase contact between student and advisors to improve the quality of academic advisement.
- Continue faculty development through research grants, training and sabbaticals.
- Review faculty loading policies.
- Monitor off-campus programs to insure high quality.
- Publish faculty development, compensation and evaluation policies.
- Expand University libraries in keeping with new curricular developments.
- Update computer services plan.
- Publish organizational structure and policies.
- Update and publish administrative structures for programs in fund-raising, institutional relations, alumni affairs and institutional research and planning.
- Approve investment strategies.

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## Military Training Policies

As summer approaches, it is necessary for some Western employees to fulfill their military obligation. The University will cooperate to the fullest extent possible in granting leave for military training to regular full-time employees. If you are a member of a reserve or National Guard unit and are required to serve an active duty tour, your supervisor will make every effort to work out a mutually agreeable time

for such service. Leave for military training will be granted as leave with pay for up to two weeks. Training in excess of two weeks will be charged to annual vacation time or leave without pay. Employees who wish leave for summer military training must submit the appropriate documents well in advance of their leave dates. For more information, refer to Personnel Policy #22.

## Service Anniversaries

The following employees celebrated service anniversaries in April and May. *The Personnel File* congratulates each employee.

### 20 Years

**Susie Curry**—Mrs. Curry came to Western in 1964 and is currently working in the Physical Plant as a building services attendant.

**Harry Largen**—Mr. Largen began his career at Western as a staff business officer. He has served as Vice President of Business Affairs since his appointment in 1970.

**John Oldham**—Mr. Oldham took over Western's mens' basketball program in 1964 as head coach. He became athletic director in 1971.

### 10 Years

**James Combs**—Mr. Combs started at Western as a building services attendant and in 1977 was promoted to group leader of building services.

**Wilma Malone**—Ms. Malone was originally employed as a general clerk in the Office of Institutional Research and became senior administrative secretary for Academic Computing and Research Services in 1982.

**Roger Pankrantz**—Dr. Pankrantz came to Western in 1974 as assistant dean for instruction and professor of education in the College of Education.

## New Employees

*The Personnel File* welcomes the following new employees. We hope your experience here will be personally and professionally rewarding.

**Cheryl Lynn Anderson**—Continuing Education, secretary

**Melina Bizer**—Educational Leadership, departmental secretary

**James Dar**—Physical Plant, building services attendant

**Kenneth Lowe**—Postal Services, postal services clerk

**Charles Wallace**—Public Safety, police officer

**Shelby Wilshire**—Physical Plant, building services attendant

**Darlene Young**—Student Financial Aid, data entry clerk

## Human Stress

continued from front page

- Avoid petty competition with fellow workers. For instance, avoid subtle and almost unconscious competitions such as, "I'm the best dressed member of this unit" or "I'm the most popular instructor in this department" or "I have more influence with my unit director than anyone else."
- Schedule and participate in unit social activities. These experiences permit time for co-workers to share aspects of themselves that do not exist during work hours. Planned social experiences tend to increase morale and reduce interpersonal conflicts.
- Schedule several daily moments of relaxation such as a walk from one building to another, several minutes of meditation and deep breathing, or "in-chair isometrics."

## The Cost of Medical Insurance

This article was prepared by Jim Torres, Director of Personnel Services.

The bad news first. Effective July 1, 1984, our group medical insurance premium will increase from \$82.87 to \$87.60 monthly for single coverage and from \$126.86 to \$134.47 for family coverage. This means that payroll deduction for those of you who have family coverage will increase from \$43.99 to \$46.87 monthly. For 1983, our premiums generated \$1,745,099.00 and for 1984 the premium costs will be \$1,847,904.00, an overall increase of approximately 5.89 percent.

If there is any good news, it is that our premium increase is under 6 percent while physician charges increased 12 percent and hospital charges increased 19.5 percent for the period. Our premium costs have remained low as a result of several factors including lower utilization of provider services.

An analysis of our costs for the last year reveals some interesting facts. For example, during 1982 our coordination of benefits (C.O.B.) savings were \$49,329, but during 1983 the C.O.B. savings were only \$35,609. Why the decrease when all other costs have increased? C.O.B. is a provision in our contract that requires primary insurance carriers to pay first, and if a person has two or more group policies, duplicate benefits will not be paid. In other words, the insured is not supposed to make money from an insurance claim — an unlikely event in any case. Nevertheless, our C.O.B. group savings are down. Why? The mystery remains.

We have 1,370 single and family contracts in our group. Of course, the number of persons covered by those contracts would be a much larger figure. This leads to another interesting fact. For each day during the twelve months period, we had 4.76 people in the hospital. That figure may seem to be high, but it is consistent with the statewide average for insured groups.

Some of our group members have experienced very serious illnesses which have resulted in substantial expenses. For one of our members the carrier paid claims in excess of \$35,800.00, for another \$32,600.00 and for another \$30,700.00. The top ten claims reached a total of over \$239,000.00. Our insurance coverage is very effective when major illnesses strike.

The state-wide average cost for a day in the hospital is \$365.00. For members of our group the average daily cost is \$421.89 — a difference of \$56.89 each day. The higher daily in-hospital costs are primarily the result of physicians' fees. There is not a substantial difference in local hospital costs for rooms and ancillary services when compared with other hospitals in Kentucky and nearby cities such as Nashville. Then why the higher daily average cost for our group members? We can only assume that it is a result of higher medical/surgical fees in the Bowling Green area. The average in-patient cost per case for our group members was \$2,283.15; the state-wide average is only \$1,981.94. The cost per day has increased 61 percent in the last 3 years.

What can we as insured group members do to help control the rapidly increasing costs of hospital and physicians' fees? Staying well and personal fitness is the best way. But unfortunately most of us will at some time need medical attention. When that happens, we should ensure that all hospital charges and physician fees are figured correctly so that our insurance carrier does not pay for a service that we did not receive. Inspect your bills. We have found cases where our group members have been erroneously billed for services they did not receive.

Medical insurance is one of our most expensive benefits. Let's all work together in an effort to control costs.

## Retirements

The Personnel File recognizes the following Western employees who have announced their retirements. The University is grateful for their contributions. Best wishes are extended to each of them.

**Howard Carpenter**—Dr. Carpenter came to Western in 1953 as an associate professor in the Department of Music. He served as department head from 1965 to 1975. Dr. Carpenter has served as a professor in the Music department since 1965.

**James Carpenter**—Mr. Carpenter was hired by Western in 1957 in the Training School after previously being assigned to the Air Force ROTC unit at Western. Since 1977, Mr. Carpenter has served a joint appointment as an associate professor and assistant director of Teacher Admissions, Certification and Student Teaching in the Department of Teacher Education and as coordinator of teacher placement in the CAP Center.

**Corydon Crooks**—Dr. Crooks joined the faculty at Western in 1971 as an assistant professor of Special Education. He was promoted to associate professor in 1977 and has taught in the Department of Teacher Education.

**Charles Guthrie**—Dr. Guthrie was hired in 1968 as an assistant professor in the English department. He was promoted to associate professor in 1977 and has taught in the Department of Teacher Education.

**Vera Guthrie**—Dr. Guthrie came to Western in 1958 to teach in the Department of Library Science. She served as department head of Library Science during the 1970's. She completes her career at Western as professor in the Department of Teacher Education.

**JoAnn Harrington**—In 1968, Dr. Harrington joined the Business Education - Office Administration department. She was promoted to professor in 1977.

**Clarice Scarborough**—Mrs. Scarborough was hired in 1963 in the Department of Foreign Languages. She was promoted to associate professor in 1981.

**Everett Tabor**—Mr. Tabor became a security officer in the Department of Public Safety in 1970. He has served as a shift commander and sergeant in the department.