

3-1984

UA28/1 The Personnel File

WKU Human Resources

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records



Part of the [Human Resources Management Commons](#), and the [Labor Relations Commons](#)

Recommended Citation

WKU Human Resources, "UA28/1 The Personnel File" (1984). *WKU Archives Records*. Paper 1434.
http://digitalcommons.wku.edu/dlsc_ua_records/1434

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

The Personnel File

 28A14
**Admissions Director
She's Part Of A Team**

Her friends say she is a workaholic. Her drive to work takes an hour each morning and she has very little spare time. Despite all that, she's happy with what she does.

Cheryl Chambless is Director of Admissions for Western. She can be seen working with her assistants more often than inside her own office in Wetherby Administration Building.

"Someone called me a workaholic this morning, but I'm really not. I just do things because I like to. I like to work hard," Mrs. Chambless said.

Mrs. Chambless said that the Office of Admissions is responsible for three areas. First, they admit all undergraduate students to the University. A second function is distributing scholarships to students and third, her office recruits high school and two-year college students for enrollment at Western.

Mrs. Chambless is one of several women at the director's level at Western, but getting to that level took time. She started work in Admissions as a graduate student at Western where she reviewed applications. After graduating in May of 1973, she applied for and received the position of admissions counselor.

Mrs. Chambless tried to recall exactly when she was promoted from title to title. "I was promoted to assistant director in 1976 and moved up to associate director about three years later. I became director July 1, 1981. Time passes so quickly that is really doesn't seem that long ago."



"I work with good people and I can depend on those people."

**Cheryl Chambless
Director of Admissions**

She said that being a woman in the director's position was a case of being in the right place at the right time. "I don't want to sound trite by saying that old line, but that's kind of the way it was. I was surprised when they offered it to me. I'm glad I was given the chance. It is just a matter of time until more women will be at this level," she added.

"I really never think about being a woman. It was ten years ago when being a woman made it hard to be successful. It was then that I got used to being treated differently," Mrs. Chambless said.

continued on back page

Lending a helping hand

"The most common problem we encounter among college students today is loneliness."

Dr. Stan Brumfield
Director, Counseling
Services Center

The Counseling Services Center, located on the fourth floor of the College of Education Building, is in the business of helping others.

One of the basic functions of the center is testing. On about forty Saturdays out of each year, the Counseling Services Center administers the Graduate Record Examination, Allied Health Test, Veterinary Admissions Test, or one of many other tests that the center is approved to administer.

The center also administers the General Education Development Test which is equivalent to a high school diploma. About 600 to 800 people take the test each year and of these, about 500 pass, according to Dr. Stan Brumfield, Director of the Counseling Services Center.

"The GED program is indicative of what's going on in the country. 50.6% of Kentuckians over 16 years old don't have a high school diploma and 26 million Americans can't read. More emphasis should be placed on adult education," Dr. Brumfield said.

"We counsel the people who score in the 80th or 90th percentile and try to persuade them to give college a try. A good many of them have gotten degrees. One woman passed her GED and went on to get a master's degree," he added.

There are a lot of problems associated with giving the test. Dr. Brumfield said that some of the people being tested are resentful because they have to take the test, there have been weather problems, and security problems occur. "It has to be done, but there isn't a lot of love in it," Dr. Brumfield said.

He added that the problems occur because the center depends on so many people to help with the testing. The center has two staff counselors, Bob Paul who has a master's degree in clinical psychology from Western and Sandra Starks who has a social work master's from the University of Louisville. They employ 100 to 150 graduate students and secretaries to help administer the test.

Handling problems is part of their job at the Counseling Services Center, not only the problems they encounter with testing, but also the problems of students.

The second and most important function of the center is counseling troubled students. Some of the problems they have encountered include drug addiction, depression, anorexia, sexual problems, loneliness and attempted suicide.

"Our job is to help people see their current state, help them visualize their desired state, then focus on what steps are needed to get them where they want to be," Dr. Brumfield said.

"We meet with each person five to eight times. We hope they see our strategy so they can apply it again as other problems occur," he added.

Dr. Brumfield says we create a lot of our problems ourselves. We allow what we read and hear about to become reality. "If you talk about it long enough, you will create it," he explains.

"Some of the problems we encountered 15 years ago are no longer seen as problems. We have accepted them over time," Dr. Brumfield said.

Dr. Brumfield said that their counseling services were once available to Western's faculty and staff, but because of budget constraints that service no longer exists. "We receive requests from faculty and staff, but unfortunately we just don't have a large enough staff to accommodate their needs," Dr. Brumfield explained.

Service Anniversaries

The following Western employees celebrated service anniversaries in March. *The Personnel File* congratulates each employee.

20 Years

Claude E. Threlkeld—Mr. Threlkeld came to Western in 1964 after working as a landscaping architect for the Kentucky Department of Highways. He is now superintendent of landscaping at the Physical Plant.

15 Years

Robert M. Dawson—Mr. Dawson is

in his fifteenth year in Accounts and Budgetary Control where he is staff accountant.

10 Years

Dianna Blanton—Mrs. Blanton came to Western in 1974 as a clerk in the print shop. In 1979, she was promoted to typesetter.

Richard A. Roberts—Dr. Roberts was an associate professor at the University of Houston before accepting his position with Western's College of Education in 1974. He was promoted to professor in 1979.

Tax Talk

April 15th is drawing nigh. Income taxes will certainly be of concern to all faculty and staff for at least that one day. The time for tax planning for 1983 was back in 1982. At this time, there is really little one can do to alter the tax consequences for 1983 except be aware of the legal deductions and adjustments he may be entitled to. Perhaps this will remind you of some tax savings of which you may not be aware.

All who work for wages can invest up to \$2,000.00 in an IRA which is deducted from gross income. This can be invested any time up to the due date of the 1983 tax return. In my opinion, everyone should take advantage of this option, even if the money must be borrowed to do so. The only disadvantage to the IRA is that there is a 10% penalty if withdrawn prior to age 59½. The nearer to age 59½ one is, the more sensible it is to invest in an IRA.

The tax sheltered annuity is another option of which one may take advantage. However, it had to have been done during 1983 and is limited if the taxpayer is a relatively new employee. It may be worth thinking about for 1984.

There have been some changes to the Federal tax law regarding medical expenses and casualty losses which generally make them harder to itemize. However, the old rules are still in

effect for Kentucky returns for 1983, and you may be able to deduct them for Kentucky when you can't on the Federal return. Many people who do not have enough itemized deductions to report on their Federal return, would have enough to itemize on their Kentucky returns, but fail to do so. An error made by many married taxpayers, who both have income, is to fail to file separately on their Kentucky returns.

To be better prepared for 1984 taxes, begin to plan now.

Certain travel, meals, and lodging expenses connected with employment may be taken as adjustments to income when you do not itemize your deductions. Often, taxpayers fail to take these adjustments because they assume that they must be itemized. You are required to have receipts for lodging, but for meals you may use a deduction of \$14 per day if away up to 30 days, and \$9 per day if away 30 days or more. For travel, a mileage rate may be used. You may use actual costs if they exceed the standard allowance.

In addition, the investment credit, child care credit, political contribution credit, and residential energy credit may be taken when deductions are not itemized. Some faculty and staff may have invested in a computer which is used in their professional work which could entitle them to an investment credit.

Many faculty ask about deducting expenses of a home office. The only time that these expenses may be deductible is in the event there is other income produced from the use of the office. Depreciation of furniture and equipment used for professional purposes may be taken as an itemized deduction, though an office is not deductible.

To be better prepared for 1984 taxes, begin to plan now. Pay by check, and then sort your checks monthly into envelopes by various categories of expenditures. Keep notes in the envelope to help remember cash expenditures. Expenditures for additions and improvements to your home should be kept in a file so that you'll know the total cost of your home when you sell it. Generally, I would advise keeping your old tax records for at least five years.

May you have many happy returns!!!

This article was prepared by Rodney D. Veitschegger, an associate professor in the Accounting Department.

Dorm Staff Seeks Summer Employment

Due to the fact that the residence hall directors and assistant directors on our campus are employed on a 10-month basis, several of them are pursuing summer employment for the months of June and July. Their backgrounds vary with all of them holding bachelor's degrees, most having their master's degree in a student services related field, along with holding teaching certificates. It would be appreciated that any department that might utilize their services contact Howard Bailey, Office of Student Affairs, Office 110, Potter Hall, 745-2791.

March Spotlights In Western's History

The following information was taken from issues of the *College Heights Herald*.

20 Years Ago

Darel Carrier ended his basketball career at Western. He had scored 1,318 points in his four years of play and held a school record for highest single season average.

E. A. Diddle announced that he would retire from coaching at the end of the 1964 season and added that Johnny Oldham would succeed him as Western's head coach.

15 Years Ago

Arthur Fiedler and the Washington National Symphony performed in Diddle Arena.

10 Years Ago

Traffic slowed down considerably on our nation's highways in 1974 due to the new 55 miles per hour speed limit that went into effect March 1 that year.

Who's Who in Public Safety



ADMINISTRATION E. Paul Bunch, Director

OPERATIONS Horace Johnson, Jr.
Assistant Director

DEPARTMENTAL SECRETARY Pat Murphy

FIRE SAFETY COORDINATOR Gene Whalen

INVESTIGATIONS Richard Kirby
Paul Joiner

PARKING AND TRAFFIC Eugene Hooper

STUDENT PATROL COORDINATOR Jim Schaeffer

RECORD CLERKS Vicki Wingate
Kim Wiltshire

PATROL DIVISION Capt. Ed Wilson

Day Shift

Lt. Hugh Heater
Sgt. Jim Hesson
Officer Everett Tabor
Officer Jerry Alford
Dispatcher Howard Kirby

Evening Shift

Lt. Joe Gentry
Sgt. Jerry Phelps
Officer Jerry Burchett
Officer Larry Pearl
Officer David Gordon
Dispatcher Harold Clemens

Morning Shift

Lt. David Fenwick
Sgt. Glen Curl
Officer Mendel Hyde
Officer Craig Wingfield
Dispatcher Linda Boards

The telephone number for the Department of Public Safety is 745-2548.

Keep this listing. You may find it will come in handy for future reference.

Where Has All The Money Gone?

If you are like most people, you are surprised by the amount of net pay remaining in your check after the numerous deductions have been made. Some payroll deductions such as federal, state, city and Social Security taxes are mandated by law. We don't have much control over those, but others such as medical and life insurance and charitable contributions are made voluntarily by you and subject to your control.

As a method of explaining the payroll deductions, a sample check stub for a fictitious employee has been reproduced below. The check is for the pay period ending March 31. The gross pay was \$956.00, and the net pay was \$622.30. Here is what happened to the other \$333.70:

LIFE-INSUR. The University provides each employee with \$10,000 life insurance. In addition to that amount, Mr. Sample has purchased \$12,000 (one times his annual salary) at a cost of \$3.42 per month. His total life insurance package would be \$22,000.00. If Mr. Sample wanted to spend the money, he could have up to \$34,000 life insurance for a payroll deduction of only \$6.84 per month.

CRED UNION. Our fictitious employee is saving \$50.00 each month in the W.K.U. Credit Union, Inc. Or he could be repaying a loan. The Credit Union offers many services through payroll withholding.

TX SHELTER. As an employee of a non-profit organization, Mr. Sample can defer part of his salary from

FEDERAL. This line indicates the amount of federal income tax withheld for March and the year-to-date. Mr. Sample is married with 2 exemptions. The Internal Revenue Service specifies the withholding amount based on the employee's marital status and number of dependents. Since the Internal Revenue Service does not pay interest on amounts over-withheld but will charge a penalty for substantial under-withholding, Western employees should arrange for tax withholding to be as accurate as possible.

KENTUCKY. The amount of state income tax withheld by current month and year-to-date is shown on this line. The Kentucky income tax rates are generally lower than those of the federal government.

CITY. The Bowling Green City Occupational Tax must be withheld from payrolls for services which occur within the boundaries of the city limits. The rate is established at 1.5 percent of gross earnings without regard for marital status or number of dependents.

FICA. This line represents the Social Security Tax, and the rates are established by federal law. During 1984, the rates are 6.7 percent for the employee and 7.0 percent matching for Western with a base of \$37,800.00. The rate will increase to 7.05 percent for both the employee and employer next year. In addition, the base salary limit (\$37,800.00) will increase next year.

The column to the right on the check stub indicates the serial number of the payroll check, the pay period ending date, and the net and gross pay monthly and year-to-date.

As you can see, there is a world of information contained in your check stub. It's a good idea to keep your check stubs and compare them with your W-2 Form to insure accuracy before you file your federal and state income tax returns.

WESTERN KENTUCKY UNIVERSITY

EMPLOYEE NAME			NON-NEGOTIABLE			CK 03784A	
J D SAMPLE			SSN	ACCOUNT NUMBER	CHECK NUMBER		
			405-35-7891	101-38-007-111-03	037844		
DEDUCTIONS			REG. HOURS	OT HOURS	RATE	PAY PERIOD DATE	
CURRENT	YTD					3/31/84	
KERS	38.24	114.72				GROSS PAY	
BLUE-CROSS	43.99	131.97				956.00	
LIFE-INSUR	3.42	10.26				GROSS PAY (YTD)	
CRED UNION	50.00	150.00				2,808.00	
TX SHELTER	25.00	75.00				FC	
UNITED WAY	5.00	15.00				NET PAY	
			TAXES	CURRENT	YTD	622.30	
			FEDERAL	63.13	189.39	NET PAY (YTD)	
			KENTUCKY	26.53	79.59	1,860.00	
			CITY	14.34	43.02		
			FICA	64.05	192.15		
						1,860.00	

PLEASE DETACH AND RETAIN THIS PORTION AS YOUR RECORD OF EARNINGS AND DEDUCTIONS

KERS. This is the deduction for Mr. Sample's contribution to the Kentucky Employees Retirement System. As mandated by law, the amount he contributed is 4.0 percent of gross salary (.04 x \$956.00 = \$38.24). His contribution for the year to date (YTD) totals \$114.72. Although it does not appear on his check stub, Western overmatched the contribution at the rate of 7.25 percent. In this case, Western placed an additional amount of \$69.31 in the account for a total of \$107.55 in Mr. Sample's retirement account for March.

BLUE CROSS. The monthly cost for family plan medical insurance (Blue Cross and Blue Shield) is \$126.86. Western pays \$82.87 of that amount leaving a balance of \$43.99 for payroll deduction.

federal and state income taxes. Mr. Sample has decided to shelter \$25.00 each month, and in his tax bracket that saving reduces his take-home pay (net) by approximately \$20.00. This means that his tax-deferred advantage is already \$5.00 before his investment begins to earn interest.

UNITED WAY. The only charitable campaign officially recognized by Western for payroll deduction is the United Way of Bowling Green-Warren County. Although Mr. Sample is a fictitious employee, Western's support of the United Way is real. Last year's campaign yielded over \$25,918.00 in payroll deductions and direct contributions. As citizens of this community, it is essential that we continue to support United Way.

Admissions Director—She's Part Of A Team

continued from front page

Mrs. Chambless said that President Zacharias has put emphasis on attracting the very best students to Western. "Better students enhance the University," she said and added, "One of the groups that we have worked with is the national merit finalists and semi-finalists. These students are ranked according to the PSAT test. In 1981, we only had one merit finalist come to Western. In 1982, there were six finalists, and this year we had 24 come to Western."

Mrs. Chambless is careful to point out that the accomplishments of the Admissions office are a group effort. "I didn't bring those students here, the entire office did. I'm just part of a team. I take pride in the fact that everyone sees Admissions as a place of work. We all have certain responsibilities here, but when one person gets caught up, they help out the others. I just work with good people and I can depend on those people."

Mrs. Chambless moved from Bowling Green to Munfordville, Ky. when her husband, Bob, became vice-chairman of Hart County Bank. She agreed to relocate only if she could keep her job at Western. Keeping her job in Bowling Green meant driving about an hour every day to and from work.

"You get used to the drive after a while. There is one positive factor about the drive. It gives me time to think about what I need to do when I get to work and in the evenings, it allows me to unwind. It's my time of solitude. So many people don't have that anymore," Mrs. Chambless said.

Mrs. Chambless doesn't have a lot of spare time on her hands, but when she does have a minute or two she is an enthusiastic Western basketball and football fan. She and her husband

attend Western's home games regularly. She said that she cheers the team, but her husband, however, coaches and referees from his seat in the stands.

Mrs. Chambless is also active in her professional organization, the Association of Registrars and Admissions Officers. She was president of the Kentucky chapter, a committee member on the regional level and is now serving on a national committee.

The Kentucky Junior Miss Pageant, held on Western's campus, is another interest of Mrs. Chambless. She has served on its executive committee for four years.

Mrs. Chambless attributes her energy and enthusiasm to one source. "I just like what I do. That's why I come to work every day. I believe in what I'm doing."



*Invest in Your Future!
Purchase U.S. Savings Bonds.
Payroll Deduction Plan Available.
Contact Personnel Services.*

The Summer Work Schedule will begin May 7 and extend through August 10, 1984. Office hours will be from 8:00 a.m. to 4:00 p.m., Monday through Friday during the period. Monday, May 28, Memorial Day, and Wednesday, July 4, Independence Day, will be observed as holidays.

Employees on an eleven-month basis will observe nonwork days in

New Employees

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

Elizabeth Gilmartin—Management and Marketing Department, senior departmental secretary.

Kimberly Hays—Student Financial Aid, student employment clerk.

Lewis Logan—Physical Plant, building services attendant.

Barry T. Moore—Football Office, assistant football coach.

Katherine Taylor—Housing, assistant dorm director, McCormick Hall.

Promotions and Transfers

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

Jeannie Butler—from technical services assistant I to technical services assistant II, Department of Library Automation and Technical Services

Frank Hollenbeck—from instructor, Economics Department, to assistant professor

Timothy J. Richards—from electrician helper, Physical Plant, to electrician

Larissa Young—from administrative secretary, Student Financial Aid, to senior administrative secretary, Football Office

Robert Zibart—from electrician helper, Physical Plant, to electrician

accordance with paragraph 2, Personnel Policy #4, and as directed by their supervisors.

Personnel on a twelve-month basis will be given three vacation days during the summer period. Administrative offices will remain open and each office head should prepare a schedule for staffing to adequately provide for transaction of all University business.

Summer Work Schedule