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## UA28/1 The Personnel File

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# The Personnel File

## Jubilee '84 Kicks off with Homecoming



Bowling Green will have 16 visitors from its sister city, Santa Domingos de los Colorados. The visit is a joint effort of Partners of the Americas and Sister Cities.

It started as a round table discussion by the Chamber of Commerce. The Tourism Department picked it up and kicked the idea around. Now Jubilee '84 will soon be a reality with Western playing a part in its success.

Director Judy Belcher Wimpee, a former editor of *The Personnel File*, said the idea for the event came about because Bowling Green did not have a festival. "We didn't have a horse for a derby festival, nor a race car, and we wanted to show everyone what it is that makes Bowling Green such a great place to live." Jubilee '84 was started by a handful of ambitious community leaders so that residents could come together in a festive atmosphere to exhibit community pride. Mrs. Wimpee expressed that everything about Bowling Green makes it a great place. "The cultural arts education, spiritual atmosphere... Bowling Green has a diverse industry and a diverse culture, and we want to emphasize that with Jubilee '84."

The festival will host 150 events within the eight county area of Bowling Green. Western will play a big part in this by hosting several events. The University will kick off its part of the celebration during Homecoming. According to Mr. Dee Gibson, director of community affairs and special events, the festivities will begin on November 2, with a Fashion Career Day at Downing University Center at 9 a.m. From there the action will move to Diddle Arena and Big Red's Roar at 7 p.m. Big Red's special guest will be comedian Brad Garrett, who won the Star Search competition. According to Ron Beck,

assistant dean of student affairs and director of university centers, this year there will be no admission charge for Big Red's Roar.

November 3, Homecoming Day, will begin with an alumni reception at 9 a.m. in the Craig Alumni Center. The homecoming parade, through the streets of Bowling Green, will begin at 9:30 a.m. and continue until approximately 11 a.m. The Hilltoppers will kick off against Middle Tennessee State University in L. T. Smith Stadium at 1 p.m.

The celebration will move to Diddle Arena at 4:30 p.m., following the football game, for a reception and an open basketball practice featuring the roundball Hilltoppers. Garrett Conference Center will host the alumni banquet at 6:30 p.m. and then it's off to the Bowling Green Country Club for the alumni dance at 9:30 p.m.

After Homecoming, events will resume on November 7 with a debate between Gordon Liddy and Timothy Leary in Diddle Arena at 8 p.m. The Kentucky Museum will host an exhibit co-sponsored by the Bride's House of Bowling Green. "Contemporary Bridal Fashions with Historical Touches" is a program tied into another exhibit, "The Bride Wore Blue," which opened last year. According to the museum's Public Information Officer Doug Nesbit, the contemporary dresses will be photographed showing certain aspects of the dresses which give them a somewhat antique or historical look. The photographs will be shown at the same time models are wearing the dresses. The exhibit will begin at 7:30

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## A Difficult and Delicate Job



Mae Hardcastle handles scholarship disbursement. She allocates money to students while keeping the guidelines set by donors.

It may not be among the largest departments at Western, but it is perhaps one of the busiest. Department staff members serve students, parents, other departments and federal and state agencies. The Department of Student Financial Aid does all this and more to ensure that eligible students get the best possible finance program.

Lee Watkins, director of student financial aid, remarks that since the department began in 1959, Western has loaned out \$14,000,000, collected \$6,000,000, and cancelled \$1,700,000 in loans for students who met the cancellation requirements. He comments that since he came to the department it has grown considerably. "When I started, we only had four people in the office and 3500 students. The University has grown in student size and the percentage of financial aid recipients has grown with it."

Mr. Watkins emphasizes that the purposes of financial aid are to see that the department disseminates good information to students; administers the programs according to criteria established by the scholarship donor; maintains an accurate accounting for funds; provides appropriate reports to federal, state and institutional entities; and in the process keeps in mind that "... it is the students we are trying to serve."

To help carry out such a large task, the program is divided into five management areas. There are eight financial aid advisers and clerks. The four advisers and their assistants divide responsibilities alphabetically. For example, Phyllis Bessette and Dean Jones advise and counsel students

whose last names begin with A through E. The counselors help the students to understand which programs they are eligible for, which they are not, and, if not, they try to refer the student to an alternative source.

Marilyn Clark has a lighter number of advisees. She also counsels the veterans and helps to certify which students are eligible to receive benefits.

The financial aid advisers and clerks also help to assist John Holder, assistant to the director. Mr. Holder disseminates information to students, holds financial aid workshops in high schools, and trains the advisers. Helping Mr. Watkins and Mr. Holder are Faye Miller, senior secretary, and Pat Cook, telephone receptionist and student aid cashier for scholarships and loan payments.

The next stage of management comes under Student Employment Officer Marjorie Dye and her assistant, Kim Littlefield. Together they work with other departments who want to hire student workers. This process somewhat resembles an employment agency. The hiring departments let Ms. Dye and Ms. Littlefield know how many positions are open, how many are not to be filled by returning students, and they explain what each job entails. Students interested in jobs fill out applications with their financial aid advisers and are then referred to Ms. Dye. Based on their job skills, she sends the students out to conduct interviews with certain departments who in turn hire the student they feel is best suited for the job.

Financial Aid Accounts Officer Ann Sims, along with Collections Clerk Judy Bryant, and Data Entry Clerk Darlene Young account for funds awarded, make disbursements to students, and report fiscal activity to federal, state, and institutional officials. They also collect and account for payments to the National Direct Student Loan Program. Records Management Officer Barbara Scheidt and her assistant Lynn Swetmon help support all the other areas above in terms of data entry, data processing, and management reports.

"The department is set up differently from last year," explains Mr. Watkins. "Our approach is different. A student used to have to take a gun shot approach to finding a suitable program; he aimed and took his best shot. Before, the department was organized by program. If a student needed to find out about four different programs, he needed to see four different people. Now, with the program organized by application population, he only needs to see one person."

This reorganization meant the financial aid advisers had to go through more training and learn about 10 different federal programs. However, Mr. Watkins feels they all did well and that now students are better served.

"Sometimes the financial aid officers feel they are buried so far down in the organization, people they work for and are responsible to aren't aware of the herculean effort the staff puts forth to provide the services it does and to do it in a friendly manner," reflects Mr. Watkins. "Our student traffic and demands for services are extremely high but our visibility is very low."

Mae Hardcastle handles scholarship disbursement. This part of the department helps to allocate scholarships to students while keeping the guidelines set by donors. Mr. Watkins remarks that scholarships often telescope or come all at once at the beginning of fall semester. "Many times, in the case of club sponsored scholarships, we don't know who the recipients of the scholarships are until just before school begins. Most of the work disbursing the money to the student is focused into the time period of four months prior to the start of fall semester and two months after."

## Financial Aid is a Busy Place

The job of administering student financial aid programs is not an easy one. One of the most difficult and delicate tasks is explaining to a family why they are not eligible for a certain program. Mr. Watkins explains, however, that every academically eligible student, regardless of family income, can get some kind of help. For low income families, there is the gift and employment programs. Moderate income families have loan and employment programs, and high income families have parent loans and student employment programs. This year the office will process \$16,000,000 for 9,000 applicants and 7,000 recipients. "The aid office at Western is larger than most banks in the state of Kentucky," said Mr. Watkins. There are 3,000 work applicants each year and the office places 1,500.

Financial aid is in no way a static activity. It is subject to the political process. Legislation and appropriations at the federal and state levels are constantly updating current policies, procedures and recording systems of existing programs. By working with the student financial aid department, students and families can find the program which best suits them.

## Who's Who in Student Financial Aid

Director	Lee Watkins
Senior Secretary	Faye Miller
Telephone Receptionist and Cashier	Pat Cook
Assistant to the Director (for Advising)	John Holder
Financial Aid Adviser (A-E) Financial Aid Clerk	Phyllis Bessette Dean Jones
Financial Aid Adviser (F-H) and Veterans' Counselor Financial Aid Clerk	Marilyn Clark Joyce Cooke
Financial Aid Adviser (I-Q) Financial Aid Clerk	Trudy King Martha White
Financial Aid Adviser (R-Z) Financial Aid Clerk	Huda Melky Cassie Hall
Student Employment Officer Student Employment Clerk	Marjorie Dye Kim Littlefield
Scholarship Disbursement Officer	Mae Hardcastle
Financial Aid Accounts Officer Collections Clerk Data Entry Clerk	Ann Sims Judy Bryant Darlene Young
Records Management Officer Applications Clerk	Barbara Scheidt Lynn Swetmon

p.m. in galleries K and L of the Kentucky Museum on November 8.

The Wendy's 10 K Classic ends the week for Western with a race that starts at the Downing University Center on November 10. In addition, Wendy's will host a pre-race banquet November 9 at 7 p.m. in the Garrett Conference Center. The dinner will be a tribute to Dr. John Fixx, a runner and author of *The Complete Book of Running*, who died of a heart attack last July. Dr. Fixx was to be the guest speaker at the banquet. The dinner will now feature guest celebrities to help pay tribute to him. The banquet is open to the public and tickets are available from Wendy's.

An additional event for the festival will be the visit of approximately 16 people from Bowling Green's sister city, Santa Domingos de los Colorados in Ecuador. The party will include three musicians, several dancers and a group of townspeople. According to Mrs. Joan Martin, a research assistant in the College of Education, the visit of the musicians and dancers is a group effort hosted by Partners of the Americas, a joint exchange program between the United States and South American countries (Mrs. Martin serves on the board of directors), and sponsored by Sister Cities, a group which joins cities throughout the rest of the world. The townspeople are private citizens traveling to Bowling Green at their own expense. Although their schedule is still tentative, the special guests plan to take part in the Jubilee '84 opening ceremonies, the 4-H Jamboree, and An Evening with Bluegrass and Country Music.

Mrs. Wimpee expressed her gratitude to Western for their help in the festival. "We're (the city of Bowling Green) thankful to have Western. Their part in the festival reflects their involvement with Bowling Green. Everyone from Dr. Zacharias to Dee Gibson to Ron Beck have all offered their support of the festival."

Mr. Gibson expressed his optimism for the coming celebration saying, "It's something good for the entire community. It promotes the community and should have a big economic impact."

A major promotional campaign listing times and events will hit the city around October 1. A tabloid will be printed and distributed listing additional information about the festival.

# She's Super

Colleges and universities primarily educate students. However, research and public service are two other important purposes of higher education. Janet Gentry, senior administrative secretary in the Office of Sponsored Programs, is one of the people who helps faculty seek outside money for research projects.

Dr. Charles Eison, acting director of the Office of Sponsored Programs, explained that the office handles an average of 130 proposals per year of which 90-100 receive funds. In addition to trying to match faculty with interested state and federal project funding, the office often helps faculty prepare budgets to be submitted along with the proposal. All of this work is recorded on a microcomputer by Mrs. Gentry. "Janet helps everyone in the office. She is super," says Dr. Eison.

Mrs. Gentry has been with the Office of Sponsored Programs for a number of years. She and her husband, Joe, came to Bowling Green after living in Africa for nine years. Mrs. Gentry worked for the Department of State in American embassies in four different countries in Africa. She met

her husband overseas; he was employed by the Defense Intelligence Agency. She enjoyed her experiences and encourages anyone who is interested to consider a career in the foreign service. We liked living overseas and enjoyed the opportunity it gave us to travel," reminisced Mrs. Gentry.

Joe Gentry is from Kentucky, and is currently a patrol lieutenant in Western's Department of Public Safety. After several visits to Bowling Green,

he and Mrs. Gentry decided this is where they wanted to settle down. She began her career with Western working part-time in the archives on Dr. Cherry's correspondence. She then came to the Office of Sponsored Programs on a full-time basis when her daughter, Sharon, began school full time.

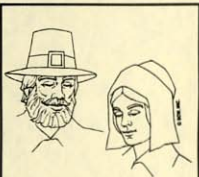
When the department installed its computer, Mrs. Gentry took a basic programming course from the University. Dr. Eison explained that she had no previous experience with the computer and had to learn how to run the



"Working with the State Department has helped me to become familiar with some of the federal agencies we deal with in the Office of Sponsored Programs," said Mrs. Janet Gentry.

system from scratch. He says that now it has become "her" system. "If I had a choice for a co-worker in an administrative position, she would be my first one," remarked Dr. Eison.

Mrs. Gentry enjoys doing things with her husband and daughter and works with the junior department at her church. However, with 1983 being the third highest year for receiving research funding she says her work does keep her busy.



## November Holiday Schedule

The University will be closed Tuesday, November 6, in recognition of Presidential Election Day. Voting is a community responsibility, and you are encouraged to vote in this important election.

For the Thanksgiving holidays, all offices will close at 4 p.m. on Wednesday, November 21, and reopen at 8 a.m. on Monday, November 26. Enjoy your holidays!

Bi-weekly and student payroll checks will be available November 21, 1984.



## Service Anniversaries Celebrated

*The Personnel File* would like to congratulate the following Western employees. They celebrated their service anniversaries during the month of October.

### 20 Years

**Evelyn Hayes**—Ms. Hayes celebrates her 20th year as an employee of Western. She is an assistant superintendent at the Physical Plant.

**Howard Pears**—Mr. Pears works as a boiler operator in the Physical Plant. He has been with the University since 1964.

### 15 Years

**Sue Borders**—Ms. Borders has worked for the University for 15 years. She is employed as the work control center clerk in the Physical Plant.

**Ruby Dismon**—Ms. Dismon is now in her 15th year at Western. She is currently employed as a building services attendant.

**Hugh Heater**—Mr. Heater celebrates his 15 year service anniversary at Western this month. He is a patrol lieutenant with the Public Safety Department.

## Historical October Spotlights

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

### 40 Years Ago

Western was chosen as an institution of offering training to discharged veterans under the GI Bill (Public Law 346). Dr. Lee Francis Jones, head of the educational department, acted as veterans' counselor.

J. B. Edmondson, dean of the College of Education at the University of Michigan, was guest speaker at the meeting of the Third District Educational Association held here at Western.

### 30 Years Ago

Dr. A. M. Stuckles retired from active teaching. He served as an historian and head of the Department of History for 46½ years.

The local army reserve formed a signal corps unit for training in communications to members and nonmembers of ROTC.

## Some Move Up

*The Personnel File* would like to congratulate the following people who were recently promoted or transferred.

**Deborah Burch**—from data entry operator III, Computer Center to research clerk, Institutional Research.

**Laura Faith**—from account assistant, Credit Union, to payroll clerk, Personnel Services.

**Diana Jones**—from research clerk, Institutional Research, to senior accounts clerk, Accounts and Budgetary Control.

**Roberta Perrigan**—from cook's helper to salad maker, Food Services.

**Robert Upchurch**—from building services group leader to electrician's helper, Physical Plant.

**Bradley Wilson**—from assistant professor, Computer Science faculty, to assistant director, Academic Computing and Research Services.

**Charles Wimppee**—from programmer to systems programmer II, Computer and Informational Services.

## WKU Welcomes

## New Employees

*The Personnel File* would like to welcome all new Western employees. We hope your experiences here will be both valuable and rewarding.

**Antia Bishop**—Food Services, baker  
**Rose Hullett**—Water Quality Laboratory, laboratory assistant.

**Jeweldeen Jessie**—Physical Plant, building services attendant.

**Howard Jones**—Purchasing, shipping and receiving clerk.

**Margaret Lee**—Physical Plant, building services attendant.

**David Lewis**—Physical Plant, building services attendant.

**Josephine Richardson**—Physical Plant, building services attendant.

**Chris Speth**—Academic Computing and Research Services, systems programmer.

**Elaine Young**—Admissions, general clerk I.

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# October Spotlights

## 20 Years Ago

1536 State Street was set up as a temporary student center while reconstruction of the Garrett Conference Center got under way. Miss Bess Gilbert was hostess of the center.

Johnny Oldham took over as head coach of Western's basketball team. (Mr. Oldham is now the athletic director for Western.)

Western had the largest faculty and administrative staff in the University's history with 91 new faculty members.

## 10 Years Ago

Owen Lawson, physical plant superintendent, began stockpiling coal due to higher prices of \$30 a ton and the 6,500 tons used the year before. The coal dump is still located in a field behind the Supply-Services Building.

A power failure occurred in the central and north wings of the Thompson Complex. The failure was caused when one of three underground cables broke down and voltage went to ground, severing the cable and blowing a fuse.

## Service Anniversaries Celebrated

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### 5 Years

**Linda Anderson**—Ms. Anderson came to Western in 1979 and is currently a cook in the Garrett Conference Center Cafeteria.

**Norma Barkman**—Ms. Barkman works as a programmer II for the Center for Computer and Informational Services. She came to Western 5 years ago this month.

**Charles Cherry**—Mr. Cherry celebrates his 5th year at the University this month. He is a boiler operator in the Physical Plant.

**Linda Davis**—Ms. Davis begins her 5th year at Western this month. She works as a technical services assistant III in the Library Automation and Technical Services.

**Judith Farnsley**—Ms. Farnsley is a library clerk III in Library Public Services. She came to Western in 1979.

**Ronald Hilsmeier**—Mr. Hilsmeier begins his 5th year at Western. He is a carpenter in the Physical Plant.

**Lascenna McIntire**—Ms. McIntire returned to Western in 1979 and is now senior departmental secretary for the Department of Industrial and Engineering Technology.

**Mona Moughton**—Ms. Moughton is an associate professor in nursing. She has been with the University for 5 years.

**Lula Osborne**—Ms. Osborne works in the Garrett Conference Center Cafeteria and has been with the University since 1979.

**Lahoma Raymer**—Ms. Raymer works as a building services attendant in the Physical Plant. She has been employed at Western for the past 5 years.

**Mary Stahl**—Ms. Stahl celebrates her 5th year at Western. She is employed as a technical services assistant I in Library Automation and Technical Services.

**Sharon Wassom**—Ms. Wassom is a receptionist in the registrar's office. She has worked for the University since 1979.

**Carol White**—Ms. White is assistant director of Cooperative Education and celebrates her 5th year at Western.

**Robert Zibart**—Mr. Zibart is in his 5th year at Western. He is an electrician in the Physical Plant.

## Don't Forget to Vote

Tuesday, November 6 is Election Day. Although Western will be closed, *The Personnel File* would like to remind all employees to vote.

The county clerk's office would like to remind voters that if they plan to be out of town on election day, they need to pick up an absentee ballot. Applications are available until October 30. They must be returned, by mail, and received no later than 3 p.m. standard time on November 6.

Medical emergency ballots for anyone in the hospital can be obtained from October 30 to November 6.

The deadline for voter registration was October 9. If you have any questions, please contact the county clerk's office at 842-9416.