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UA28/1 The Personnel File

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28A/7

Dimension PBX 2000 Now in Operation

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Approximately 200 staff members were trained on the new PBX 2000 phone system during the week of December 3 through 7. The new system became operational in January.

The Personnel File

We feel sure everyone on campus is now aware of the University's recent conversion to the new Dimension PBX 2000 telephone system.

In an interview with Bob Wiltshire, superintendent of electronics, utilities and communications, who was in charge of the conversion project, he made the following comments: "Approximately 1,650 new touch-tone phones have been installed. Our Dimension switch is located in Van Meter auditorium at the same location. The new Dimension 2000 will be computer controlled. At my office, there will be a computer that will be able to change features and telephone numbers, and to monitor trunk lines. Every department will receive a printout each month of all long distance calls, including KATS, WATS, and DDD. This means that all long distance calls will be monitored and printed for each phone.

The campus operator has a new console and a computer terminal for the new electronic directory. The new directory will include all the faculty and staff at WKU.

The new system has several features our older Centrex System did not have. Some of the new features are automatic call-back, automatic route selection for long distance, call pickup, and call forward.

Included with each new phone is a dialing instruction card with all the features marked and the telephone counselor's name and number. We feel sure everyone is enjoying learning to use the new telephone system, and we encourage you to refer to your

dialing instruction card for the features. In the event of a problem, please call the counselor's name on your card. If she is unable to solve the problem, she will work with you until the problem is solved.

There were sixteen WKU staff members who attended a two-day formal training program on the new system at the AT&T Communications Center in Nashville. These sixteen PBX Training Counselors conducted one-hour scheduled sessions the week of December 3-7, during which approximately 200 staff members were trained. One of these sixteen counselors will be listed on your dialing instruction card: TERI HEFLIN - Housing; DOROTHY SHARE - Public Service; CHRIS BIXLER - Library Service; BECKY HORNAL - University Center; FREDA MAYS - Dean's Office, College of Business Administration; PAT NAVE - English Department; MARY ANN McGEHEE - Dean's Office of Potter College; TRACY HARRIS - Journalism; JULIA SCHMITT - Dean's Office, College of Education; FAYE McDANIEL - Purchasing; CHAR-OLENE GROGAN - Media Services; PAT THOMAS - Dean's Office of Ogden College; RAMONA BOWLES - Ogden College; JOY BETH EASTIN - Department of Personnel Services; LINDA VINCENT - Physical Plant; and PAM WELLS - Physical Plant.

In addition to the December staff training sessions, there will be faculty-staff sessions held this month.

We encourage all staff members who attended a training session to

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Graduate College Works Hard to Insure Student Success



Since its beginnings in the late 1960's, one of the goals of the Graduate College has been to grow and expand.

Since attaining University status in 1966, one of the goals of Western has been to grow and expand, especially at the graduate level. Helping to coordinate this endeavor is the Graduate College.

Dean Elmer Gray explains that one of the functions of the Graduate College is to assist the various departments at Western with student admission to graduate study. "There's a lot of work involved in receiving and evaluating transcripts, and we try to help with those chores," commented Dean Gray.

The Graduate College has a staff of five to assist graduate students with their program of study. Doris Tyree is secretary for the unit and does much of the computer work and handling of inquiries. Dean Gray emphasizes that, "Anytime you have a well operating unit you can't overestimate the importance of a good secretary."

Alice Englebright works as credentials analyst. She processes graduate applications, graduate assistantship applications, and evaluates incoming transcripts. After deciding if the prospective student meets Graduate College requirements, she then sends the application materials to the department for which the applicant is seeking admission. The departments often have a graduate committee that makes admission decisions based on the applicant's academic record. The department's decision is then sent back to the Graduate College. If the applicant is recommended for admission, an adviser is also designated for the student. The Graduate College sends a letter of acceptance to the student suggesting that he or she meet with their assigned adviser as soon as possible.

The next step in graduate matriculation is helping students get their graduate programs approved and on file in all appropriate offices. "We feel it is in the best interests of students that they plan their program early," stated Dean Gray. Chris Jenkins, staff assistant, reviews the proposed programs and verifies to students that the coursework meets the requirements for the respective program. Ms. Jenkins coordinates planning and preparation of the Graduate College catalogue, reads and edits documents going out of that office and reviews graduate theses, as many as 60 to 70 per year.

Near the end of a student's graduate study, Bettie Johnson is responsible for seeing that degree requirements have been met. She then verifies to the Registrar's Office that the student is eligible for graduation. Mrs. Johnson is also responsible for statistical reports such as the number of students enrolled and the number of students admitted, information which the Graduate College sends to federal and other agencies.

Dr. Hall Works with High School Students



Dr. Hall not only teaches Physics at Western, he also works with high school teachers and students as part of the Kentucky School Technology Project.

Dr. Bob Hall has taught at Western for the past 23 years in the Department of Physics and Astronomy. He remains active in his teaching duties as well as his work with high school students.

Dr. Hall is known around Western's campus as a professor of physics. However, for the past few years he has also been involved as a contact with high school teachers and students. He has been working with the "Kentucky School Technology Project" which involves teachers and the use of computers and other forms of technology in the classroom. Many schools are poorly equipped and although have purchased computers, many basic items of equipment are in short supply. "We are trying to discover how to use the computer as other instruments such as a voltmeter, pH meter, or any read out device," explained Dr. Hall, "many of the kids are ahead of the teachers in their knowledge of computers."

In his 23 years on Western's campus, Dr. Hall has taught over 20 courses. He enjoys working with physics majors on the junior and senior level. "It's very satisfying to see the percentage of students who go on to earn a master's degree or a doctorate in physics and who are teaching at the college level or are gainfully employed," commented Dr. Hall. He also states that the placing and success of students after they leave Western is one of his highest rewards.

Having grown up in the Bowling Green area, Dr. Hall feels as though he was literally raised on Western's campus. "My father came to work for Western in 1921; one year before Ed Diddle was here. I also went to school at College High, the University high school," reminisced Dr. Hall.

Dr. Hall left Bowling Green after completing his bachelor's degree at Western. He then went to Southern Illinois University for his master's and to the University of Iowa for his Ph.D. Dr. Hall taught for three years in Bellville Township (in a combination high school and junior college). He returned to Western in 1962 and taught part-time at the University high school and part-time in the Department of Physics and Astronomy until he began teaching full time in 1967.

Dr. Hall remains active in developing instructional material, "You never know what will develop ten years from now," says Dr. Hall. He would like to submit several proposals to the government for outside funding in science education.

When not teaching, Dr. Hall can usually be found working on his farm outside Bowling Green. It started as a small endeavor, but now he and his wife, Frances, have beef cattle, bees, honey, and a small orchard. "I try to do a little bit at a time," states Dr. Hall. Most of all though, he says he enjoys the freedom.

Phone Training

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share your written information with other persons in your area or department. The more WKU staff and faculty that are familiar with the new system, the smoother the transition will be. Good luck!"

The Department of Personnel Services had overall responsibility for the training, and Joy Beth Eastin, orientation and training officer, did the scheduling for individuals and classes for each session. A special thanks is due for Bob Wiltshire who provided the technical expertise and coordination so vital to the success of any training mission.

Dedication to the Credit Union

Valerie Kinder, president of the WKU Credit Union, has been chosen as this year's recipient of the Richard B. Zimmerman Outstanding Young Credit Union Leader Award. The Kentucky Credit Union League presented the award at their 50th annual meeting to the young person who demonstrated the highest dedication and achievement in Kentucky's Credit Union Movement.

According to Mrs. Kinder, nominations are made from credit unions in the state of Kentucky and sent to a committee made up of members of the Kentucky Credit Union League. The committee then selects the nominee who best meets the criteria. "I was quite surprised and honored to have received the award," stated Mrs. Kinder.

Mrs. Kinder enjoys managing the Credit Union at Western and has been there since 1978. Before working at the credit union, she was a part-time student and worked in the Department of Folk Studies. She graduated from Western with a bachelor's degree in administrative services and economics.

Outside of Western, Mrs. Kinder serves as President of the Bowling Green Business and Professional Women's club. She chairs the finance committee of the Kentucky Federation of Business and Professional Women, and is a member of the Bowling Green Human Rights Commission, Women's Alliance of WKU, and Big Brothers-Big Sisters. When not working with any of the above organizations, Mrs. Kinder takes an interest in the small business that she and her husband, Larry, own together. "Combined Communications" is a telephone answering service which they purchased in 1982. To help her relax from the world of business Mrs. Kinder takes an aerobics class.

Most of Mrs. Kinder's work centers around the Credit Union here at Western. "I'd like to see it continue to grow and be able to offer more services to members," comments Mrs. Kinder. She also states that she will probably become more active at the district, state, and national levels of the Credit Union Movement. Eventually she would like to finish a master's degree in business administration.

Graduate College is Small but Vital

Ken Nelson is the newest member of the Graduate College staff. He helps coordinate the minority program. Dean Gray explains that in recent years the College has become more accountable for minority programs. Mr. Nelson also helps recruit students for all the graduate programs and assists them once they are on campus.

The staff members aren't the only people involved in the Graduate College operation. The Graduate Council makes policy decisions. "It is important that graduate matters be controlled by graduate faculty," commented Dean Gray. The Graduate Council is made up of three members of the graduate faculty from each academic college. The council also has three graduate student members. As head of the Graduate College, Dean Gray chairs the council; together they attend to the policies, decisions, and other matters under Council jurisdiction.

Dean Gray explains that since the Graduate College's beginnings the staff and the council have tried to provide the best possible graduation experience for students. "We have had to prune a lot of programs which were not productive," stated Dean Gray, "we have fewer today than we did six years ago."

In the future Dean Gray would like to see an increase in graduate assistantships (there are now 207), and he would like the University to institute a policy whereby the in-state portion of graduate assistants' fees would be paid for them. Dean Gray also hopes for the addition of several graduate fellowships (similar to scholarships). With those additions, he feels Western could become more competitive with other schools across the nation.

Who's Who in the Graduate College

Dean	Elmer Gray
Principal Secretary	Doris Tyree
Credentials Analyst	Alice Englebright
Staff Assistant	Chris Jenkins
Staff Assistant	Bettie Johnson
Staff Assistant	Ken Nelson

Cost Reduction Incentive Awards Program

The National Association of College and University Business Officers and the United States Steel Foundation, Inc., have announced the tenth anniversary of their jointly sponsored Cost Reduction Incentive Awards Program. The program awards unrestricted grants of cash to colleges and universities that have developed and implemented cost saving innovations and techniques.

The grant award is an unrestricted grant of \$10,000. There will be one \$7,500, one \$5,000, and five \$2,500 awards. An unspecified number of \$1,000 and \$100 grants will be awarded based on the number of qualified proposals submitted. The awards will be given directly to the recipient institutions to use at their discretion.

For any submission to be considered, the cost reduction idea/technique must have been successfully implemented by the college or university during the 1984 calendar year. The deadline for submission of final proposals is **March 15, 1985**.

Training is Most Important

One concern of employers is how to train new employees while at the same time review work procedures with other employees to insure they are doing the best possible job in the workplace. Western has done just that for the past six years in a training program for building service attendants, group leaders, and supervisors.

According to Keith Pennington, superintendent of Building Services and developer of the program, the classes are designed to help train new employees and to review procedures for more experienced workers.

The program consists of a slide presentation, training films, classroom instruction, and on-the-job training. The present program consists of five sessions: "Restroom Cleaning and Disinfecting," "Proper Lifting Techniques," "Common Mistakes in Housekeeping," "Correct Use of Cleaning Supplies and Materials," and "Floorstripping and Refinishing."

Additional programs are being developed and will be presented as they

are completed. Mr. Pennington keeps a documented list of those employees who attend the meetings. Employees who miss the program are required to attend at a later date.

Mr. Pennington explains that the training sessions are important, especially those concerning housekeeping. "We feel the most important thing we do is the care and cleaning of shower areas, restrooms, and areas which must be cleaned and disinfected everyday. The sessions review proper cleaning techniques and point out common mistakes."

Mr. Pennington and his assistant, Evelyn Hayes, constantly make additions to the existing programs as information, films, and other training materials become available. The program is well received by the employees. It provides a break from work and the opportunity for learning. The most recent count revealed 104 employees have attended each of the training sessions.

Western Welcomes New Employees

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

Timothy Benton—Physical Plant, building services attendant

Kenan Bitterling—Training and Technical Assistance Services, health specialist

Marlice Cox—Office of the Registrar, assistant to the registrar

Jane Dams—Food Services, senior cook

Evelyn Drake—Physical Plant, work control center clerk

Donna Gilton—Library Public Services, assistant professor

Larry Holder—Physical Plant, boiler operator trainee

Larry Johnson—Physical Plant, building services attendant

Steven Martin—Physical Plant, building services attendant

Cynthia Thomason—Training and Technical Assistance Services, bookkeeper

Retirement Service Credit for Sabbatical Leave

How does sabbatical leave affect service credit with the Kentucky Teachers Retirement System? That question is raised frequently when such leaves are being contemplated. Actually, much depends on the length of the sabbatical leave, whether it's for one semester or for two semesters. So let's examine them separately.

A one-semester sabbatical leave is granted by the Board of Regents at full pay. Since the normal amount of 5.905 percent of salary is deducted and forwarded to the Retirement System each payday, it is not necessary to file any special papers in order to obtain a full year of service credit. In such cases, the faculty member is on sabbatical leave for one semester, teaches the other semester and receives a salary check each payday.

When the Board of Regents approves a sabbatical leave for a full year, the faculty member receives one-half pay for the entire period. Payroll deductions for Teachers Retirement cannot be made when the person receives 50 percent or less of salary. This means after completion of the leave, and

before June 30 of the fiscal year next succeeding the year in which the leave was effective, the faculty member should take steps to purchase the service credit. As the first step, the Department of Personnel Services will forward certification to the Retirement System. What happens then can best be shown by using an example.

In this example, the faculty member received a sabbatical leave for the 1983-84 academic year, and the last full salary for which retirement deductions were made was in the amount of \$20,000 for the 1982-83 year. The 1983-84 contract salary was \$20,400, but only \$10,200 of that amount was received. After receipt of documentation from Western, the Retirement System will bill the faculty member for a payment in the amount of \$1,624 which represents 8.12 percent of \$20,000. After receipt of the billing, the faculty member should write a check for \$1,181, the Personnel Services Department will have a check drawn for \$443, and both checks totaling \$1,624 will be forwarded to

Some Move Up

The Personnel File would like to congratulate the following employees who were recently promoted.

Harold Clemens—from communications officer to police officer, Public Safety

Kurt Crawford—from assistant residence hall director, Barnes-Campbell, to residence hall director, Keen Hall, Student Affairs

Robert Elmore—from groundskeeper to packer truck driver, Physical Plant

John Peterson—from assistant vice president for academic affairs to associate vice president for academic affairs, Office of the Vice President for Academic Affairs

Delsie Smith—from cook helper to cook, Food Services

Performance Appraisals begin in February

During the month of February, the University will be conducting its annual written evaluation of personnel. Faculty members will be evaluated in accordance with guidelines from the Office of Academic Affairs and the various colleges. All other regular employees will be evaluated by their respective supervisors or department heads according to the following general guidelines.

The performance of University employees is to be formally reviewed and evaluated annually. The objectives of this program are:

1. To inform the employee regarding personal accomplishment vs. what was expected.
2. To identify ways in which the employee's present performance can be improved.
3. To serve as an aid in salary administration.
4. To aid in the selection of persons for promotion.

The rater (supervisor) is required to show the completed evaluation to the employee being rated, and both the rater and the person being evaluated should sign and date the performance appraisal.

Department heads will be receiving copies of the performance evaluation forms after February 1 with instructions regarding the completion and return of the forms to Personnel Services.

Service Anniversaries

The *Personnel File* would like to recognize the following employees who celebrated service anniversaries during the month of January.

20 Years

Dee Gibson—Mr. Gibson begins his 21st year with Western. He is director of Community Affairs and Special Events.

Douglas Humphrey—Dr. Humphrey celebrates his 20 year anniversary with the University this month. He is a professor in the Department of Physics and Astronomy.

15 Years

Hazel Gable—Ms. Gable is a pre-audit clerk in the Department of Purchasing. She begins her 16th year with Western this month.

Henrietta Gouvas—Ms. Gouvas celebrates her 15 year anniversary with Western. She is senior cashier in the College Heights Bookstore.

Betsy Lowrey—Ms. Lowrey is the senior departmental secretary in Geography and Geology. She has been working for the University since 1970.

10 Years

Robert Baize—Mr. Baize celebrates his 10 year anniversary with Western. He is the chief engineer in Media Services at ETV.

Paul Bunch—Mr. Bunch is the director of Public Safety. He begins his 11th year with the University this month.

Martha Houchin—Ms. Houchin is an assistant professor in Nursing and begins her 11th year with Western this month.

Irene Powers—Ms. Powers began working for Western in 1975. She is an associate professor in Nursing.

Kayelene Russell—Ms. Russell is the executive secretary in the Office of the Vice President for Academic Affairs. She celebrates her 10 year anniversary this month.

James Spiceland—Mr. Spiceland is an associate professor in the Department of Philosophy and Religion. He has been with Western for 10 years.

James Webb—Mr. Webb is an assistant masonry supervisor in the Physical Plant. He celebrates his 10 year anniversary with the University this month.

5 Years

Orville Dotson—Mr. Dotson is an assistant professor in the Department of Agriculture. He celebrates his 5 year anniversary with Western this month.

Beverly Murley—Ms. Murley begins her 6th year with the University this month. She is a building services attendant in the Physical Plant.

Nellie Taylor—Ms. Taylor returned to Western in 1980 after previously working over four years for WKU. She is an examinations clerk in the Office of Independent Study.

Louie White—Mr. White is a carpenter in the Physical Plant. He began working for Western in 1980.

Sabbatical Leave

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the Retirement System. Thus, one year of service credit will be granted and the faculty member will contribute the same amount that would have been deducted from a full-time salary. The receipt of a summer stipend during sabbatical leave would create a different formula for determining the contribution.

It is suggested that persons who plan to take a sabbatical for more than one semester discuss the retirement service implications with Jim Tomes in the Department of Personnel Services.

Social Security Update

• 1985 Social Security wage base	=	\$39,600
• 1985 Social Security tax rate (employee)	=	7.05%
• 1985 Social Security tax rate (employer)	=	7.05%
• 1985 maximum tax per individual	=	\$2,791.80
• Annual earnings maximum for retired beneficiaries aged 62 thru 64	=	\$5,400
• Annual earnings maximum for retired beneficiaries aged 65 thru 69	=	\$7,320
• There is no limit on the amount an individual aged 70 or over may earn and still receive benefits		