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UA28/1 The Personnel File

WKU Human Resources

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The Registrar's Office Is A Busy Place



The Registrar's Office is more than just a place to register for classes.

The Office of the Registrar, known to most students as a place to register for classes, is perhaps one of the most frequently visited offices on Western's campus. Over the past two months, every student attending classes at Western will have visited the Office of the Registrar at least once to register, and usually twice to drop or add a course. That's a lot of visits.

This office, however, is not only concerned with the registration of students, but is responsible for providing many other services. In addition to registration and drop/add services, the members of the office provide transcripts, official enrollment reports, and maintain and certify athletic eligibility rosters.

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Benefits Provide Great Hidden Savings to Employees

Employee benefits are generally important considerations when employees decide to accept employment at Western Kentucky University. However, personnel often forget about various employee benefits unless they have occasion to use one or more of them. We have tried to keep you informed regarding various benefit programs of the University each month in *The Personnel File*. This month we thought you would be interested in seeing the total picture regarding Western's employee benefits.

Security is an important job motivation, and Western is committed to providing each full-time employee with a wide range of employee benefits. Since we receive many of these benefits at no cost to the employee, we often fail to realize the actual employee costs for various benefit programs.

Employee benefit costs average approximately 21.97% of faculty and administrative salaries and 23.07% of classified (nonexempt) salaries. The percentages vary slightly from employee to employee because some benefits are based upon a dollar amount per employee while other benefits are based upon a percentage of salary.

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The Personnel File

More Than Meets The Eye



Mrs. Parker is a career woman who enjoys the challenges of a difficult job.

One of Western's three major purposes is public service. The Office of Community Affairs and Special Events is one of the offices on campus which have primary responsibility in dealing with arrangements for off-campus organizations. Edith Parker, senior administrative secretary in the Office of Community Affairs and Special

Events, assists Dee Gibson by working closely with representatives from these organizations to insure that all planning and arrangements for an on-campus event are properly conducted.

Since coming to Western in 1970, Mrs. Parker has held no less than seven jobs here at Western. Mrs. Parker's first job on campus was with the Educational Research Office. After taking time off to have her son, Greg, Mrs. Parker returned to Western to work part time as a secretary in the Athletic Office. "Working in that office was a lot of fun," she recalled. Following a part-time position in the Department of Teacher Education, Mrs. Parker moved into a full-time position with the Institutional Research Office. From Institutional Research, Mrs. Parker moved first to the Computer Center and then to Accounts Payable. She was promoted from Accounts Payable to her current position.

Although she gets a lot of kidding about working for so many offices, Mrs. Parker said, "I've loved every job I've had here." She said that she particularly enjoys her current position because, "It's a very interesting job, there's something new every day. I get to meet a lot of different people."

Mrs. Parker deals primarily with off-campus organizations that wish to reserve campus space for meetings, events and shows. The organizations include the Future Business Leaders of America and Kentucky's Junior Miss Pageant. Other programs requesting space on campus include band camps, cheerleading camps and various athletic camps. Mrs. Parker deals directly with the group, arranges the space for them and sees that they are billed accordingly. Meetings are generally held in the rooms of Downing, Garrett and the Agricultural Exposition Center. The Junior Miss Pageant is held in Van Meter Auditorium.

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Careers On File At The Library

According to Cecile Garmon, staff assistant for planning in the President's Office, many faculty and staff here at Western are unaware of the notices of job and career opportunities which the University provides to its employees. The opportunity Dr. Garmon is referring to, is the opportunity to discover jobs and positions available at other universities. How do you find out what's available? By consulting a job file that is available at the reference desk of the University library.

The job file consists of requests and notifications of positions available at other colleges and universities. Universities in search of new employees often send notices of such openings to other universities. Here at Western, notices are sent to the Office of the President.

After receiving job notices, President Zacharias forwards them to Dr. Marvin

Leavy at the Division of Library Services. Dr. Leavy creates a file of current notifications and requests. The file is then placed at the reference desk in the library. It is available to all faculty and staff members who wish to explore new jobs or simply want to discover what is available at other universities. Dr. Garmon stressed that the University is in no way trying to "push employees away from Western," but is simply trying to provide employees with a valuable service.

The file is available at the reference desk during regular library hours and must be used in the library. "It's a good idea for people to know that this exists," said Garmon. "If people are interested in finding out what opportunities are available to them, then this is a good source for them."

Benefits Provide Great Hidden Savings to Employees

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The following represent two examples of employee benefit costs paid by Western in addition to your salary:

Example #1: Faculty Member

Current Salary: \$20,000

Western's contributions for employee benefits:

Kentucky Teachers' Retirement System	(10.335%)	=	\$2,067.00
FICA (Social Security)	(7.050%)	=	1,410.00
Workers' Compensation	(0.160%)	=	32.00
Disability Insurance	(0.570%)	=	114.00
Unemployment Insurance	(0.250%)	=	50.00
Life Insurance	(\$2.85/MO)	=	34.20
Health Insurance	(\$87.60/MO)	=	1,051.20
			\$4,758.40
			(23.79%)

Example #2: Staff Member

Current Salary: \$10,000

Western's contributions for employee benefits:

Kentucky Employees' Retirement System	(7.25%)	=	\$725.00
FICA (Social Security)	(7.05%)	=	705.00
Workers' Compensation	(0.16%)	=	16.00
Disability Insurance	(0.57%)	=	57.00
Unemployment Insurance	(0.25%)	=	25.00
Life Insurance	(\$2.85/MO)	=	34.20
Health Insurance	(\$87.60/MO)	=	1,051.20
			\$2,613.40
			(26.13%)

These employee benefit costs do not show the costs involved with holidays, vacation and sick leave, faculty/staff tuition scholarships, training, or uniforms.

Of course there are also a number of intangible benefits we enjoy as Western employees such as the WKU Credit Union, discounts on season tickets, 10% discounts at the College Heights Bookstore, and the use of campus recreational facilities and equipment to name a few.

During the 1983-84 fiscal year, Western spent about \$7.64 million on employee benefit costs. When you receive your next paycheck, remember that your wages or salary represent only a portion of the total compensation and benefit program Western provides for its employees.

WKU Employees Retire

The Personnel File would like to recognize the following employees who have retired this semester. We hope that you enjoy your new found leisure time!

Sue Borders—Ms. Borders retires from her position as work control center clerk for the Physical Plant. She began working here at Western on October 1st, 1969.

Jodie Barrow—Mr. Barrow has

worked with the University since December of 1970. He will be retiring from his position as a building services supervisor with the Physical Plant.

Dorothy Reeves—Ms. Reeves began teaching at Western in 1973. She will be retiring from her position as professor in the Department of Educational Leadership.

Student Service Is The Key In The Registrar's Office

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The Registrar's Office not only deals with students but with many other departments both on and off campus. On campus, the office works frequently with Career and Placement Services, the Teacher Certification Program, and the Office of Dean of Students. Off campus departments which rely on the Registrar's Office include the Social Security Administration, the NCAA, and the Council on Higher Education. Departments such as the Social Security Administration are generally interested in certifying that students applying to the agency, attend or have attended Western.

Dr. Stephen House, Registrar, admits that what he enjoys most about working in the office is, being involved in every aspect of university life. "You see things from the very beginning, from a student's registration and freshman orientation, all the way through to graduation." The office plays a large role in certifying students for graduation and organizing graduation ceremonies.

The office is divided into three main areas, reception and services, the

records section, and administrative services. Reception and services includes registration and drop/add types of activities. The records section is primarily concerned with academic records and transcripts. Administrative services deals with policies and procedures.

Employed by the office are 15 full-time employees and seven student employees. The office also employs part-time help on a seasonal basis. Dr. House notes that during registration and fee payment, "There is a tremendous demand for services." He added that, "I take a great deal of pride in the people we have in the office. They want to do a good job for both the students and for the University."

The job of keeping up with the students and responding to requests by alumni is no easy task. In response to these increasing demands, the Registrar's Office was one of the early departments to go on-line to a computer. The department is a daily customer of the Computer Center and plans to increase computer usage in the future. According to Dr. House,

the office is constantly changing procedures in an effort to upgrade performance and, "hopefully help the services we offer become more convenient." Registration did become more convenient this semester for adults interested in attending evening classes. For the first time, these students were given the opportunity to register by mail, thus eliminating the need to take time off during the day, drive to campus, and wait in line. In a continuing effort to upgrade equipment, Dr. House will be traveling to Rochester, New York, within a few weeks to examine some new computer software.

It is possible that in the future the office may become even more automated, but Dr. House does not expect this to reduce the number of people employed in the office. He remarked that, "Receiving the benefit of automation will free employees to devote more time to students."

Who's Who in the Registrar's Office

Registrar	Stephen D. House
Assistant to the Registrar	Marlice Cox Marleen Murphy
Senior Secretary	Patty Smith
Administrative Secretary	Becky Pleasant
Receptionist	Sharon Wassom Lisa McKee
Administrative Secretary	Ann Jewell
Degree Auditor	Judy Byrd Cheryl Whitfield
Senior Records Clerk	Pat Poindexter
Registration Clerk	Robyn Scott
Recorder	Terri Shannon Joyce Meredith
Transcript Clerk	May Barnes

Historical February Spotlights

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

40 Years Ago

Bundles of America, a volunteer knitting organization, announced the arrival of a large shipment of wool. Persons desiring to knit for servicemen were requested to call at the shop for yarn.

"Hilltopics" reported that very few upperclassmen were attending class meetings. Compulsory attendance was suggested as a possible solution.

30 Years Ago

President Garrett died at the age of 61. He had replaced Dr. H. H. Cherry in 1937. Dr. Cherry was Western's first president.

Judy Garland and James Mason premiered in, "A Star Is Born", at the Capitol Theatre.

The Hilltoppers walloped Tennessee Tech 80 to 65, winning the first round of the Ohio Valley Conference tournament.

20 Years Ago

Clem Haskins set an O. V. C. record. Clem "The Gem", led his Hilltopper team to a romping 134 - 84 win over Middle Tennessee in Diddle Arena. "The Gem" scorched the nets for 55 points.

McDonalds placed an advertisement in the *Herald* offering "Cheeseburgers, grilled to taste", for 20c.

10 Years Ago

Women received athletic scholarship aid. A committee headed by President Dero Downing approved a plan making scholarships available to women in basketball, golf, track and field, gymnastics, and tennis.

Ralph Nader, consumer advocate, was the guest speaker before a capacity crowd in Van Meter Auditorium.

Service Anniversaries

The Personnel File would like to recognize the following employees who celebrate service anniversaries during the month of February. Best wishes and congratulations to these outstanding employees.

25 Years

John Foe—February marks the beginning of Mr. Foe's 26th year here at Western. He is the director of the Institutional Research Office.

20 Years

Howard Lowrey—Mr. Lowrey celebrates his 20th anniversary this month. He is an associate professor in the Department of Industrial and Engineering Technology.

15 Years

Louella Fong—Dr. Fong is a professor with the Department of Home Economics and Family Living. She begins her 16th year with the University this month.

Dorine Geeslin—Dr. Geeslin has been educating prospective teachers for 15 years. She is a professor with the Department of Teacher Education.

10 Years

Robert Cobb—Mr. Cobb begins his 11th year with Western this month. He is a project consultant with Academic Computing and Research Services.

Jackie Everhard—Ms. Everhard is the senior departmental secretary in the Department of Biology. She began working with Western in 1975.

Betty Ray—Ms. Ray celebrates her 10th year with the University this month. She is a building services attendant in the Physical Plant.

Gene Whicker—Mr. Whicker is a reference librarian with the Department of Library Public Services. He begins his 11th year here at Western this month.

5 Years

Phyllis Gatewood—Ms. Gatewood begins her 6th year with Western this month. She is a residence hall director for Rodes-Harlin Hall.

Margaret Mahone—Ms. Mahone began working for Western in 1980. She is a building services attendant in the Physical Plant.

Western Welcomes New Employees

The Personnel File would like to welcome the following new employees. We hope that your experiences here at Western will be both personally and professionally rewarding.

Randall Brown—Physical Plant, groundskeeper

Beth Campbell—Personnel Services, personnel clerk

Joan Dupont—Student Affairs, Dean's Office, administrative secretary

Neva Gielow—Cooperative Education Center, work study coordinator

Charles Goodman—Physical Plant, painter II

Michael Gramling—Training and Technical Assistance Services, teacher

Frederick Hunt—Training and Technical Assistance Services, state coordinator for North Carolina

Joyce Meredith—Office of the Registrar, recorder

Howard Newton—Library Special Collections, exhibits technician

Pamela Pryor—Public Safety, communications officer

Louis Rabinowitz—Training and Technical Assistance Services, state coordinator for Tennessee

Marsha Reynolds—College Heights Foundation, senior administrative secretary

Julie Riesenweber—Library Special Collections, museum registrar and instructor

Deborah Sears—Center for Science and Math Education, staff assistant

Kermic P. Thomas, Jr.—Food Services, cafeteria supervisor

Gregory Vincent—Student Affairs, assistant residence hall director, Barnes-Campbell Hall

Marla Williams—Management and Marketing, senior departmental secretary

More Than Meets The Eye

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Mrs. Parker enjoys her job, and considers it, "a challenge," especially since her boss, Mr. Dee Gibson, dictates frequent correspondence. "Keeping up on my shorthand is a constant challenge." Mr. Gibson describes Mrs. Parker as, "The perfect secretary." "An exceptional disposition," he said, "is important because off-campus organizations often form their opinion of the University just from the way that they are treated on the phone." In addition to making a good impression on prospective clients, Mr. Gibson noted that Mrs. Parker's "consistent positive attitude," makes the office itself a better place to work.

Mrs. Parker is originally from Glasgow, Kentucky. She enjoys exercising and going fishing with her husband, Rick. Mr. Parker is a professional hair

stylist and part owner of The House of David, here in Bowling Green. They are active members of the First Baptist Church, and Mrs. Parker especially enjoys seeing her friends from Western at church functions.

"I'm really a career person. I enjoy challenges," Mrs. Parker confides. When asked about continuing her move up the career ladder, she replied, "I really love this position, and enjoy working for Mr. Gibson. It would have to be a pretty special job to get me to move."

Spring Vacation

Spring Vacation is scheduled for March 11-15. Offices will close at 4:30 p.m. on March 8 and reopen at 8:00 a.m. on March 18. As always, there are essential jobs to be performed during the spring vacation period, and those offices will remain open as required.

Mid-month checks (for faculty) and bi-weekly payroll checks will be issued on Friday, March 8, and the semi-monthly checks (for temporary and part-time employees) will be issued on Monday, March 18.

Some Move Up

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

Mendel Hyde—from police officer to patrol sergeant, Public Safety

Jerry Phelps—from patrol sergeant to patrol lieutenant, Public Safety

David E. Williams—from painter I to painter II, Physical Plant