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UA28/1 The Personnel File

WKU Human Resources

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Feeling the Winter Bulge?

A multitude of recreational activities is available for use by University faculty and staff. Athletic equipment may be checked out free of charge from the main floor of Diddle Arena by presenting your valid I.D. card. Individuals may participate in recreational activities free of charge according to the schedule below. Summer hours are:

Diddle Arena Facilities

(basketball courts, volleyball courts, badminton courts, indoor track and weight room)

4:00 p.m. - 9:00 p.m. Monday through Friday

10:00 a.m. - 9:00 p.m. Saturday

1:00 p.m. - 9:00 p.m. Sunday

The weight room will be open from 7:00 p.m. - 9:00 p.m. each night.

Smith Stadium Facilities

(handball courts, racquetball courts, outdoor track)

8:00 a.m. - 9:00 p.m. Monday through Friday

Closed Saturday and Sunday

The outdoor tennis courts, racquetball court and track are open 24 hours.

Indoor Swimming Pool - located in Diddle Arena

4:00 p.m. - 9:00 p.m. Monday through Friday

10:00 a.m. - 9:00 p.m. Saturday

1:00 p.m. - 9:00 p.m. Sunday

Qualified lifeguards are on duty at all times.

All facilities are open for activities except when used for instruction, varsity athletics, special events, and in accordance with University policy.

Guest passes for family members may be obtained by University employees from the Recreational Activities office in Diddle Arena during regular business hours. Employees must present a valid I.D. when registering guests. One day guest passes are also available for non-family members. For more information, contact Jim Pickens or Debby Cherwak at 745-6060.

Vacation Policy

The University grants vacations with pay to employees who are employed in regular full-time positions and who work on a twelve-month basis. The vacation allowance is computed on the basis of one (1) day's annual vacation for each month served from the date of employment. For the purpose of computing earned vacation allowance, employment must begin on or before the 10th day of the month to be considered a complete month.

The vacation allowance period is on a fiscal year basis which corresponds to the period July 1 to June 30 for the University. Annual vacation may be accumulated up to a maximum of twenty-four (24) working days as of June 30 of any year. Accumulation of vacation in excess of twelve (12) days is discouraged, and supervisors should make every attempt to ensure employees use their earned vacation each fiscal year.

Annual vacation may be used with the approval of the appropriate supervisor at a time specified by the employee. Employees are eligible for annual leave only after it has been earned and only after six (6) months of continuous employment.

No "extra pay" in lieu of the vacation period will be authorized.

Employees are encouraged to review Personnel Policy No. 21 for complete guidelines on holidays, vacation, sick leave, and other absences.

The Personnel File

Administrators to "Graduate" from Western

Lee Robertson Doesn't Intend to Slow Down



Mr. Lee Robertson will retire from Western this summer.

Most students at Western look forward to one thing—graduation. Now, thanks to Lee Robertson, director of alumni affairs, Western students have a lot more to look forward to than just graduation. But if you want to thank him, you'd better hurry because after this semester Mr. Robertson will be retiring from his position as director of alumni affairs. Why would a Western graduate want to thank Mr. Robertson? The reasons are many and the list continues to grow.

As director of alumni affairs and placement services since 1960, Mr. Robertson has been involved in every aspect of growth within the office. According to Dr. John D. Minton, vice-president for student affairs, "He's grown up with it and it has been his project over the years. As the office has expanded, the professional organizations that provide information to the alumni director have become more organized and more professional. Lee Robertson has been a part of that growth." In 1971, the Office of Alumni Affairs and Placement Services became two separate offices, thus allowing Mr. Robertson to devote himself full-time to alumni affairs. When Mr. Robertson came to Western, there was only one alumni club. Today there are 50 alumni clubs located nationwide. In addition to alumni clubs, Mr. Robertson has been instrumental in locating alumni. Currently the office has records on the locations of more than 80% of all Western graduates.

The director of alumni affairs is responsible for every aspect of alumni activities. In addition to working closely with the Board of Directors of the Alumni Association, the director is responsible for the *Western Alumnus* magazine and direction of the annual dues program.

Mr. Robertson is a native of Calhoun, Ky. A 1950 Western graduate, he majored in health and physical education and minored in English and biology. After serving in the Navy, Mr. Robertson completed his M.A. at Western. In 1957, he received a degree in education administration. Before coming to work at Western, Mr. Robertson served as the superintendent of Barren County Schools and president of Western's Alumni Association.

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Harold Smith Looks Forward to Taking it Easy

Have you ever wondered who is responsible for seeing that you have lights to work by, heat in the winter, and air conditioning in the summer? Someone has to see that Western pays its electric bill, and that someone is Mr. Harold Smith. As director of accounts and budgetary control, Mr. Smith has been overseeing Western's finances since 1965. During the coming summer Western will have to find someone else to pay the bills as Mr. Smith celebrates his 20th year at Western and his upcoming retirement.

As director of accounts and budgetary control, Mr. Smith has done much more than just see that the bills get paid. In addition to supervising and coordinating the functions of accounting, receipting of cash and disbursement of funds, Mr. Smith is responsible for the control and custody of cash, maintaining the institutional books of accounts and for the preparation of the University's annual financial report. According to Mr. Harry Largen, vice president for business affairs, the position of director of accounts and budgetary control, "carries with it some of the greatest and highest responsibilities of the University." And how has Mr. Smith done? "In my view," said Mr. Largen, "Harold Smith has performed in an excellent manner. He has been outstanding in all areas for which he is responsible." But it hasn't always been easy.

When Mr. Smith came to Western in 1965, the University's operating budget was approximately \$5.5 million. During the 1984-85 school year the operating budget was more in the neighborhood of \$65 million. That's a lot of money to keep track of. As the operating budget began to grow, it was imperative that accounting practices and procedures grow with it. Under Mr. Smith's supervision, the

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Mr. Harold Smith is looking forward to traveling after he retires.

Harold Smith . . .

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department developed and installed the first double entry and accrual accounting system for the University in 1967. Also, during this time the department began putting a major portion of reports into a computer system, which was at the time the most advanced in the state. Mr. Smith is particularly proud of his development of a manual which details management and procedures. In every way his department has continually worked to upgrade accounting systems to comply with reporting formats, audit guidelines, and state guidelines for accounting.

In addition to his regular duties, Mr. Smith has managed to find time to participate in some very important projects, and to serve on several different task groups. During the 1977-78 school year, Mr. Smith assisted in the development of a uniform reporting manual for all of the Kentucky higher education organizations. Another project of Mr. Smith's was to assist in developing and implementing a comprehensive cost study of the University. In fact, "Harold Smith is certainly one of the finest public accountants in the field," says Harry Largent. "He is

known among his peers at other universities as an outstanding public accountant."

With all of the work he has to do, you can be sure that a good staff has been an important part of Mr. Smith's department. The department is made up of 22 people and divided into three separate areas. Those areas are accounting, accounts payable, and the cashier's section. Each area works under a supervisor who in turn reports to Mr. Smith. In fact, Mr. Smith said that he is "real pleased with the staff I've got in my department." He said that he is not worried about leaving because, "they can go right on. I'm more proud of that than anything. I'm sad to leave them."

What does Mr. Smith plan to do with his new found leisure time? He has a number of things planned and they include, working in his garden, traveling with his wife and taking their boat out to do a little fishing. After a year or so, Mr. Smith may do some consulting, but he says, "That's the great thing about retirement. We can set our own pace and set our own schedule." Be looking for Mr. Smith next year because he and his wife are both great athletic fans and they plan to attend a lot of men's and women's basketball games.

When talking about his experiences, Mr. Smith said, "My association here

at Western has been just great. The people here that you associate and work with are the finest people in the whole world." Unfortunately, when Mr. Harold Smith retires from Western, the University will be without one of its finest.

Summer Tournaments

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 Pickets at 745-6060.

Lee Robertson . . .

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Being the director of alumni affairs has kept Mr. Robertson on the road a large part of the year, with 50 Alumni Clubs, and one visit to each per year. Does Mr. Robertson plan to stop traveling when he leaves Western? Definitely not. According to Mr. Robertson, "I know I want to do something besides sit at home, and I will." He and his wife plan to travel abroad and also to visit their children here in the states. Says Mr. Robertson, "I can't help the fact that my hair is white, but my heart is still young."

Looking back, Mr. Robertson described his feelings about the time he has spent here, "Time flies when you're having fun." During his years here Mr. Robertson has frequently been heard to say, "I'd do what I'm doing for nothing if I could afford it." Mr. Robertson stressed that "Western provides a well-rounded college education. The people, the campus — they're all a part of it." He added that "Western will always be important to me."

According to Dr. Minton, Lee Robertson has "a personality that has endeared him to alumni." The people who know him and have had the pleasure of working with Mr. Robertson know that his personality endears him to everyone and that he will be genuinely missed.

In Memory

The Personnel File would like to take a moment to remember two Western employees who passed away during the spring semester. We salute their years of excellence here at Western and honor their memories.

Dr. George C. Moore - Dr. Moore came to Western September 1, 1964 as an associate professor in the Physics Department. In 1974 he was promoted to full professor. Dr. Moore also worked in the Computer Center assisting with the writing of computer programs and the development of procedures to place additional administrative and business applications on the computer. In addition to his work in the Physics Department and the Computer Center, Dr. Moore also took part in campus activities, and served as chief judge for several homecoming judging committees. *The Personnel File* pays tribute to Dr. George C. Moore and his many fine accomplishments at Western.

Mr. George V. Page - Mr. Page was a teacher at Western from 1917 until 1960. During that time he became head of the Physics Department. One of the students he taught during that time was Dr. Dero Downing, president of the College Heights Foundation. According to Dr. Downing, George Page, "Had a capacity to motivate students, particularly those with a high aptitude for physics." After his retirement, Mr. Page remained actively interested in the affairs of the University, and was a guest lecturer on several occasions. The George Page Award in Physics is presented on Awards Day each year and honors this fine man and his never ending contribution to Western. *The Personnel File* joins those who knew Mr. George Page in honoring his memory.

Historical Spotlights

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

40 Years Ago

According to the records of the placement bureau at Western, members of the graduating class of 1944 who accepted teaching positions received an average salary of \$162.00 per month for the nine month school year.

30 Years Ago

Eleven new trash cans carrying the slogan, "Please Help Keep Our Campus Clean" appeared on Western's campus. The article urged every Hilltopper to do their part by putting at least one piece of paper a day in the cans.

20 Years Ago

Coach Ed Diddle was inducted into Kentucky's Athletic Hall of Fame, along with University of Kentucky's basketball coach Adolph Rupp.

Western Employees Retire

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

Loyd Finch—Mr. Finch has retired from Western after 23 years of service. He has worked as a cabinet-maker in the Physical Plant.

Mary Hodges—Ms. Hodges is retiring from her position as a building services attendant. She began working with the University in 1971.

Charles Keown—Mr. Keown will be retiring from his position as dean of Student Affairs. He has worked with the University since 1949.

Gladys McDavitt—Ms. McDavitt has retired as a building services attendant in the Physical Plant. She has been with the University since 1979.

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.

Western Welcomes New Employees

The Personnel File would like to welcome the following new employees. We hope that your experiences here will be both valuable and rewarding. Congratulations!

LySandra Bowles—Physical Plant, order clerk

Michael Cardwell—Physical Plant, groundskeeper

Derrick Craighead—Food Services, dish machine operator

LaDonna Harris—Registrar's Office, registration clerk

Ron Reardon—Athletics, assistant football coach

Benita Young—Water Quality Lab, laboratory aide

Service Anniversaries Celebrated

The Personnel File would like to recognize the following employees who celebrated service anniversaries during the months of April and May.

25 Years

Lee Robertson—Alumni Affairs, director

15 Years

Anita Madison—Office of the Athletics Director, senior secretary

A.T. Scott—Computer and Informational Services, data control specialist III

10 Years

Marleen Murphy—Registrar's Office, assistant to the registrar

Diana Jones—Accounts and Budgetary Control, senior accounts clerk

Debby Smith—Library Services, senior secretary

5 Years

Mary Jane Cline—Physical Plant, building services attendant

Evelyn Price—Bookstore, bookstore clerk

Terri Basham—Physical Plant, building services attendant

Jeannie Butler—Library Automation and Technical Services, technical services assistant II

Linda Dillard—Ticket Sales, ticket sales clerk

Toni Federico—Admissions administrative secretary

Sherry Pawley—Print Shop, duplicating machine operator

Some Move Up

The Personnel File would like to extend sincere congratulations to the following University employees who were recently promoted or transferred.

William Barlow—from painter I to painter II, Physical Plant

Gayla Foster—from general clerk I to assignments clerk, Housing Office

Janet Entry—from senior administrative secretary to senior secretary, Office of Sponsored Programs

William Hardiman—from buyer to buyer/manager of University Central Stores, Purchasing

Cynthia Morris—from administrative secretary to senior administrative secretary, Housing Office