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## UA28/1 The Personnel File

WKU Human Resources

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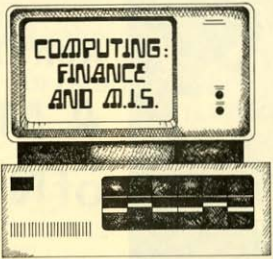
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# The Personnel File



Described as the best in the business, departmental secretary Kim Jordan keeps things running smoothly in the Department of Finance and Management Information Systems. But according to the Head of the Department, Dr. Marvin Albin, there is a congenial and cooperative feeling among the faculty in the department that is solely concerned with providing quality programs with realistic expectations.

Albin explains that the composition of the faculty is getting stronger, despite the difficulties in recruiting in the fields of finance, information systems, and production management. The competition for faculty members is fierce. On the average, there are 16

positions available for each applicant in the information systems field, and four for every finance expert.

"We are in the market for starting salaries, but we can't keep up after that," Albin said. He explains that Bowling Green is an excellent place for those interested in raising families, but not for those interested in money or consulting. He continued that even though a recent issue of *Business College Newsletter* stated that the average salary increase for people in these fields is 7.3% and WKU offers only 3%, the department has still done very well recruiting in the midwest, southeast, and middle Atlantic states.

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## 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.



Ken Davis keeps rhythm with the stars . . . his students.

## Ken Davis: A Man of Note!

Under the direction of Dr. Ken Davis the University Choir is moving up the scale. An enthusiastic individual, Davis has fully committed himself to making WKU's choral program one of the best in the country. He candidly admits that the only limitation on the choir will be those of his imagination, which appears to be boundless.

Davis and the choir seem to be well on their way to national recognition. The 48 voice choir will sing at Carnegie Hall in New York City with choirs from Memphis State University, Mars Hill, the University of Nebraska, the Cincinnati Boy's Choir, and the Community Chorus of Anchorage Alaska. Invited by special invitation, the choirs will join to sing pieces requiring 200-250 voices, representing pieces too large to perform ordinarily. In addition to this prestigious performance, the choir will perform in concert at St. Bartholomew's Church, featuring a variety of music from several periods in music.

In preparation for the journey to NYC, Davis has stepped up the usual choir schedule. He explains that over 100 auditioned for the six spaces made available by early graduations. The new members have already joined the old in rehearsing for the trip, which will not only totally consume their Monday, Wednesday, and Friday class period, but additional time as well. Davis hopes to coordinate a larger rehearsal with Memphis State and the New York conductor in a Nashville church sometime this spring, giving the singers an added polish.

But he realizes that singing is just the base of the trip; several students have formed a committee to plan the remainder of the itinerary, which may include shows on Broadway and at the Metropolitan Opera, and some sightseeing.

The trip to New York is just one of the things that Davis has done to enhance what he describes as a strong program. In order to create more variety within the program, the chamber singers have renovated the show choir, a group of 20 who put in extra rehearsal time to create a pop show that will not only entertain the public, but will serve as a recruiting tool for the choral program. To date, shows have been performed or scheduled at WKU, Russellville, Hopkinsville, as well as the high schools in both Bowling Green and Nashville, and the Youth Performing Arts School in Louisville.

Although the invitation to perform at Carnegie Hall is an indication of national recognition, Davis will not rest until the WKU choral program is on the tip of every musical educator's tongue. In pursuing this quest, Davis spends a good portion of his time recording and sending out choral audition tapes to prestigious music educator conventions, in hopes of receiving invitations to perform. Davis is confident that they will not be long in coming because WKU has everything necessary to succeed.

In an effort to speed the process along, WKU will host the American Choral Workshop this summer, putting

Western and its program on the musical map. Advertising targeted to reach over 15,000 college and high school music educators will begin in February. Davis anticipates that 125 will attend the workshop that will feature six nationally known clinicians. "The university has backed the workshop very enthusiastically, which is something that we all appreciate," Davis said.

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Musical enthusiasm comes easily for Davis. "Music is all I've ever known," Davis said.

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Some may wonder, "How does Davis come up with his ideas?" He starts off by asking himself, "If I were a student what opportunities would I like to have?" Then he begins to dream big dreams and sort out what is feasible. One of the dreams that he and his students collaborated on with the theatre department was December's "Madrigal Feast" for which the show choir donned 16th century costumes and sang period carols. Since the feast turned out to be such a success, Davis thinks that the theatre, music and food services departments will make it an annual event.

# Hilltopper Healthtopics

## “Get Your Head Out of Bed...”

Even the best intentioned of us fall easy prey to “wintertime lethargy.” New Year’s Resolutions promised in a fleeting moment of new found resolve are quickly pushed aside and forgotten as the more routine demands of our daily lives assume precedence. We all know how simple it is to make resolutions to better ourselves or our health and how much more difficult it is to follow through on them.

So here you find yourself at the crossroads. Resolutions have been made and broken—or, if not broken, are probably on shaky footing at this point. Do you succumb to the “lazy person” inside all of us and let the resolution die a peaceful and silent death? Or, do you fight back, demand to take charge of the situation, and set off anew on a determined “right foot?”

## Getting It Together

### Independent Study Wellness Classes

The University encourages participation in the Health-Toppers Steppin’ Out Wellness Program. Any courses taken as a participant in the official Wellness Program are subject to scholarship benefits and do not count against tuition scholarship benefit limits.

#### Afternoon Aerobics

Aerobics is known to benefit the heart and lungs, improve flexibility and muscular strength and increase overall body efficiency. This course is open to both men and women and will be geared to the particular needs and capabilities of participants. Each class will include a warm-up to work on flexibility and strength and then move into a faster pace workout to benefit the cardiovascular system. Wear comfortable clothing and tennis shoes; bring a mat or towel.

Class begins:  
February 3 MWF 12:00 noon  
5 sessions, 1 hour each DA 145  
Instructor: Kay Williams  
Fee: \$35.00

#### The choice is yours!

We got off to such a good start last semester, let’s make this spring semester’s program count even more in your continuing journey toward good health.

To support your determined “right foot” efforts, the WKU Wellness Program is offering you a full schedule of new and popular repeat wellness activities for the spring semester.

The University is very pleased with the good participation in the fall semester Wellness Program. The fall semester gave us good information to assess our present health status and a sense of direction toward improved health and fitness. With your continued interest and enthusiasm, this spring semester’s program can be made to count even more in our continuing journey toward vibrant good health.

#### Wellness I

A course designed to give people insight into wellness exercise. Several types of aerobics and swimming for all ability levels will be offered.

Class begins:  
January 20 MTWTH 11:45 a.m.  
70 sessions, 1 hour each DA 146  
Instructor: John Jones  
Fee: \$40.00

#### Body Recall

Participants are offered an alternative to aerobic exercise. Gain flexibility, strength, and muscle tone through slow and gentle movement. Body recall is a concept in lifetime fitness. It can be used as conditioning for more strenuous activities, or as a full body awareness program. Offered to men and women of all ages. No special clothing needed.

Class begins:  
February 3 MWF 12:00 noon  
30 sessions, GCC 205  
45 minutes each  
Instructors: Belinda Jefferson & Betty Jane Nash  
Fee: \$25.00

#### Keeping New Year’s Resolutions: Breaking Old Habits and Making New Ones

Habits are patterns of behavior that help you to meet your life’s needs. All of us have habits—some of them good and others, not so good. But habits are not indelible. We can change habits that no longer suit us.

These classes will introduce a variety of strategies and techniques for changing habits, including goal-setting for self, stress management skills, recordkeeping, imagery and others. Taking these 2 hours to join us will keep your resolutions moving toward a healthful you!

Dates: M,W February 3 and 5  
Time: 1:30 - 2:30 p.m.  
Location: Regent’s Room, WAB  
Instructor: Nancy Givens, BRDHD

#### Good Nutrition and Weight Control

As a result of the composite data of the Health Screening which indicated 33% of the participants as being 20% or more overweight, we are pleased to offer a program which explores the basic precepts of good nutrition and weight control. Four one-hour sessions will cover the topics listed below. To achieve maximum results, there will be an optional on-going weigh-in clinic in which individual counseling will be available. In the first class meeting a diet analysis by computer will be done for each participant to determine present nutritional deficiencies.

4 sessions, Tuesday, Feb. 4, 11, 18, 25

February 4—Nutritional Guidelines to Good Health

February 11—Maintaining Good Body Weight

February 18—Diet and Prevention of Cardiovascular Disease

February 25—Hypertension and Diet

Time: 2:00 - 3:00 p.m.  
Location: Academic Complex 203

Coordinator: Dr. Shirley Gibbs  
Instructors: Home Economics and Family Living Faculty

Each Wednesday—February 12 through May 7, the optional weigh-in and counseling clinic will be available.

Time: 2:00 - 4:00 p.m.  
Location: Academic Complex 203

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### Cardio Pulmonary Resuscitation (CPR)

This CPR course will lead to certification by the American Heart Association. Participants must practice mouth-to-mouth resuscitation and closed-chest heart massage on special manikins in order to attain the skill proficiency required for certification and confidence in their own ability to perform CPR satisfactorily on a real human being.

Class meets:  
February 10, 13, 16 & 19 3:00 p.m.  
4 sessions, 2 hours each STH 304  
Instructor: Henry Baughman  
Fee: \$20.00

### Divorce Adjustment Group

During the course of these six weeks, various issues relating to divorce will be discussed. Some of the topics to be covered are: stages of divorce, handling emotions, self-esteem, children adjustment, and single parenting.

Class begins:  
February 11 Tuesday 6:30 p.m.  
6 sessions, 1 1/2 hours each  
Newman Center, 1403 College Street  
Instructor: Ellen Hayden  
Fee: \$30.00

### Blood Pressure Checks

To follow up on another of the top five indicated health problem areas found from the Health Screening, hypertension, regular blood pressure checks will be available through the Department of Nursing. A record will be kept for each individual to monitor any changes over time. In addition, educational materials and brief individual counseling will be available for those interested. Each participant should expect to rest for 10 minutes before having their blood pressure taken. For further information, contact Nancy Lindsey, RN, 745-3758.

Dates: 2nd and 4th Fridays of each month

February 14 and 28

March 14 and 28

April 11 and 25

Time: 11:00 to 1:00 p.m.

Location: Academic Complex 118A

Coordinators: Department of Nursing Faculty

We would like to emphasize the importance for persons who have been determined to have elevated blood pressure to take advantage of this service.

### Preparing One's Self to Love and Be Loved

Most people are ill-prepared to get involved in a personal relationship where love is involved. One of the most important needs of a person is to be loved and another important need is to love. There is some ground work a person should lay down to be successful and happy to satisfy those needs. This class will study and discuss literature, music, essays and magazine articles, which should open each student to more awareness of his/her feelings about loving and being loved.

Class begins:  
March 18 Tuesday 6:30 p.m.  
5 sessions: 2 hours each CH 125  
Instructor: Bob Wurster  
Fee: \$20.00

## Cash Awarded for Cost Reduction Plans

The National Association of College and University Business Officers and the United States Steel Foundation, Inc., have announced the eleventh consecutive year 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 1985 calendar year. The deadline for submission of final proposals is March 14, 1986.



Hillwalker Salute

Head Hillwalkers for November were Susan McChesney, Reigning Roadrunner; Peggy Thompson, Head Hare; and Doris Farley, Top Turtle.

Musical enthusiasm comes easily for Davis. "Music is all I've ever known," Davis said. As an undergraduate student at Georgia State University, Davis put his energies toward perfecting his trumpet and piano, later changing to voice. After graduation, he auditioned for a graduate assistantship in choral conducting at the University of Tennessee at Knoxville, which he won. One year later, he auditioned for the graduate assistantship in conducting at the prestigious Eastman School of Music in New York and won again. "The assistantship was intriguing in that it was not specialized in any one area," he said. During that assistantship Davis found himself conducting many different types of ensembles from vocal to instrumental. Because of his instrumental background he found that his professors trusted him more and he was given more opportunities. Davis finds that his well rounded background has helped him bring more in to the choral program.

Davis still keeps up his instrumental hand by playing his trumpet in the Faculty Brass Quintet. Davis said that he and his wife, Elise, are happy in Bowling Green, and they look forward to getting more involved in local arts groups. As a father of two children, Josh and Elizabeth, Davis has little problem maintaining his zest for life. For now, 95% of that zest is contributed to making the WKU choral program one of the best and most recognizable in the country.

## Severe Weather Procedure Outlined

If severe weather conditions occur classes at the University are sometimes cancelled, but administrative offices remain open. Without official notification that offices will be closed, staff members are expected to report to work and meet all usual obligations.

Should severe weather conditions make roads impassable or very dangerous, employees must use their own judgment in reporting to work.

Individual absences caused by inclement weather will be counted as vacation time or leave without pay. Employees will be paid for time during which the University is officially closed because of severe weather.

## Service Anniversaries

### 20 Years

- Louis Cook**—Director, Food Services (Nov. 1985)  
**Wendell Williams**—Food Stores Clerk, Food Services

### 15 Years

- Ray Biggerstaff**—Associate Professor, Health and Safety  
**Edna Broderick**—Bookstore Clerk, College Heights Bookstore  
**Matt Buchmann**—Painting and Decoration Supervisor, Physical Plant  
**Mildred Sponel**—Senior Departmental Secretary, Physical Education and Recreation  
**Judy Thornton**—Buyer, Purchasing

### 10 Years

- Elizabeth Borders**—Building Services Attendant, Physical Plant  
**Cathie Bryant**—Principal Secretary, College of Education and Behavioral Sciences  
**Robert Schneider**—Professor, Agriculture

### 5 Years

- Leah Blazer**—Vice President, Credit Union  
**Ann Cravens**—Administrative Secretary, English  
**Susan Locke**—Food Services Manager, DUC Cafeteria and Grill  
**Patrick McGann**—Building Services Attendant, Physical Plant  
**Kerry Moorman**—Programmer I, Computer and Informational Services  
**Donna Phillips**—Library Clerk IV, Library Public Services  
**Becky Pleasant**—Administrative Secretary, Registrar's Office  
**Stephen Pulliam**—TV Engineer (ETV), Media Services  
**Mike Renfro**—Storekeeper, Central Stores

## Retirees

- Archie Laman**—After 23 years of service to the University, Laman retired as a professor in the department of teacher education.  
**Edna Laman**—Beginning shortly after her husband, Archie, Laman retired after 23 years as an assistant professor in the English department.  
**Mary Rose**—Staff nurse Mary Rose retired on December 31 after 19 years of dedication in health services.

## New Employees

- Floyd Anders**—Bookstore Clerk, College Heights Bookstore  
**Jimmy Bryant**—Groundskeeper, Physical Plant  
**Todd Cook**—Loan Assistant, Credit Union  
**Joe Denning**—Sundries/Supply Supervisor, College Heights Bookstore  
**Timothy Devore**—Computer Operator IV, Computer and Informational Services  
**Michael Howard**—Police Officer, Public Safety  
**Sonya Little**—Departmental Secretary, Philosophy and Religion  
**Jane Moore**—Producer/Announcer, Media Services  
**Jodie Pennington**—Assistant Professor, Agriculture  
**Laura Pillow**—Senior Departmental Secretary, Psychology  
**Thomas Price**—Groundskeeper, Physical Plant  
**Suzette Tell**—Administrative Secretary, CAP Center

## Promotions

- Jane Brooks**—from Serials Asst. IV to Serials Specialist, Lib. Auto. & Tech. Svcs.  
**Phyllis Causey**—from Adm. Sec., Independent Study to Sr. Adm. Sec., College of Business Administration  
**Jeff Esworthy**—from Producer/Announcer to Senior Announcer/Producer, Media Services  
**Joan Evans**—from Marketing Coord. to Marketing Director, Credit Union  
**Larry Holder**—from Boiler Opr. Trainee to Boiler Opr., Physical Plant  
**Paula Newby**—from Sr. Dept. Secretary to Sr. Secretary, Economics  
**Pauline Nowicki**—from Teller III to Share Manager, Credit Union  
**Fay Phillips**—from Dept. Sec. to Sr. Dept. Sec., Communication & Theatre  
**Robert Upchurch**—from Electrician Helper to Electrician, Physical Plant

Several interesting and exciting areas of research are being explored by the faculty in the department. Ron Linton is currently working on a program for computer software to project college enrollment, which has received a good deal of interest from the registrar's office. Wade Ferguson is researching the development of foreign trade zones. Ed Wolfe and a colleague are making advances in the field of electronic fund transfer. Bob Bretz and Ron Linton are collaborating on some computer software to increase machine and process efficiency. And, Bob W. Otto has been helping seniors develop a program that will result in the computerization of departmental records.

Computers seem to be the core of the department at this time. Albin hopes that the computerization of departmental records will serve as a prototype for other departments at WKU. He would like to see computer application incorporated into all the courses in the department, and several faculty have already written programs. It is difficult, however, to acquire micro-computer time in the lab because the lab is shared by five departments. Albin explains that because of the computer shortage, several classes that require significant computer time are not receiving it. "You have to get in to an over-subscribed situation before you can justify getting more computers," he said.

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**Albin hopes that the computerization of departmental records will serve as a prototype for other departments at WKU.**

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In addition to the many strides the department is making in the computer area, the faculty would like to better serve the students by creating a career advisement system that would teach students majoring in the department more about working in the field, including salary, supply and demand, and geographic limits. Ideally, the

advisement records would be maintained and updated on the computer each semester, and would even prescribe the order in which courses should be taken for graduation. This process would not only help students plan their schedules, but would give the faculty an indication of which classes are needed during particular semesters.

Albin is hopeful that integrating the system into the department will help graduating students get jobs. He said that the data base would be maintained so that employers could match their needs with available students. The department already makes an effort to assist their information systems students in finding jobs. Each year the department compiles books of the resumes of its graduating seniors and mails it to over 200 prospective employers. Last year, six jobs were obtained as a result of the book.

When asked what he thought would improve the department, Albin gave an answer that is true to life in general. He said that he wished that every faculty member in the department would take a little more initiative and volunteer to do the things that he/she sees wrong in the department. "Some faculty do it, but if everyone did we would be involved in a lot more things," he said.

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**Start the Wellness Program today! Improve your state of mind immediately and your figure for summer trips to the lake!**

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## Examine Your Form W-4

The amount of tax withheld from each paycheck is determined from information on the most recent Form W-4 filed. It is to each employee's benefit to keep their Form W-4 updated.

The following is a list of situations that could cause a change in the number of personal allowances claimed:

1. Change in marital status.
2. Birth or death of a dependent.
3. Support of a dependent begins or stops.
4. Employee or spouse becomes 65 or blind.
5. Eligibility for the "special withholding allowance" changes.
6. Eligibility for additional withholding allowances for credits or deductions changes.

The more withholding allowances claimed, the less tax withheld. The fewer allowances claimed, the more tax is withheld. If the number of allowances that can be claimed increases, a new W-4 may be filed at any time. However, a new W-4 must be filed within 10 days of the change if the number of allowances decreases to less than the number previously claimed. Full time employees especially those holding more than one job or those with a working spouse may wish to have additional tax withheld or to claim fewer or zero allowances, or both. Those who are married may take advantage of the "married, but withhold at higher single rate" classification on Form W-4.

Some employees will want as much take-home pay as possible. Following is a list of withholding allowances:

1. The "special withholding allowance" if the employee is single with one employer, or married with one employer and spouse is not employed.
2. Allowance for itemized deductions.
3. Allowances for estimated tax credits.
4. Allowances for alimony payments and the deduction for two-earner married couples.
5. Allowances for moving expenses and employee business expenses.

These additional allowances apply only for withholding purposes. These are not exemptions that can be claimed on individual tax returns.

You may want to check with your accountant or the Internal Revenue Office to insure you are claiming the correct number of exemptions.