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UA28/1 The Personnel File

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The Personnel File

PERSONNEL FEATURE:

A Visit with Roger Pankratz

When the issue of developing or implementing a new program arises in the College of Education and Behavioral Sciences, Dr. Roger Pankratz often serves as the person to get the ball rolling.

With degrees from Tabor College (Kansas), Kansas State Teachers College and The Ohio State University, Dr. Pankratz currently holds the position of assistant dean of education, a position he has held since 1974. In this position, he develops and works on a variety of educational programs. These programs seek to promote and enhance the quality of education in this section of the country.

Dr. Pankratz became instrumental in developing the educational computing lab at Western. He states, "We started with a small grant from Radio Shack and seven computers given to us through the development program." With the assistance of many capable people and under the direction of Dr. Leroy Metzger, Western now has the finest educational computer center in Kentucky, according to Pankratz.

Gerontology represents another program exposed to the cultivating talents of Dr. Pankratz. His dedicated drive and proposal writing abilities elevated the program to a sustainable level, and it was later taken over and further developed to its present form by Dr. Lois Layne.

A recent study on the evaluation of teachers and students made the following statement, "Over the past five years much attention has been focused on our nation's schools and the teachers who teach our children. National commissions have produced reports indicating that our public schools were behind those of other nations." With that thought in mind, increasing national and state interest shifted to our schools and particularly the teachers in our schools. This prompted the governor of Kentucky to assign a task force to address this problem. The task force sought a plan to identify and reward the state's excellent teachers through the use of a career ladders program.



Dr. Roger Pankratz

At Western, Dr. Pankratz worked to get a career ladder pilot program proposal funded, while directly involving 15 faculty members in the project. Working together, these developers created a teacher evaluation system specifically for Kentucky teachers. The evaluation program needed to meet three criteria. First, it had to be valid or truly measure highly effective teacher performance. Second, it had to be reliable or consistent for teachers in different schools, different grade levels, and different subject areas. Third, the evaluation program had to be manageable given the time and personal resources of Kentucky schools. As the program pilot in the early stages of development, Dr. Pankratz can clearly see another ship that he has helped to launch gain momentum and sail smoothly away.

Dr. Pankratz's most recent developmental effort has been working with 18 faculty members in his college to design a center of excellence for teacher education and professional development. This proposed plan is being prepared for submission to the Kentucky Council on Higher Education's competition for state funding.

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PERSONNEL FEATURE:

Taking a Look at Julia Roberts

Teaching Gifted Children

If the children of today represent the leaders of tomorrow, then as an advanced society we have an obligation to develop and cultivate these young minds to their fullest potential.

Responsibility for developing the minds of especially gifted children in this area falls in the capable hands of Dr. Julia Roberts. With degrees from the University of Missouri and Oklahoma State University, Mrs. Roberts has specialized in American history, social studies, secondary curriculum, and gifted education. Along the way she has obtained many honors and is a member of a number of professional organizations.

Her work history spans over 20 years and includes numerous teaching positions, as well as assistantships. Roberts came to Western in 1974 as an assistant director of the Teacher Corps Project. Shortly thereafter, she became an assistant professor. Roberts presently holds the title of associate professor.

Mrs. Roberts teaches in the undergraduate secondary education program and teaches graduate classes that lead to an endorsement in gifted education. She is president of the Kentucky Association for Gifted Education, and she was appointed by the Governor to serve on the Kentucky Advisory Council for Gifted and Talented Education.

In addition to her teaching schedule, Dr. Roberts can be found developing summer programs for teachers, parents, and high ability young people. During the summer of 1986, Roberts directed the following programs:

- The 1-day Workshop for Parents and Teachers of Gifted Students. This workshop was attended by 150 parents and teachers



Dr. Julia Roberts

- The 2-week Summer Camp for Academically Talented Junior High Students. Over 150 seventh, eighth, and ninth graders representing 42 counties in Kentucky were present for this camp.
- The 3-week Summer Program for Verbally and Mathematically Precocious Youth, Duke University's only cooperative program in the country. It was attended by 65 seventh through tenth graders representing 26 school districts in Kentucky and 10 other states.
- The 1-week Advanced Placement Workshop for teachers was attended by 149 secondary teachers from 41 school districts in Kentucky and 11 states.

In addition to these programs, Roberts enthusiastically discusses a conference hosted at Western February 1-3. She states that the conference focused on the

education of high ability students in Kentucky. The 35 invited participants consisted of representatives from the governor's office, the Kentucky Department of Education, the State Board of Education, the Kentucky Legislature, business, industry, foundations, and organizations that are concerned with education. Roberts indicated that the conference was supported by the Sid W. Richardson Foundation, with its home in Fort Worth, Texas.

In addition to Dr. Roberts' busy schedule of teaching and supporting many gifted programs, she makes room in her life to spend quality time with her family. Her daughters, Stacy and Julie, attend Bowling Green Senior High and Junior High respectively. Her husband, Dr. Richard Roberts, serves as program coordinator for the Department of Teacher Education. Roberts eagerly confesses to the importance of the family doing things together. She further states that she enjoys traveling, life at the lake, reading, and last, but not least, WKU basketball.

It can be said that the readiness of tomorrow's leaders depends upon the preparation of today's students. It can be further said that with people like Julia Roberts directing many of these activities, we can rest assured that the students of today will make excellent leaders of tomorrow.

Change in I.R.A. Procedures

Prior to December 31, 1986, contributions to an I.R.A. were sheltered from state and federal taxes. The Tax Reform Act of 1986 removes the I.R.A. tax shelter for Western employees, and effective January 1, 1987, your I.R.A. contribution will be subject to all local, state, and federal taxes. Please advise the Payroll Section in writing if you wish to stop your I.R.A. deduction.

COBRA Affects Medical Insurance Coverage

On April 7, 1986, a new federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health insurance coverage (continuation coverage) at group rates, where coverage under the plan would otherwise end. This new law applied to Western's Blue Cross-Blue Shield Group 1235 effective July 1, 1986, and to the University's HMO Kentucky Group after its effective date of October 1, 1986.

Section 10002(d) of the Consolidated Omnibus Reconciliation Act (COBRA) applies only to persons who became eligible by reason of a "qualifying event" which occurred on or after July 1, 1986. Employment termination is the reason usually associated with loss of eligibility to participate in the employer's group health insurance plan; however, COBRA includes other qualifying events which give right to continuation coverage for family members who have been covered under an employee's family health insurance contract and who would otherwise lose health insurance protection. The qualifying events for eligibility for continued coverage are:

1. Termination of employment (other than for gross misconduct) or reduction of employment hours.
2. Death of the employee.
3. Divorce or legal separation.
4. Entitlement of the employee to Medicare benefits.
5. A dependent child reaching the maximum age for coverage.

Length of eligibility for continuation coverage varies. The employee who loses coverage because of termination/reduction in work hours could be eligible for continuation coverage for 18 months. Eligibility for persons affected by all other qualifying events could continue for 36 months. In

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"Reach for the sky."

What one reaches for can be just as significant as how hard one works to attain a goal. Setting one's sights too low can bring predictable, low results! Reaching, pushing for a high goal can be the springboard to spectacular success!

Some organizations make a habit of setting goals so high that others just shake their heads and say, "Impossible!" Yet these same companies enjoy spectacular success year after year. And these aren't high tech firms on the cutting edge of technology, but companies with very ordinary products.

- Take the company that last year reported an amazing \$200 million in pre-tax earnings on \$800 million in sales of their product, simple plastic bowls (Tupperware).
- Or consider the remarkable record of \$8.6 billion in annual sales pulled in by the company that has "ketchup in its blood" from selling hamburgers (McDonald's).

These American success stories are examples of organizations whose achievements have far surpassed ordinary expectations, in part, because they have set EXTRAordinary expectations! They "reach for the sky" day after day.

So do many of you. And when you do, you're setting the stage for your own greater success, and the success of all of us together.

Source: Vantage Communications Inc.

TAX REFORM

By this time, every Western Kentucky University employee should have received a 1987 Form W-4 and instructions. The Tax Reform Act of 1986 has required all employees to submit a new Form W-4 to their employers before October 1, 1987. The following questions and answers have been developed by the Internal Revenue Service to help taxpayers meet this requirement.

Q. I understand I have to fill out a new Form W-4 with my employer. Why?

A. The IRS will be publishing new withholding tables to reflect the changes in exemption amounts, standard deductions and the tax rates as a result of the new tax law. A new Form W-4 is needed by each taxpayer to insure that their withheld taxes cover their tax bills.

Q. Is there a deadline for filing the new Form W-4?

A. You must file a new Form W-4 with your employer before October 1, 1987. However, filing a new form as soon as possible may be to your advantage because the new tax law may significantly change your tax liability for 1987.

Q. What happens if I don't fill out a new Form W-4?

A. If you do not file a new Form W-4 before October 1, 1987, your employer must withhold taxes from your wages as if you are either single claiming one withholding allowance or married claiming two withholding allowances, depending on whether you checked the "Single" or "Married" box on your most recent Form W-4 on file with your employer.

Q. How will I know what changes in the tax law affect me?

A. The IRS has a new Form W-4 which reflects these changes. It is important that you carefully read the instructions so that your withholding, plus any estimated tax payments you make, closely match your tax liability for the year.

Q. What happens if I don't have enough withheld and I owe taxes at the end of the year?

A. You may have to pay a penalty if you owe additional tax at the end of the year.

Generally, you can avoid the penalty if your withholding plus estimated tax payments (if any) in 1987 equal at least 90% of your tax liability this year (1987) or 100% of your tax liability of 1986.

Q. Could you tell me how many withholding allowances I should claim?

A. There are several factors which will determine how many withholding allowances you should claim. Does your spouse work? Do either of you have a second job? Do you have a large amount of adjustments (reductions) to income? Also, some of the deductions you took in the past may have been reduced or eliminated by the new tax law.

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TAX REFORM

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Q. I know interest and dividends must be reported as income. Could you give me some examples of income which could affect my withholding?

A. You would also have to include alimony received, outside business income, capital gains, rental or royalty income, farm income and taxable pensions. Since each of these items would increase your income, you would have to reduce the number of allowances you claim on your Form W-4 in order to have enough withholding to cover your tax liability.

Q. What can increase the number of withholding allowances I claim?

A. You may be able to increase your withholding allowances if you have excess itemized deductions, employee business expenses, deductible business losses and/or allowable credits, paid alimony, or have qualifying contributions to an IRA or Keogh Plan. These items reduce your income and therefore, you may qualify for additional withholding allowances.

Q. What deductions changed by the new tax law could also affect my withholding allowances?

A. The new tax law has repealed the deduction for married couples when both work (Schedule W), the itemized deduction for state and local sales taxes, income averaging, and the charitable contribution for non-itemizers, in addition to several other deductions. The deductions for other items, such as medical expenses, consumer and investment interest, and miscellaneous expenses, have been reduced. The deduction for an IRA has been significantly restricted. Finally, long-term capital gains and unemployment compensation are now fully taxable. If you are affected by any one of these changes, your withholding allowances should be reduced.

Q. Does the IRS have a free publication I can get if I need more information?

A. Publication 505, "Tax Withholding and Estimated Tax," is available free by calling the IRS Tax Forms/Publications number toll-free 1-800-424-FORM. Forms W-4 can also be obtained by calling this number.

Q. What if I need to ask a question about completing Form W-4?

A. Call the IRS toll-free number 1-800-424-1040.



Lifestyle is your key to wellness. Wellness means taking responsibility for your own health by learning how to stay healthy, practicing good health habits and giving up harmful ones, and responding to your body's warning signs before they lead to serious problems.

The Department of Personnel Services and the Barren River District Health Department is pleased to announce the Mini Health Screening on March 26-27 and April 6-7. Additional details on the screening will be provided to you.

COBRA

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addition, a conversion privilege (allowing the individual to transfer to a non-group health insurance plan without undergoing a waiting period for coverage) must be available at the end of the applicable 18 or 36 month period.

Causes for cessation of eligibility are:

1. Non-payment of premium.
2. Eligibility for coverage under another group health insurance plan as a result of employment.
3. Entitlement to Medicare.
4. Remarriage of the employee's former spouse (whose eligibility came about because of the divorce or legal separation qualifying event).
5. Termination of the employer's group health plan.
6. Cessation of "dependent child" status.

Cost of the continuation coverage has been established at 102% of the employer's premium cost. The coverage must be identical to the level of protection of the employee's health insurance in force at the time the qualifying event occurred.

Employers have the responsibility for notifying all employees of their possible eligibility under the COBRA law. Western complied with this ruling by means of campus mail notices sent to all regular, full-time employees on June 27, 1986. This was followed by a second notice, which was sent by first-class mail to the home address of each regular, full-time employee on July 28, 1986. The second notice stated that, "Both you and your spouse should take time to read this notice carefully." Persons employed by the University since July 1, 1986, who are eligible to participate in Western's group health insurance plans receive a copy of the coverage continuation guidelines as part of their new employee benefits packet of information.

Employees have responsibility for notifying the Personnel Office if any "qualifying event" affects any of their family covered under either of Western's health insurance groups. Only persons covered by the employee's family contract health plan would be eligible. If the employee has had single coverage, of course family members would not be eligible for "continuation coverage," since they were not covered initially, and therefore lost no protection as a result of any "qualifying event."

Revisions of this important legislation will no doubt be made as a review is made of its impact. The Department of Personnel Services will continue to advise University employees of changes; however, if you have any questions please contact Mrs. Bettie D. Flener, 745-5346.

Try, try again

Albert Einstein

(1879-1955), German Physicist

Einstein spoke haltingly until he was nine and after that responded to questions only after much deliberation. His poor performance in all classes except math prompted a teacher to ask him to drop out of school, telling him he'd never amount to anything. Einstein failed his first entrance exams at Zurich's Polytechnic Institute.

Source: Hope Newsletter, Bob Hope International Heart Research Institute, Seattle, WA.

Training and Development Library

The Department of Personnel Services is pleased to announce that we have started an Employee Training and Development Library. The library consists, at this time, of 13 audio cassette programs covering the following topics:

Achieving Excellence
Assertiveness Training for Professionals
Basic Supervision
Dictating Effectively
Getting Things Done
How to Listen Powerfully
Image and Self-Projection
See You at the Top
Speak to Win
Stress Management for Professionals
VOCAB—Vocabulary Building System
Winning Through Teamwork
Yes! You Can Write

By Lou Heckler
By Dr. Helga Rhode
By Richard Rowe
By Jefferson D. Bates
By Ed Bliss
By Lou Hampton
By Julie White
By Zig Ziglar
By Bert Decker
By Robert Mellot
By Bergen Evans
By Lawrence M. Miller
By Dr. Elizabeth Needl

These cassette programs generally have from four to six cassettes and, in most cases, represent taped versions of career and personal development seminars which might cost \$50 to \$100 or more to attend in person.

Audiotapes may be checked out for a period of two weeks. If the cassette program is currently checked out, your name will be placed on a waiting list (first come—first served). If you would like more information about any of the cassette programs in the Employee Training and Development Library, you may call David Sloss at 5366 or Mike Dale at 5345. You will need to check out the cassette programs in person. It might be beneficial to call in advance to ensure the program is available. The Department of Personnel Services also has a cassette recorder which may be checked out on a first come—first served basis.

How do you catch a cold?

A cold is contagious during the first two or three days of a cold and also just before the symptoms occur.

Studies suggest that colds are passed primarily through *hand-to-hand* contact. A virus, for example, might travel from a phone or doorknob to your fingers, and from there to your nose, where cold viruses love to get hold. Your eyes are the other "main door" through which cold viruses enter. (Advice: wash your hands frequently and keep them away from your mouth, nose, and eyes.)

Source: *Hope Newsletter*, Bob Hope International Heart Research Institute, Seattle, WA.



Congratulations to the men's and women's basketball teams. Both teams had outstanding seasons and participated in the NCAA post-season tournament, bringing recognition to Western Kentucky University. Pictured is senior Hilltopper Tellis Frank.

"If it is to be, it is up to me."

In the early 1800s, Rebecca Lukens and her husband took over a small water-driven iron mill that made nails next to the Brandywine Creek of rural Pennsylvania. They had big plans to build up their small business, but before their expansion plans could get underway, Rebecca's husband died, leaving her at the age of 31 with four young children and a fifth on the way. She could have sold her interest in the mill and merely played the expected role of housewife. But due partly to a promise she'd made to her dying husband, and in spite of severe financial strain, she took over management of the ironworks herself. She had made up her mind that their dream was achievable, and that "If it is to be, it is up to me."

Rebecca Lukens was equal to the challenge in every way. She carried through with the expansion plans, enlarging the mill and the product line to include plate iron. She provided the iron hull and boiler plates for the Navy's first iron ship in 1825. Many of the Mississippi riverboats came to rely on Lukens' ironwork for their boilers. For 30 years she dauntlessly managed the business, surviving a severe economic depression, developing her company into one of the nation's major ironworks of that era, and doing all this in what was then a man's world with a man's kind of business. In 1885, Lukens Steel became a Fortune 500 company, built by a can-do tradition handed down from its remarkable early leader, in whose honor it is named.

At Western, we too are often faced with challenges. And in challenges lie opportunities for each of us to achieve and grow—provided we, like Rebecca Lukens, each make up our minds that "If it is to be, it is up to me."

Source: *Vantage Communications Inc.*

Dr. Pankratz also served as the 1985-86 president of the Kentucky Association of Colleges for Teacher Education. As president, he helped promote interest in quality of teacher education in the state.

As co-director of one of the four Appalachia Educational Laboratory programs, we find Pankratz establishing and maintaining a region-wide network of higher education personnel in four states. He accomplishes this by making presentations at state Association of Colleges for Teacher Education meetings about the Professional Preparation and Research Program and distributing information describing the program to faculty members involved in the state ACTE-member institutions. His duties also include establishing state-based specialized research network groups.

The personal side of Dr. Pankratz appears to be as diversified and interesting as the professional side. He runs five miles at least four times a week. He is an avid water skier and tennis player. Pankratz attends the First Baptist Church of Bowling Green where he teaches a college age Sunday school class and conducts a teacher training class for Sunday school teachers.

With his wife, Donna, professionally practicing as an oncology nurse, two sons, Ron and Wade, attending Western, and a daughter, Connie, recently graduated from Georgetown College, Pankratz and his family, without doubt, seem to be planted firmly in the world of education.



Personnel Changes

Sidney Baker—from Groundskeeper to Carpenter, Physical Plant
Karen Bishop—from Administrative Secretary, Center for Science, Math and Environment Education to Senior Departmental Secretary, Allied Health
Mary Dee Boemker—Residence Hall Director, from J.T. Gilbert Hall to Rodes-Harlin Hall
Michael Dale—from Assistant Director to Associate Director, Personnel Services
Earl Garrett—from Senior Maintenance Plumber to Assistant Plumbing Supervisor, Physical Plant
Phyllis Gatewood—from Residence Hall Director, Rodes-Harlin Hall to Minority Recruitment Specialist, Office of the Vice President for Student Affairs
Myra Hall—from Data Entry Clerk to Data Entry Operator II, Student Financial Aid
Glen Harris—from Senior Carpenter to Assistant Carpentry Supervisor, Physical Plant
Michael Howard—from Police Officer (A) to Patrol Sergeant, Public Safety
Paul Joiner—from Police Officer (A) to Patrol Sergeant, Public Safety
Joseph Martin—from Boiler Operator Trainee to Boiler Operator, Physical Plant
Tamela Maxwell—from Police Officer (B) to Police Officer (A), Public Safety
Janice Nantz—from Assistant Residence Hall Director, Bemis Lawrence Hall to Residence Hall Director, J.T. Gilbert Hall
Pauline Nowicki—from Share Manager to Vice President/Member Service, Credit Union
Thomas Price—from Groundskeeper to Senior Groundskeeper, Physical Plant
Pamela Reno—from Assistant Residence Hall Director, Rodes-Harlin Hall to Acting Residence Hall Director, East Hall
Debra Schuler—from Assistant Residence Hall Director, Central Hall to Acting Residence Hall Director, Bates-Runner Hall
Nellie Taylor—from Examinations Clerk to Senior Processing Clerk, Independent Study
Brenda Thompson—from Staff Accountant to Accounting Supervisor, Accounts & Budgetary Control
Diana Walker—from Accounts Clerk, Accounts & Budgetary Control to Senior Administrative Secretary, Women's Basketball
Margaret Wallace—from Share Draft Account Assistant to Share Draft Manager, Credit Union
Sharon Wassom—from Registration Clerk, Registrar's Office to Examinations Clerk, Independent Study
Pamela Wells—from Principal Secretary to Senior Office Supervisor, Physical Plant
Gerald White Jr.—from Groundskeeper to Packer Truck Driver, Physical Plant
Richard Wilson—from Dish Machine Operator to Cook Helper, Downing University Center Cafeteria

New Employees

Fred Buys—University Academic Advising Center, Director
Sheila Forshee—Student Financial Aid, Student Employment Assistant
John Goodin—Library Automation & Tech Services, Education Catalog Librarian
Annie Rene Harris—Teacher Education, Assistant Professor
Altar Heater—President's Home, Housekeeper
Donald Mayer—Industrial and Engineering Tech, Assistant Professor
Jack McKinney—Physical Plant, Groundskeeper
Paula Southgate—Credit Union, Account Assistant

Service Anniversaries

25 Years
Joseph Boggs—English, Professor

20 Years
Richard Cantrell—Economics, Assistant Professor
Betty Neblett—Psychology, Administrative Secretary
Janice Williams—Nursing, Senior Departmental Secretary

15 Years
Lois Lane—Physical Plant, Building Services Attendant
Laura Lee—Modern Languages & Intercultural Studies, Senior Departmental Secretary

5 Years
Chandra Carter—Graduate College, Staff Assistant
Thomas Ennis—Physical Plant, Building Services Attendant

