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## UA28/1 The Personnel File

WKU Human Resources

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## WKU Chemistry Department: Responding to the World Around it



First Row (L-R): John Riley, Larry Byrd, Dave Hartman, Norm Hunter, Debra Kuehn, Wai-Ping Pan, Annette Carrico. Second Row (L-R): Charles Henriksen, John Reasoner, Darwin Dahl, Curtis Wilkins, Judy Campbell, Patricia Long. Third Row (L-R): William Lloyd, Art Draper, Frank Byrne, Rita Hesseley, Thomas Green, Nancy Lee, Lowell Shank, Not Present for Photo: John Chamberlin, Robert Farina, Earl Pearson, Gordon Wilson (semi-retired)

If the sign of national and international acceptance denotes that an academic department has arrived—then the department of chemistry has, without a doubt, truly arrived. Offering the bachelor of science and master of science degrees, the department has utilized teaching and research to maintain a strong structural base over the years. The diversity within this base can be seen through the professors who possess tremendous talent and abilities. Further examples of this expertise are the university awards, two for teaching and four for research, that have been bestowed upon the department.

According to Dr. Norman Hunter, the attitude of teaching is geared toward the student succeeding. He continues, "A student with an average amount of intelligence, a good attitude, and a willingness to work can receive a degree in chemistry. The emphasis is on keeping the classes small for more individualized attention for each student."

Another feature designed to aid the students is the use of standardized examinations for freshman chemistry. These examinations are prepared by the American Chemical Society, and they represent the organization's standard exam in general chemistry. The exams have enabled incoming

freshman who scored low on the entry level "Toledo Chemistry Placement Exam" to consistently score on or above the average of the 50th percentile on all other standardized chemistry tests given during the freshman year. To further aid the students, the chemistry department has created the Chemistry Learning Laboratory. This lab is a "help room" that is staffed by faculty members who donate their time and skills to chemistry students having difficulties, problems, or just wanting to talk. The participation of the students in the "help room" has increased dramatically over the years as 86 people attended in 1984 compared with 450 in 1987.

A degree from this department will enable a person to work in industry or go on to technical or professional schools such as medicine, pharmacy, veterinary medicine or medical technology. Students who receive a degree from this area are particularly strong in the sciences and, as a result, the percentage rate of students from Western that apply and are admitted to these schools among is the best in the state.

Research is another area in which excellence has been realized as nearly one million dollars in outside funds has been given to the department over the past six years.

# The Personnel File

Mary Dee

## Making students feel at home



Mary Dee Boemker

When Mary Dee Boemker started school at Western in 1976, one has to wonder if she ever envisioned that she would still be here in 1988. With the exception of a brief five month period in which Mary Dee was a substitute teacher in Louisville, her entire career has unfolded at WKU.

As an undergraduate, Mary Dee worked at a number of jobs on campus including concessions worker, driver of the campus laundry van, DUC and chemistry department student worker, and hall programming student worker in student affairs. It was this position in hall programming that led to her present stream of jobs in residence life.

After receiving her bachelor's and master's degree in recreation, Mary Dee started on a second master's in student personnel services. It was about that time that she became assistant hall director at Bemis Lawrence Hall. From there, she became the director of South Hall, and then on to Gilbert Hall as a director for about one and one-half years. Mary Dee has been the director of Rodes-Harlin since January of 1987.

As a member of the Bowling Green Jaycees, Mary Dee has won several awards over the years. She is very active in the Special Olympics, and to date she has worked eight area games and two state games.

Mary Dee has a profound interest in Western as she states, "I would like to continue working here, perhaps in an office setting that is related to student services."

From a personal standpoint, Mary Dee likes to cross-stitch, knit, crochet and sing in her church choir. She is very close to her family which consists of her mother, two sisters, two brothers, and two brothers-in-law all of Louisville, and another sister that lives in New York.

Mary Dee presented her total analysis of Western by saying that it is a good place to work and to be a part of.

## WKU Food Co-op

The WKU Co-op has been established in cooperation with Southern Foods, Inc. to enable faculty/staff to purchase the highest quality foods, often not available in supermarkets. These high quality hotel/restaurant style foods are available at wholesale prices.

Orders are taken the third Wednesday in DUC and the third Thursday in the Environmental Science and Technology lobby between 2:00 and 5:00 p.m. Deliveries are made on the first Wednesday of the next month.

The variety of items includes shrimp, chicken, pork chops, ham, ground beef, cheese, croissants, vegetables, and many others. Watch for regular monthly announcements.

## Goal Setting Seminar

The recent Goal Setting seminar held on March 1 and 2 was warmly received. A total of 40 people attended and participated in the two day sessions. Each participant was presented with a certificate of training for attending.



## 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.

# Employment Eligibility Verification

The Immigration Reform and Control Act of 1986 is the most comprehensive reform of our immigration laws since 1952. In recent years, our nation has been increasingly affected by illegal immigration while closing the back door to illegal entry. Put briefly, the law says that you should hire only American citizens and aliens who are authorized to work in the United States.

The Form I-9, Employment Eligibility Verification, has been developed for verifying that persons are eligible to work in the United States. The law requires five things of Western as an employer:

1. Have employees (full-time, part-time, regular, temporary, graduate assistants and/or student employees) fill out their part of the Form I-9 when they start to work;
2. Check documents establishing employees' identity and eligibility to work;
3. Properly complete the Form I-9;
4. Retain the Form for inspection by an Immigration and Naturalization Services (INS) or Department of Labor (DOL) officer upon request.

When completing the Form I-9, the employee will need to provide a document or documents that establish identity and employment eligibility. Some documents establish both identity and employment eligibility. Look at the lists under A, B and C in part 2 of the Form I-9 (See sample of I-9 on page 4). A United States Passport, for example, will verify both identity and eligibility. For most employees, a State-issued driver's license with photograph and pertinent information will establish identity, and an original Social Security Card or official birth certificate will establish employment eligibility.

If Western employs persons to perform labor or services in return for wages and other pay, we must complete Form I-9 for persons hired after May 31, 1987 within three Working days of the date of hire.

In terms of responsibility, the Department of Personnel Services will insure completion of the Form I-9 for regular and temporary employees of the University. The Graduate College will insure completion of the I-9 for graduate assistants, and the Department of Student Financial Aid will insure completion of the Form I-9 for student employees.

Your assistance and understanding will be appreciated as these offices work with all new Western employees, graduate assistants, and student workers to comply with the new law. Should you have any questions, please contact Mike Dale in Personnel Services (5345), Chandra Carter in the Graduate College (6129), or Marjorie Dye in Student Financial Aid (5513).

continued of page 4

## Tax Sheltered Annuities

The following list provides the names and addresses of companies authorized to offer tax sheltered annuity programs to employees of Western Kentucky University:

- Aetna Variable Annuity Life Insurance  
P.O. Box 50805  
Indianapolis, Indiana 46250
- All American Life Insurance Company  
P.O. Box 93026  
Chicago, Illinois 60673
- American Bankers Life Assurance Company  
Dept. 7275  
Miami, Florida 33196-7275
- Capital Guardian Trust Company  
(Hillard & Lyons)  
446 Main  
Bowling Green, Kentucky 42101
- Commonwealth Life Insurance  
Pension Department  
P.O. Box 32800  
Louisville, Kentucky 40297
- Family Life  
(Merrill Lynch)  
917 College  
Bowling Green, Kentucky 42101
- Fidelity Management Trust Company  
Retirement Services Department  
P.O. Box 1823  
Boston, Mass. 02105
- Franklin Life Insurance Company  
Franklin Square  
Springfield, Illinois 62713-0001
- Hartford Variable Annuity Life Insurance  
Hartford Plaza  
Hartford, Conn. 06115
- Kentucky Teachers Retirement System  
216 West Main Street  
Frankfort, Kentucky 40601
- Lincoln National Life  
1200 Citizens Plaza  
Louisville, Kentucky 40202
- Metropolitan Life Insurance Company  
Pension & Financial Services (3-F)  
1 Madison Avenue  
New York, New York 10010
- Modern Woodmen of America  
P.O. Box 2005  
Rock Island, Illinois 61201
- New York Life  
Central Service Office  
Box 500  
Minneapolis, Minn. 55440
- Prudential Insurance Company  
Central Pension Office - East  
P.O. Box 2024  
Fort Washington, Pa. 19073
- Public Employees Deferred Compensation Plan  
67 Fountain Place  
Frankfort, Kentucky 40601
- Teachers' Insurance & Annuity Association  
College Retirement Equities Fund  
730 Third Avenue  
New York, New York 10017
- Transamerica Life Insurance & Annuity Co.  
Box 60588 - Terminal Annex  
Los Angeles, California 90060-0588
- Variable Annuity Life Insurance Corp.  
27801 Euclid Avenue  
Euclid, Ohio 44132

## Consumer Price Index, 1978 - 1987

The Consumer Price Index for All Urban Consumers rose 4.4 percent in 1987 as reported by the Bureau of Labor Statistics. The Wage Earners Index showed a 4.5 percent increase for 1987. The chart below describes increases in the Consumer Price Index for the period 1978-1987:

### THE CONSUMER PRICE INDEX, 1978-1987

	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987
All Urban Index.....	7.7	11.3	13.5	10.4	6.1	3.2	4.3	3.6	1.9	4.4
Food and beverages.....	9.7	10.8	8.5	7.8	4.1	2.2	3.8	2.3	3.2	3.5
Housing.....	8.7	12.2	15.7	11.5	7.2	2.7	4.1	4.0	2.9	3.6
Apparel and Upkeep.....	3.5	4.4	7.1	4.8	2.6	2.5	1.9	2.9	9	4.8
Transportation.....	4.7	14.3	17.8	12.1	4.1	2.4	4.5	2.6	-3.9	6.1
Medical care.....	8.4	9.3	10.9	10.8	11.6	8.7	6.2	6.2	7.5	5.8
Entertainment.....	5.3	6.7	8.9	7.8	6.5	4.3	3.7	3.9	3.4	4.0
Other goods and services.....	6.4	7.3	9.0	9.9	10.3	10.9	6.7	6.1	6.1	6.1
Wage Earners Index.....	7.6	11.5	13.5	10.2	6.0	3.0	3.4	3.5	1.5	4.5

Table begins with 1978, the first year the All Urban index was published. Source: Bureau of Labor Statistics. Source: Human Resources Management: Ideas & Trends

SECTION 1: TO BE COMPLETED BY THE EMPLOYEE

**EMPLOYMENT ELIGIBILITY VERIFICATION (Form 1-8)**

**STEP 1**  
Fill in the personal information

**STEP 2**  
Check the box for work eligibility. Give other information where needed.

**STEP 3**  
Read, sign, and date

**STEP 4**  
(Prepare/Translator only)  
Read, fill in information, and sign.

**EMPLOYEE INFORMATION AND PERSONAL DATA** (To be completed and signed by employee)

Name: Smith      Last Name: Wiken      Yes  No  ALIENS  
 Home Address: 4602 Birchln Danville, TN      State: 37732  
 Social Security Number: 716153      Date of Birth: 9-07-1953

I am a citizen of the United States  
 I am a lawful permanent resident of the United States  
 I am a lawful temporary resident of the United States  
 I am a non-citizen national of the United States  
 I am a non-citizen alien who is authorized to work in the United States under a temporary employment authorization document (EAD) issued by the Department of Homeland Security

Mary Ellen Smith      Date: 6/15/88

Signature      Title      Date      Last Name

SECTION 2: TO BE COMPLETED BY THE EMPLOYER

**EMPLOYER REVIEW AND VERIFICATION** (To be completed and signed by employer)

**STEP 5**  
Examine the document and check the box that corresponds to the document. Fill in document number and expiration date.

**STEP 6**  
Read, fill in information, and sign

**EMPLOYER INFORMATION**

Employer Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Employer City/State/Zip: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Position Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

**EMPLOYER VERIFICATION**

I am a U.S. citizen  
 I am a lawful permanent resident of the United States  
 I am a lawful temporary resident of the United States  
 I am a non-citizen national of the United States  
 I am a non-citizen alien who is authorized to work in the United States under a temporary employment authorization document (EAD) issued by the Department of Homeland Security

J. Walsh      Date: 6/21/1991

Signature      Title      Date      Last Name

JOSEPH W. WALSH      PRESIDENT  
JOSEPH WALSH, INC.      307 ALAN ST. DANVILLE, TN 37015/37

**BI-WEEKLY PAYROLL SCHEDULE**  
**1988**

Will Work During These Periods	Will Be Paid On These Dates
December 21 — January 3	January 15
January 4 — January 17	January 29
January 18 — January 31	February 12
February 1 — February 14	February 26
February 15 — February 28	March 11
February 29 — March 13	March 25
March 14 — March 27	April 8
March 28 — April 10	April 22
April 11 — April 24	May 6
April 25 — May 8	May 20
May 9 — May 22	June 3
May 23 — June 5	June 17
June 6 — June 19	July 1
June 20 — July 3	July 15
July 4 — July 17	July 29
July 18 — July 31	August 12
August 1 — August 14	August 26
August 15 — August 28	September 9
August 29 — September 11	September 23
September 12 — September 25	October 7
September 26 — October 9	October 21
October 10 — October 23	November 4
October 24 — November 6	November 18
November 7 — November 20	December 2
November 21 — November 30	December 16
December 1 — December 18	Will Be Decided Later



**Faculty-Staff Tennis Tournament**

Begins - Monday, June 16, 1988  
 Ends - Friday, July 22, 1988  
 Sign-up Deadline - Wednesday, May 18, 1988

**Faculty-Staff Golf Tournament**

Friday - July 22, 1988  
 Place: Hobson Grove  
 Sign-up deadline - Tuesday, July 12, 1988

Awards dinner for both will be held at the President's Home on Friday, July 22, 1988 at 6:00 p.m.

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**Historical Spotlight**

**40 years ago**  
 WKU was awarded \$693,000 for a new women's residence hall (Bates-Runner). "It will be one of the most modern in the south."

**30 years ago**  
 "The bill providing that the word 'teachers' be omitted from the titles of Western, Murray, Eastern, and Morehead has passed both houses of Legislature, and has been signed by Governor Earle C. Clements making it a law."

**20 years ago**  
 "Work for Kentucky's lawmakers is over until 1970. The products of this session's work have been met with mixed feelings by a wide range of interest groups, with proponents of education legislation perhaps faring the best."

Source: Old Editions of the College Heights Herald.

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**Famous Quote:**

**Anthelme Brillot-Savarin**  
 "Tell me what you eat, and I will tell you what you are."

## Personnel Changes

**Faye Anderson**—from Transcript Clerk to Transcript Assistant, Registrar's Office  
**Lisa Bailey**—from Registration Clerk to Registration Assistant, Registrar's Office  
**May Barnes**—from Senior Records Clerk to Student Records Specialist, Registrar's Office  
**James Brinner**—from Residence Hall Director to Residence Hall Director, Senior Level, Residence Life  
**Judy Byrd**—from Degree Auditor to Coordinator of Degree Certification, Registrar's Office  
**Sharon Ercay**—from Administrative Secretary to Senior Administrative Secretary, Counseling Services Center  
**Paula Frusher**—from Departmental Secretary to Senior Departmental Secretary, Art  
**Sharon Garris**—from Registration Clerk, Registrar's Office to Senior Administrative Secretary, Cooperative Education  
**Christine Green**—from Police Officer (Grade B) to Police Officer (Grade A), Public Safety  
**Ladonna Harris**—from Administrative Secretary to Senior Administrative Secretary, Registrar's Office  
**Carol Holton**—from Senior Departmental Secretary to Senior Secretary, College of Education & Behavioral Sciences  
**Rose Hullett**—from Laboratory Technician to Laboratory Supervisor, Ogden Environmental Laboratory  
**Thomas Jacob**—from Assistant Residence Hall Director to Residence Hall Director, Residence Life  
**Paul Joimer**—from Patrol Sergeant to Patrol Lieutenant, Public Safety  
**Susan Krisher**—from Departmental Secretary, Educational Leadership to Senior Administrative Secretary, College of Education & Behavioral Sciences  
**Tamela Maxwell**—from Police Officer (Grade A) to Patrol Sergeant, Public Safety  
**Jacquelyn Meredith**—from Registration Clerk to Registration/Verification Assistant, Registrar's Office  
**Sarah Nagy**—from Assistant Residence Hall Director to Residence Hall Director, Residence Life  
**Raymon Peters**—from Assistant Residence Hall Director to Assistant Complex Director, Residence Life  
**Rebecca Pleasant**—from Administrative Secretary to Senior Administrative Secretary, Registrar's Office  
**Patsy Poindexter**—from Degree Auditor to Degree Certification Officer, Registrar's Office  
**Pamela Reno**—from Residence Hall Director to Residence Hall Director, Senior Level, Residence Life  
**Barry Rutledge**—from Residence Hall Director to Assistant Complex Director, Residence Life  
**Joyce Skaggs**—from Food Services Worker, DUC Cafeteria & Grill to Building Services Attendant, Physical Plant  
**Deborah Sloss**—from Recorder to Administrative Secretary, University Academic Advising, Registrar's Office  
**James Taft**—from Dish Machine Operator to Senior Dish Machine Operator, Downing University Center Cafeteria & Grill  
**Brenda Tudor**—from Recorder to Records Assistant, Registrar's Office  
**Frederick Wisdom**—from Boiler Operator Trainee to Boiler Operator, Physical Plant

## New Employees

**Finley Baird**—Admissions, Admissions Assistant  
**Betsy Barber**—Teacher Education, Assistant Professor  
**Carol Barksdale**—Home Economics and Family Living, Departmental Secretary  
**Joe Bridges**—Physical Plant, Building Services Attendant  
**Gary Broadrick**—Training & Technical Assistance Services, Health Coordinator  
**Wathetta Buford**—Credit Union, ATM Assistant-Officer I  
**Mark Cox**—Physical Plant, Building Services Attendant  
**Audrey Crosby**—Public Safety, Police Officer (Grade A)  
**Della Elliott**—Academic Counseling & Retention, Coordinator of Black Student Retention  
**Doris France**—Downing University Center Cafeteria & Grill, Food Service Worker  
**Timothy Holson**—Library Public Services, Library Assistant III  
**Patricia Jewell**—Physical Plant, Building Services Attendant  
**Patricia Long**—Coal Lab, Administrative Secretary  
**Karen Matlock**—Training & Technical Assistance Services, Teacher  
**Paula Owens**—Alumni Affairs, Receptionist  
**Pamela Rone**—Educational Leadership, Departmental Secretary  
**Lynette Saling**—Admissions, Admissions Counselor  
**Lyndia Smith**—Public Safety, Records Clerk  
**Aless Sumner**—Cooperative Education, Administrative Secretary  
**David Tolbert**—Residence Life, Assistant Residence Hall Director  
**Ava Walker**—Nursing, Administrative Secretary  
**Kenneth Whitley**—Health and Safety, Clinical Coordinator

## Service Anniversaries

**25 years**  
**Ray Elmore**, Special Services Supervisor, Physical Plant

**20 years**  
**Doris Hardcastle**, Catalog Assistant III, Library Automation and Technical Services  
**Euline Pierce**, Building Services Attendant, Physical Plant  
**James Taylor**, Recreation Equipment Technician, Physical Plant  
**Gertie Nash**, Assistant Cafeteria Supervisor, Garrett Conference Center

**15 years**  
**Joe Helson**, Light Equipment Operator, Physical Plant

**10 years**  
**Katherine Fields**, Senior Grill Cook, DUC-Cafeteria and Grill  
**Ave Dethridge**, Building Services Attendant, Physical Plant  
**Gregory Parrish**, Building Services Attendant, Physical Plant  
**Jimmie Pendley**, Groundskeeper, Physical Plant  
**Mary Wilson**, Duplicating Machine Operator, Print Shop  
**Zelda Hogan**, Building Services Attendant, Physical Plant

**5 years**  
**Oma Brindley**, Building Services Attendant, Physical Plant  
**Janine Keirman**, Office Management Specialist, TTAS  
**William Hardman**, Manager, Central Stores  
**Cynthia Lee**, Administrative Secretary, Public Information

\* \* \* \* \*

## Retirements

**Matt Buchmann**—Physical Plant, 4-1-88, Painting & Decoration Supervisor  
**Henry Constans**—Educational Leadership, 6-30-88, Professor  
**Lowell Harrison**—History, 8-31-88, Professor-University Historian  
**Ray Hedges**—Home Economics & Family Living, 6-30-88, Professor  
**Carl Holder**—Physical Plant, 5-1-88, Furniture Refinishing Technician  
**Wilburn Jones**—Mathematics, 6-30-88, Professor  
**Carl Kreisler**—Educational Leadership, 7-30-88, Professor  
**William Lloyd**—Chemistry, 6-30-88, Professor  
**James Martin**—Physical Plant, 4-1-88, Masonry Supervisor  
**William Neel**—Dental Hygiene, 6-30-88, Professor  
**Winnie Palmer**—Business Affairs, 6-30-88  
**Claude Pickard**—Geography & Geology, 6-30-88  
**Elizabeth Runner**—Physical Plant, 7-31-88, Building Services Attendant  
**Kermit Runner**—Physical Plant, 6-01-88, Tipter Operator  
**Herbert Shadowen**—Biology, 6-30-88, Professor  
**Dorothy Spear**—Academic Affairs, 4-1-88, Staff Assistant  
**Robert Wurster**—English, 6-30-88, Associate Professor

This large amount is truly an accomplishment for a school the size of Western Kentucky University. This too is perhaps a reflection of the outstanding faculty in the department.

One direction of research that the department is pursuing is in coal research, and the Center for Coal Science has been formed within the department to coordinate this vast and complex area of science. The center's major concern is to reduce the amount of sulfur that is present in Kentucky coal. The most common "cleaning" process (desulfurization) is based on density differences of coal. The process entails that the coal be "washed" so that the mineral matter in coal, pyrite, which contains most of the sulfur will sink to the bottom. The lighter material, coal, which is mostly carbon, floats to the top.

The high sulfur content has led to a problem in marketing the coal, thereby having a long term impact on the economy in Kentucky. As a result most Kentuckians get their coal from the coal fields of Illinois and Wyoming. With this thought in mind, the chemistry department now offers an Associate Degree in Technology as well as a minor in Coal Chemistry. The program covers a variety of technology and research on Kentucky coal.

In conjunction with the Center for Coal Science, there will be a conference on "Controlling Environmental Pollution from Coal" held at Chung Yuan Christian University in the Republic of China. Scientists from Western who will be attending and presenting papers at this conference are Drs. Charles Kupchella, Lowell Shank, William Lloyd, John Riley, John Reasoner, and Wei-Ping Pan.

The chemistry department will be moving to the newly renovated North Wing of the Thompson Complex early next fall. The wing has been totally remodeled and will include some of the latest technology. The renovation committee is composed of Drs. Dave Hartman, Lowell Shank, John Riley, and Norman Hunter. These members have continuously overseen the project while receiving input from other faculty members in the department.

Dr. Hunter comments, "It is truly a tribute to the department as a

whole to have made use of the very limited surroundings during the renovation of the North Wing." He continues, "The new wing will definitely be a plus for the department."

The chemistry faculty is also very appreciative of the fine work that is done by Judy Campbell, the outstanding secretary for the department. Dr. Hunter comments, "She is simply tremendous, and we do want to recognize her."

In summing up the department, Dr. Reasoner stated, "I have a great deal of pride in the chemistry department. I also feel good about our past accomplishments, and I am looking forward to more good things in the future."

## Summer Work Schedule

The summer work schedule will begin May 9 and extend through August 12, 1988. Office hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday, during this period. Monday, May 30, Memorial Day, and Monday, July 4, Independence Day, will be observed as holidays.

Eleven months' employees will observe nonwork days in accordance with Personnel Policy #4, and as directed by their supervisors.

Twelve months' employees hired prior to May 9, 1988 will be given three days off during the summer period. Administrative offices will remain open and each office head should prepare a schedule for staffing to adequately provide for transaction of all University business.

## Postal Rate Increases

As you are aware, the Governors of the U.S. Postal Service approved general rate increases which became effective April 3, 1988. Highlights of the rate package include:

- An increase from 22 cents to 25 cents for regular one-ounce First-Class Mail.
- A 21-cent rate for regular, presorted, one-ounce, First-Class Mail. About 82 percent of University First-Class Mail qualifies for the presort discount.
- A 15-cent rate for post and postal cards.
- A new Express Mail letter rate of \$8.75 for expedited letters weighing up to eight ounces.
- The surcharge for prebarcoded Business Reply Mail is now 5 cents per piece plus cost of actual postage. The cost to the University is 30 cents for each one-ounce letter returned using Business Reply Mail (25 cents for postage plus 5 cents for the surcharge.) Of course, there is no charge for business reply envelopes that are not returned.

The increases for all types of mail will average 16.4 percent overall.

## Traveling in Kentucky

Information received from Frankfort indicates that various hotels and motels throughout the state of Kentucky offer special rates for state and university employees. Faculty and staff who travel in Kentucky to attend meetings or conferences are encouraged to ask hotel or motel employees if they grant special rates to state and university employees. The department of personnel services will send copies of the list of hotels and motels offering special rates to each department on campus. We encourage you to consult the list prior to making travel plans. Personnel services has also prepared a listing indicating travel distances from Bowling Green to a large number of cities and towns in Kentucky. This list may prove helpful when completing travel forms. Please check with your departmental secretary for information on the two lists.