

6-1988

UA28/1 The Personnel File

WKU Human Resources

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records

 Part of the [Human Resources Management Commons](#), and the [Labor Relations Commons](#)

Recommended Citation

WKU Human Resources, "UA28/1 The Personnel File" (1988). *WKU Archives Records*. Paper 1467.
http://digitalcommons.wku.edu/dlsc_ua_records/1467

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

The Personnel File

Coach Steve Small: The desire to achieve



Now entering his fifth season with Western's women's basketball team, Coach Steve Small is regarded as one of the top conditioning coaches in the country. His innovative training techniques combine hard work with fun to keep the Lady Toppers in tip-top shape. His presence has truly added a new dimension to the basketball program at Western.

Coach Small was born in Peoria, Illinois and attended high school in Falls Church, Virginia. While in high school, he earned four letters in tennis, two in basketball, and two in football. Afterward, he attended Campbellsville College on a tennis scholarship. He received a Bachelor of Science degree in health and physical education with a minor in drama/speech. He later obtained a Master of Arts in Education from Western.

Coach Small's coaching career began in 1974 as the head coach of the boys' team at Mount Washington Junior High in Kentucky. He compiled an overall record of 66-19 and in 1979 was named Mid-Kentucky Junior High Coach of the Year. In 1980, he was named head coach of the girls'

basketball team at Bullitt East High School. In 1982, his team was an 8th region quarter-finalist and 29th district champions in 1983. His team was crowned district champions and 8th region runner-up in 1984. Coach Small's overall success as a coach and as a character builder can be surmised in his overall record of 75-33 and the fact that every graduating player received either a full basketball scholarship or an academic scholarship to a college.

Since arriving at Western in 1984, Coach Small has aided greatly in the development of the women's basketball team as a national power. Western's outstanding overall record during this period is 108-27. This includes a 1985 Mid-East Regional championship, 1985 NCAA final four participant, 1986 Sun Belt Conference champions, 1986 East Regional champions, 1986 NCAA final four participant, and 1987 NCAA second round participant. Coach Small possesses a strong desire to achieve good things for this program. He states, "My main goal for this program is to win a

(continued on page 4)

Office of the Cashier: Graciously Serving the University



Front row left to right: Jim Clark, Judy Sublett, Betty Rich, Diana Jones. Back row left to right: Steve Owens, Betty Bruner, Gilda Lee, Pat Bodkin.

The cashier's office is one of three functional areas reporting to the director of accounts and budgetary control. Under the supervision of the chief cashier, Jim Clark, the primary responsibility is to receive all monies due and payable to the University including those collected by collection points outside the cashier's area.

The staff consists of two cashiers, Betty Bruner and Judy Sublett; three account clerks, Pat Bodkin, Gilda Lee and Betty Rich; principal accounts clerk, Diana Jones; and one assistant chief cashier, Stephen Owens. These positions require knowledge of bookkeeping practices and procedures and the ability to deal with the faculty, staff and students in cashing checks and receiving fee payments.

This office has a basic and ultimate responsibility to serve the campus population in the most effective manner. Therefore, as an added convenience to the university, automatic teller machines and a check cashing facility have been added in the Downing University Center.

The employees of this office must be beyond reproach. They must possess a high degree of honesty and competence, and they must also exhibit a willingness to serve a great number of people while maintaining the utmost accuracy in their transactions. As stated by Jim Clark, "My staff is superb and I would not trade them for anything." He continues, "We have fun and we get the job done and that is all anybody can ask for."

So the next time that you feel the need to cash a check and want to be greeted with a friendly smile, drop by the cashier's office.



Famous Quote

"As a field, however fertile, cannot be fruitful without cultivation, neither can a mind without learning."

CICERO



CORRECTION

Historical Spotlight

(The following dates were incorrect in the March/April issue of *The Personnel File*)

40 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."

30 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."

Personnel Changes

Lee Ashby—from Boiler Operator to Senior Boiler Operator, Physical Plant
William Barlow—from Electrical Plant to Electrician, Physical Plant
Ramona Bowles—from Administrative Secretary to Senior Administrative Secretary, Orogen Environmental Laboratory
Robert Bratz—from Interim Department Head to Department Head, Finance and Management Information Systems
Joy Gramling—from Painter III to Assistant Painting Supervisor, Physical Plant
Lesa Harris—from Painter II to Furniture Refinisher Technician, Physical Plant
Steven Keown—from Electrician Helper to Electrician, Physical Plant
Donald Mabry—from Boiler Operator to Senior Boiler Operator, Physical Plant
Joseph Martin—from Boiler Operator to Senior Boiler Operator, Physical Plant
Cheryl Miller—from Physical Plant Secretary to Senior Departmental Secretary, Theatre and Dance
Irene Motley—from Departmental Secretary to Senior Departmental Secretary, Computer Science
Jessie Price—from Assistant Painting Supervisor to Painting and Decoration Supervisor, Physical Plant
Linda Tweedy—from Executive Secretary to Senior Executive Secretary, Office of the Vice President for Student Affairs

New Employees

Marci Allen—Registrar's Office, Records Assistant
Kleanor Burnam—Publications, Senior Administrative Secretary/Bookkeeper
Kevin Charles—Health Services, Director
Debra Diemer—Registrar's Office, Registration Assistant
Phyllis Finch—Athletics, Administrative Secretary
Jane Harding—Health Services, Advanced Registered Nurse Practitioner
Patricia Miles—SCKAEC, Coordinator
Ruth Miller—Training and Technical Assistance Services, T/TAS Assistant
Linda Neagle—Small Business Development Center, Administrative Secretary
Sandra Stuebel—Library Special Collections, Museum Registrar and Collections Curator
Suzie Weaver—Allied Health, Departmental Secretary

Retirements

Ouburn Finer, Mathematics, 5-31-88
Roy Reynolds, Admissions, 6-30-88
Jerry Rust, Accounting, 6-30-88

Service Anniversaries

25 Years
Rachel Allen, Assistant Professor, Administrative Office Systems
William McMahon, Professor, English

20 Years
Genevieve Durhan, Payroll Clerk, Personnel Services
Gladis Jacobs, Administrative Secretary, Recreational Activities
Maurine Smith, Assistant Grill Supervisor, DUC-Catereria and Grill
James Baker, Professor, History
Stanley Brumfield, Professor, Educational Leadership
William Floyd, Department Head, Home Economics and Family Living
Eugene Herrymann, Professor, Educational Leadership
Linda Holder, Senior Typesetter, Print Shop
Neil Robinson, Electronics Engineer, Orogen Health
Alice Siddons, Junior Accountant, Accounts and Budgeting Control
Thomas Updike, Jr., Professor, Educational Leadership
Joseph Uvegas, Jr., Professor, Government
Charles Yates, Assistant Electrical Supervisor, Physical Plant

15 Years
Cheryl Chambless, Director, Admissions
Rose Davis, Science Catalog Librarian, Library Automation and Technical Services
Nelson Minnyard, Senior Mechanic, Physical Plant
Matt Monroe, Senior Shipping and Receiving Clerk, Shipping and Receiving
Alvin Smith, Operations Manager, Computer and Informational Services
John Smith, Technical Support Specialist, Industrial and Engineering Technology

10 Years
Dianne Casey, Building Services Attendant, Physical Plant
James Dalton, Master Plumber and Plumbing Supervisor, Physical Plant
Doroth Gabbard, Departmental Secretary, Admissions
James Goad, Senior Electrician, Physical Plant
Joy Gramling, Assistant Painting Supervisor, Physical Plant
John Holder, Assistant to the Director, Student Financial Aid
Thomas Lancaster, Building Services Attendant, Physical Plant

6 Years
David Beckley, Supervisory of Data Communications, Computer and Informational Services
Bob Bowen, Coordinator, Physical Plant
Bobby Dyer, Coordinator, Agriculture
Alice Jones, Acquisitions Assistant III, Library Automation and Technical Services
Robert Person, Senior Locksmith, Physical Plant
Edmund Zibart, Building Services Supervisor, Physical Plant

Contribution Rates on Retirements

27-Year Retirement: The General Assembly passed and the Governor signed legislation permitting KTRS members with at least 27 years of Kentucky service to retire with no discounts effective July 1, 1988. For members who are age 55 and less than age 60 and who have discount will be 5% for every year their age is less than 60 or their service is less than 27, whichever is the lesser number. No discounts are applied after age 60 so long as the member has the minimum five years of service credit. The member contribution rate will increase on July 1, from 5.905% to 6.16%. The university's contribution will increase from 10.335% to 10.59%. These increases reflect the member and university portion of the cost to fund the 27-year retirement provision.



Famous Quote

"Every man has in himself a continent of undiscovered character. Happy be he who acts the Columbus to his own soul."
STEPHAN



Coach Steve Small

national championship and be recognized as the best of the best." He continues, "I would like to pursue my career as a coach if opportunities present themselves or go into school administration, but I can't imagine a better situation than WKU and its great support."

Coach Small's primary duties include academic counseling, team conditioning, scouting, and director of the Lady Topper basketball camp. Public relations, promotion and recruiting are also important duties of Coach Small's as he was instrumental in signing Terri Mann, *USA Today's* Player of the Year in 1987 and in signing a number of Kentucky all-stars. He is also very active on the lecture circuit as evidenced by the more than 15 speaking engagements in which he has participated in over the past two years. He recently spoke at the 1988 WBCA final four on pre- and post-season conditioning. He has also written articles for the "Bigger, Faster, Stronger Journal" and the "Sun Belt Magazine."

When basketball and the rigors of training and recruiting are not dominating his schedule, Coach Small enjoys running, weight lifting, collecting baseball caps, and working with young kids. His ultimate delight is spending time with his wife, Merigay, and his daughter, Heidi. He openly states,

"My wife and daughter are the biggest part of my life, but Lady Topper basketball and Western run a hard second."

In summing up his career, Coach Small feels that he owes a lot to God for giving him the opportunity to be in a position to lead. He concludes by quoting his favorite saying:

"Success is living up to your potential. That's all. Wake up with a smile and go after life. Don't just show up at the game. Live it, enjoy it, taste it, smell it, feel it."

Now there is little wonder why Coach Small takes so much pride in his role as a leader.

Famous Quote

"It is only the ignorant who despise education."
PUBLILIUS SYRUS

Historical Spotlight

40 Years Ago

Western adopts semester plan of school organization. Same plan has now been used for 40 years.

30 Years Ago

1,519 enrolled for summer term. Largest enrollment at Western since mid-thirties.

Political Science Minor was first offered in the fall of 1958.

20 Years Ago

Plans were announced for the construction of Pearce-Ford Tower, a 27-story residence hall that is the tallest in the state of Kentucky and, at the time of construction, was the third tallest building in the state. Proposed cost: 3.5 million.

A record enrollment was announced for the summer term. A total of 3,573 students attended classes that summer.

