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## UA28/1 The Personnel File

WKU Human Resources

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## Administrative Office Systems Department Attracts National Attention



Standing: Kenneth Utley, Frada Mays, Jerry Boles, Nancy Brand, William Murphy, Marcia Cassidy, Mary Crisp, Steve Hunt and John Stallard. Seated: Charles Ray, Rachel Allen, and Darla Hunt. Peggy Keck was not present.

The Administrative Office Systems Department is one of five departments in the Bowling Green College of Business Administration. The department, which offers associate, bachelor's, and graduate programs, is attracting national attention in the areas of office systems, business teacher education, and business communication. An endowed professorship, an international summer office systems institute, and the relocation of a national research group's headquarters are among the department's recent accomplishments. Two of the department's faculty members served on the national task force charged with developing the Office Systems Research Association Model Curriculum in Office Systems. The department is in the process of adapting the major in Administrative Support Management to comply with the model curriculum.

### Endowed Professorship

Through the leadership of Dr. Hollie W. Sharpe, who retired as the AOS department head in 1987, and a major financial contribution from Dr. D. D. Lessenberry, Western established the D. D. Lessenberry Professorship in Business Education Endowment in 1985 (see related

story). The endowment had grown to a level permitting the employment of the first holder of that position by early 1988. Dr. John Stallard was selected in a national search and began his duties on August 16, 1988.

### Office Systems Research Association Headquarters

On August 1, the Office Systems Research Association (OSRA) relocated its national headquarters from Cleveland State University to Western Kentucky University. Their offices will be housed in the Department of Administrative Office Systems on the fifth floor of Grise Hall.

OSRA funds office systems research, publishes a refereed journal, conducts an annual conference, and sponsors the model Curriculum in Office Systems education. The association's membership is comprised of office systems professionals from corporate and government organizations and office systems educators from the United States and several other countries. Dr. John Stallard serves in a voluntary position as the executive director of the association. The association employs an office manager. Dr. Charles Ray is a member of the board of directors of the association.

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# The Personnel File

## Faculty Members are Honored



**Dr. Carol Crowe-Carraco**

The recipient of this year's university award for public service is Dr. Carol Crowe-Carraco, a professor in the department of history. Besides conducting a number of workshops on Kentucky history for public school teachers, Dr. Crowe-Carraco has coordinated the Ohio Valley history conference and the first women's studies conference ever held on Western's campus. She also conducts lunchtime learning sessions at the Kentucky Library which have attracted a number of local people and public school children. In addition, Dr. Crowe-Carraco carries a full teaching load and serves on several university and community committees as well as being very active on the lecture circuit.

Dr. Crowe-Carraco received an A.B. degree in U.S. history, an M.A. in U.S. and French history, and a Ph.D. in English history from the University of Georgia. While attending school, she received numerous undergraduate and graduate academic awards.

Since coming to Western in 1970, Dr. Crowe-Carraco has truly been an asset to the history department and the university as well. Her informative and impromptu style makes her a favorite among students and faculty.

Dr. John Riley, professor in the department of chemistry, was named the recipient of the university's award for research/creativity. Recently named the John Robinson Professor, Dr. Riley's field of interest is coal chemistry. He has had numerous funded research projects, written over 32 publications, and presented 43 papers at scientific meetings. His published textbooks and lab manuals are used by Western and other colleges and universities.

Dr. Riley obtained his B.S. degree in chemistry and mathematics from Western and his Ph.D. in inorganic and analytical chemistry from the University of Kentucky. He began his career at Western in 1968 as an assistant professor. Currently the director of the Center for Coal Science, Dr. Riley has been very instrumental in the development of coal testing at Western.

With individuals like Dr. Riley so involved in their work—there is perhaps little wonder as to why the chemistry department lives on the cutting edge of science.



**Dr. John L. Riley**

Due to other commitments, Dr. Eula Monroe (University award winner for teaching) was unavailable for comments. A feature article on Dr. Monroe will appear in the September/October edition of *The Personnel File* newsletter.

## 1988 KTRS Retirement Law Changes

The 1988 General Assembly approved HB 764 which will provide for some basic changes in the retirement law affecting faculty and staff members in the Kentucky Teachers Retirement System (KTRS).

### 27-Year Retirement:

Members who have at least 27 years of Kentucky service will be able to retire with no discounts effective July 1, 1988. For members who are age 55 and less than age 60 and who have less than 27 years of service, the 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.

### Retirement Options:

In the event of a divorce or death of a beneficiary the retiree **may** cancel his/her retirement plan to eliminate payments and return the retiree to the single benefits equivalent. Following marriage or the death of a beneficiary, a retiree **may** elect a new option plan of payment, adjusted to his/her benefit at the time of such change. The law will apply to all existing as well as future retirees of the System.

### Non-Current Leaves of Absence:

Active members who have been granted leaves of absence under certain conditions since July 1, 1941, and have not made contributions to the Teachers' Retirement System may do so prior to July 1, 1989. Members will be required to verify the leave by a copy of the employer minutes which granted the leave.

## Service Anniversaries

### 25 Years

**Janetta Whalen**—Computer and Informational Services, Data Control Specialist IV

### 20 Years

**Howard Courtenay**—Supervisor, Ogdén College  
**Gary Dillard**—Professor, Biology  
**Tom Harmon**—Director, Accounts and Registry Control  
**Larry Harter**—Director, Purchasing  
**Kemble Johnson**—Administrator, Physical Plant

### 15 Years

**Linda Allan**—Catalog Supervisor, Library Automation and Technical Services  
**Edward Bohlander**—Associate Professor, Sociology, Anthropology and Social Work  
**Robert Everaill**—Associate Professor, Industrial and Engineering Technology  
**Thomas Foster**—Graphics Artist, Media  
**Rea Hicks**—Professor, Teacher Education  
**James Hightower**—Professor, Journalism  
**Clayton Riley**—Cook, DUC Cafeteria and Grill  
**Betsy Hoxton**—Associate Professor, Psychology  
**Stephen Libe**—Associate Professor, Economics and Religion  
**John Long**—Associate Professor, Philosophy  
**Colleen Mendel**—Project Director, Training and Technical Assistance Services  
**Ruth Morris**—Assistant Professor, Music  
**Ruth Murrell**—Senior Grill Cook, DUC Cafeteria and Grill  
**John Osborne**—Director, Housing  
**Clayton Riley**—Assistant Dean, Continuing Education  
**George Roberts**—Associate Professor, Mechanical Engineering Technology  
**John Russell**—Professor, Industrial and Engineering Technology  
**Curtis Sanders**—Building Services Attendant, Physical Plant  
**Barbara Scheidt**—Records Management Officer, Student Financial Aid  
**Norma Schire**—Associate Professor, Health and Safety  
**Robert Smith**—Associate Professor, Teacher Education  
**Cherry Turner**—Bookstore Clerk, College Heights Bookstore  
**Pat Vincent**—Staff Assistant, Office of Internal Affairs  
**Larry Winer**—Professor, Communication and Broadcasting

### 10 Years

**Charles Aldridge**—Assistant Professor, Accounting  
**Charles Anderson**—Assistant Professor, Agriculture  
**Ruth Basham**—Building Services Attendant, Physical Plant  
**Melvin Berland**—Associate Professor, Economics  
**Manlym Brady**—Food Services Worker, Cafeteria  
**Colleen Catterline**—Assistant Professor, Nursing  
**Debra Cheval**—Health Director, Recreational Activities  
**David Coffey**—Associate Professor, Agriculture; Interim Director, Academic Advisement

**Rena Cox**—Building Services Attendant, Physical Plant  
**Sandra Douglas**—Food Services Manager, Satellite Operations  
**Blaine Ferrell**—Associate Professor, Biology  
**John Haynes**—Dish Machine Operator, DUC Cafeteria and Grill  
**Heim Johnson**—Building Services Attendant, Physical Plant  
**Harold Long**—Building Services Attendant, Physical Plant  
**James Martin**—Associate Professor, Agriculture  
**Janice Montgomery**—Checker, DUC Cafeteria and Grill

**Violet Moore**—Professor, Home Economics and Family Living  
**Robert Naylor**—Senior Teller, College Heights Bookstore  
**Rebecca Rappmer**—Museum Assistant III, Library Special Collections  
**Billy Rentrow**—Water Treatment Technician, Physical Plant  
**Ann Ruff**—Assistant Professor, Teacher Education  
**Nancy Russell**—Assistant Professor, Teacher Education  
**Maxine Stokes**—Department Secretary, Teacher Education  
**Scott Taylor**—Director, Student Activities and Organizations  
**David Williams**—Painter II, Physical Plant  
**James Willis**—Carpentry Supervisor, Physical Plant

### 5 Years

**Daniel Boutle**—Counselor, Upward Bound Project  
**Richard Brammon**—Senior Cook/Baker, Home Economics and Family Living  
**Robert Brown**—Department Head, Finance  
**Barry Brunson**—Associate Professor, Mathematics  
**Pansy Brunson**—Assistant Coordinator, Mathematics  
**Gabriel Buntzman**—Assistant Professor, Management and Marketing  
**Earlene Cantrell**—Senior Secretary, English  
**Randall Deere**—Instructor, Physical Education and Recreation  
**Barbara Denning**—Senior Personnel Clerk, Physical Plant  
**Elizabeth Erfmeyer**—Associate Professor, Psychology  
**Robert Erffmeyer**—Associate Professor, Biological Project  
**John Haganam**—Associate Professor, English  
**Nanci Hall**—Library Clerk IV, Library Automation and Technical Services  
**Luther Hughes**—Department Head, Agriculture  
**Kim Jordan**—Executive Secretary, Office of the Vice President for Academic Affairs  
**Vivian Jordan**—Study Abroad Specialist, International Programs and Projects  
**Youn Kim**—Assistant Professor, Economics  
**Cory Lash**—Associate Professor, Communication and Broadcasting  
**Maureen McLaughlin**—Associate Professor, Supervisor, Library Public Services  
**Wayne Mason**—Instructor, Biology  
**Ruth Meredith**—Assistant Professor, Educational Leadership

**Gregory Mills**—Assistant Professor, Industrial and Engineering Technology  
**Thomas Nicholson**—Assistant Professor, Health and Safety  
**Pauline Nowicki**—Vice President/Member Service, Credit Union  
**Edwin Peters**—Assistant Professor, Allied Health  
**Alzator Rahim**—Professor, Management and Marketing  
**Christopher Scott**—Radio Engineer, Media Attendant, Physical Plant  
**Bobbie Thomas**—Assistant Professor, Accounting  
**Norris Thomas**—Assistant Professor, Norma Wade—Building Services Attendant, Physical Plant

## Retirements

**Mary Dudley**—Faculty House, 7-31-88, Food Services Worker  
**Ray Elmore**—Physical Plant, 7-31-88, Special Services Supervisor  
**Jim Harmon**—Physical Plant, 7-31-88, Building Services Attendant  
**Joyce Harrison**—Print Shop, 7-31-88, Duplicating Machine Operator  
**Mary Howard**—Physical Plant, 7-31-88, Building Services Attendant  
**Christine Jenkins**—Graduate College, 7-31-88, Staff Assistant  
**Juanita Park**—Graduate College, Assistant to the Dean  
**Maureen Smith**—DUC, 7-31-88, Assistant Grill Supervisor

## New Employees

**Johnalme Barnett**—Postal Services, Mailroom Clerk  
**Franklin Berry, Jr.**—University Attorney  
**Michael Brown**—Bowling Green College of Business Administration, Dean  
**Barbara Buchanan**—Physical Plant, Building Services Attendant  
**Randall Cain**—Public Safety, Police Officer (Grade B)  
**Susan Courtney**—Scholastic Development, Senior Administrative Secretary  
**Charles Cunningham**—Men's Basketball, Assistant Basketball Coach  
**Cherry Estes**—Hilltopper Athletic Foundation, Director  
**Robert Holt**—Chemistry, Instructor  
**Amy Huot**—Geography and Geology, Administrative Secretary  
**Hal Jeffcoat**—Development Office, Director  
**Melody Jones**—Training and Technical Assistance Services, Secretary  
**Kenneth Modest**—Computer Science, Department Head  
**Deborah Peters**—Teacher Education, Administrative Secretary  
**Kenneth Price**—Physical Plant, Groundskeeper  
**Patricia Shields**—Registrar's Office, Records Assistant  
**Regina Tull**—Personnel Services, Personnel Clerk  
**Jose Zapata**—Extended Campus-Glasgow, Building Services Attendant

## Personnel Changes

- Joetta Hammons**—from Teller to Loan Assistant Officer II, Credit Union  
**Lynne Holland**—from Teller to Collections Coordinator Officer III, Credit Union  
**Lisa Kirby**—from Mailroom Clerk to Mailroom Supervisor, Postal Services  
**Leanne Lockhart**—from Senior Administrative Secretary, Scholastic Development to Senior Secretary, Office of Executive Vice President  
**Teresa Moore**—from Administrative Secretary to Senior Secretary, Teacher Education  
**Anthony Murrell**—from Groundskeeper to Light Equipment Operator, Physical Plant  
**Teresa Newman**—from Teller to Savings Officer III, Credit Union  
**Elaine Powell**—from Senior Administrative Secretary, Putter College to Principal Secretary, Office of Academic Affairs

## Social Security

### SSA to Offer Workers Statements of Earnings, Projected Benefits

A new service which would provide workers of all ages with a statement of Social Security earnings and projected benefits, was announced by the Social Security Administration August 4.

The free, mail-order service, called the Personal Earnings and Benefit Estimate Statement (PEBES), is intended to help individuals and families better plan for retirement by knowing what part Social Security payments will play, according to Dorcas R. Hardy, commissioner of Social Security.

Individuals requesting the PEBES service will receive a year-by-year breakdown of past earnings from 1951 to the present with the corresponding estimated yearly FICA taxes. Earnings before 1950 will be summarized. Benefits estimates will be given for early retirement, as well as retirement at ages 65 and 70.

SSA will advertise the new program through its 1,300 local offices, radio stations, congressional offices, large employers, and utility companies. To request the new form, call toll-free, 1-800-937-2000.

## Flexible Benefits Plan

Something new has been added to Western's benefits program. Beginning September 1, employees can opt to tax shelter individual costs of medical and life insurance. Authorized under Section 125 of the IRS Code, such plans are called flexible or cafeteria benefit plans.

The department of personnel services has already mailed informational material and selection forms to the home address of regular and full-time faculty and staff members. The selection form was to be completed and returned to Personnel by August 15 in order to participate this calendar year. Employees will have the opportunity to opt for participation once each year, and future selections will be for twelve months beginning the first day of January.

A flexible benefits plan is an employee benefit program which allows employees to select from an array of fringe benefits to best meet their individual needs. Our initial plan will provide for a choice of HMO Kentucky, Traditional Blue Cross and Blue Shield, or Comprehensive Major Medical coverage for medical insurance, and a choice of additional life insurance for both the employee and spouse. For the introductory year of the plan, the specific choice of benefits has already been made, and all that remains is for each employee to decide whether or not the cost is to be tax sheltered.

The most important advantage for employees who participate is they pay no federal, state, county occupational, or Social Security taxes on the individual cost of benefits. The flexible benefits plan dollars are simply deducted from taxable income and only the reduced income is taxed. This means employees have an increased net amount in their paycheck, and the tax savings are permanent. Employees never have to pay taxes on flexible plan dollars.

Compensation reported for the Teachers Retirement System and the Kentucky Employees Retirement System is not affected by the flexible benefit plan. However, Social Security benefits are based on taxable income, and since employees pay no Social Security tax on flexible benefits dollars, participation in the plan may ultimately reduce their future Social Security benefits.

We hope this is just the beginning of a modern benefits program. As new payroll computer software becomes available, we hope to expand the program to include such items as child care expenses, dental insurance, cancer insurance, group legal services, medical expense reimbursement account, vision care, and hospice care, to name a few.

The department of personnel services will keep you advised through direct mailing and this publication as the plan develops and is improved.

## Bi-Weekly Payroll Schedule 1988

Will Work During These Periods	Will Be Paid On These Dates
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 - December 4	December 16*
December 5 - December 18	To be decided*

\*Graduate assistants will receive one-eighth of their semester stipend on these dates.



## Famous Quote

"If we had no defects ourselves, we should not take so much pleasure in those of others."

—La Rochefoucauld

**DEPARTMENT OF PERSONNEL SERVICES  
WESTERN KENTUCKY UNIVERSITY  
EMPLOYEE TRAINING AND DEVELOPMENT LIBRARY**

**AUDIOTAPES**

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 MELLOTT  
BY BERGEN EVANS  
BY LAWRENCE M. MILLER  
BY DR. ELIZABETH NEED

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 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.

**Training and  
Development**

In conjunction with our training and development programs this fall, we will offer a videotape training session entitled "The Psychology of Winning in Action." The video will provide useful techniques and information for developing the proper mind-set that is so essential in aspiring to win in this competitive world.

The video will be shown on October 4 at 1:00 p.m. in GCC, room 101 and on October 5 at 9:00 a.m. in DUC, room 349.

Each presentation will be followed by a question and answer session.

We look forward to seeing you at the session.

**Famous Quote**

"Courage consists not in blindly overlooking danger, but in seeing it, and conquering it."

—Richter

**Season Tickets for Football**

As August draws near, so does the start of football season. The Hilltoppers will be playing all their home games under the lights which will no doubt add to the excitement of this year's play.

**Don't sit at home—  
come and join the fun!**

Season tickets for Hilltopper football can be purchased by Western faculty and staff at half the regular price from the ticket office in the main lobby of Diddle Arena. Chair seats for all home games are \$26.25 each (2 seats maximum) and reserve bleacher seats are \$10.00 each (2 seats maximum). You'll need your I.D. For more information, call the ticket office at 745-5222.

**Special Notice**

**Classified Monthly Employees  
Change in Pay Cycle**

As most of you know by now, a decision has been reached that members of the classified staff will be paid on a bi-weekly or on a semi-monthly basis. Hourly rated employees are currently paid on a bi-weekly payroll and will continue to be paid in that manner.

Other members of the classified staff, those who receive a monthly salary, will receive pay checks twice per month, or semi-monthly, instead of once per month. Under this procedure, the rate of pay will not be changed and payments will not be delayed. A full month's gross wages will be represented in the check that an employee expects to receive on September 30. Following that date, those employees affected by the change will receive one-half months gross wages on October 14 and October 31. Future wages will be paid on the 15th and at the end of the month. As always, if the 15th or the end of the month falls on a day that Western offices are closed, pay checks will be issued the last working day prior to the normal pay day.

Deductions for medical insurance, life insurance, credit union, etc., will be one-half of the monthly rate.

Attendance records (Form 9) should continue to be submitted to Personnel on a monthly basis.

We hope you find this change more convenient and advantageous to your situation. If you have any questions regarding these procedures, please feel free to call Jim Tormes (5347) or Sharon Tolopka (5352).



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### Office Systems Institute

Dr. John Stallard and Dr. Steve Hunt have served as director and assistant director of the Office Systems Institute, a comprehensive summer study program for college and university office systems faculty. The institute has been conducted at the University of Georgia for the past two years. Sponsorship of the institute will be transferred to Western Kentucky University beginning with the 1989 institute.

The institute's program includes fifty hours of intensive study in the content of the OSRA Model Curriculum in Office Systems and curriculum development issues related to the implementation of the model curriculum. Its faculty represents educators from throughout the nation and office systems executives from Ashton Tate; Massachusetts Mutual Insurance; Chase Manhattan Bank; PPG Industries; IBM; Deloitte, Haskins, and Sells; and other leading firms.

### Programs Emphasize Office Systems and Business Communication

Through its associate degree (secretarial administration), bachelor's degrees (administrative support management and business education) and graduate degree (Master of Arts in Education), the department is in the forefront of office systems education for a variety of career possibilities: administrative support employees as well as administrative support management; office systems specialists; corporate training; and business teacher education for secondary, postsecondary, and college teachers. Through a joint program with the Western's College of Education and Behavioral Sciences and the University of Kentucky, the department can offer course work toward the Doctor of Education degree. Students in this program must complete some course work and the research phase of the program through the Lexington campus.

All of the programs emphasize office information technologies;

business communication; the human and technical factors influencing the work of managers, professionals, and support employees; and the impact of computer technology on the careers of all professionals.

### Service Courses

The department offers several courses supplementing the offerings of other university departments. These include personal finance, keyboarding and typewriting classes, word processing, and business communication courses.

### Faculty and Staff

Mrs. Rachel Allen, Assistant Professor  
Dr. Jerry E. Boles, Assistant Professor and Director, Center for Associate Degree Studies  
Mrs. Nancy Brand, Departmental Secretary  
Dr. C. Steven Hunt, Assistant Professor  
Dr. Peggy D. Keck, Professor  
Dr. J. William Murphy, Associate Professor  
Dr. Charles M. Ray, Professor and Department Head  
Dr. John J. Stallard, Professor  
Dr. Kenneth W. Utley, Associate Professor

### Dr. John Stallard—First Lessenberry Professor of Business Education

After a national search by a College of Business Administration search committee, Dr. John J. Stallard has been appointed to the College's first endowed professorship. Dr. Stallard became the Lessenberry Professor of Business Education in the department of administrative office systems on August 16. The author of six books and numerous professional journal contributions and a leader in the field of business communication and office systems professional activities, Dr. Stallard came to Western from the University of Georgia where he taught graduate courses and directed doctoral student research. Prior to the Georgia assignment, he held a joint appointment as professor of management and professor of

office systems in the School of Business of the University of Tennessee at Knoxville. His latest book, *Business Communications: A Strategic Approach*, is to be published this October by Richard D. Irwin, Inc.

Dr. Stallard is a former editor of the *Office Systems Research Association Journal*. He serves in a volunteer capacity as the executive director of that association. He is founder of the Institute for Office Systems, a summer institute for college and university faculty members. The institute has been conducted at the University of Georgia for the past two summers, but will be moved to Western Kentucky University for the 1989 institute. Participation in the institute is limited to 35 educators. It has attracted educators from more than 30 states, Puerto Rico, Canada, and Australia.

Dr. Stallard will teach undergraduate and graduate courses in business communication, office systems, and business teacher education.

## Historical Spotlight

20 years ago

A new Catholic Center (the Newman Center) was built at 1403 College Street. The new center, seating 450 persons, replaced the old Newman center which dated back to 1908. The \$320,000 needed to build the center was donated by a former department store owner, Mr. Lydanne.

Western's Educational Television channel (E-TV) first airs. The station houses its studios in the Academic Complex and broadcasts programs daily.

### Famous Quote

"A man should never be ashamed to own he has been in the wrong, which is but saying, in other words, that he is wiser today than he was yesterday."

—Pope