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UA28/1 The Personnel File

WKU Human Resources

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HARRY LARGEN: Bids Farewell to WKU



Harry K. Largen started his career at Western on March 1, 1964, as a Staff Business Officer in the Office of Business Affairs. Approximately one year later, he was promoted to Business Manager. After a five year stay in this position, Mr. Largen was named Vice President for Business Affairs, a position he held until May 31, of this year.

Mr. Largen is a native of Simpsonville, Kentucky, and a graduate of Simpsonville High School. He attended Western Kentucky as a freshman in 1955-56, and later transferred to the University of Kentucky where he completed the Bachelor of Science degree in Commerce. While in college, he was active in the College Chamber of Commerce and the Society for Advancement of Management.

After retiring, Mr. Largen plans to spend more time with his wife, Connie, and their four children, Harriet, Kenny, Elizabeth (all Western graduates), and Breck (a high school senior). He also plans to do some gardening and renew his interest in the hobby of photography. Other than that, he plans to relax for awhile and just spend his time doing whatever feels comfortable.

As Mr. Largen prepares to leave Western, he reminisces with fond memories, deep respect, and a sincere mood as he comments, "I want to thank all of the personnel in Business Affairs for the generous help and support which they gave me for so many years. It has been a pleasure and a privilege to be associated with all members of the faculty and staff. I will have pleasant memories of our time together."

Summer Work Schedule

The summer work schedule began May 8 and will extend through August 11, 1989. Office hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday, during this period. Monday, May 29, Memorial Day, and Tuesday, 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 on or before April 7, 1989 will be given three days off during the summer period. Anyone taking gratuitous days must work two-full weeks (10 work days) afterwards to be eligible for payment. Administrative offices will remain open and each office head should prepare a schedule for staffing to adequately provide for transaction of all University business.

The Personnel File

Jim Tomes Retires



Jim Tomes has retired effective May 31, 1989 after more than 21 years as a personnel administrator in the Office of Business Affairs.

Mr. Tomes was teaching ROTC at Jacksonville (Alabama) State University when he decided to leave the Army and begin a new career as an administrator in higher education. After expressing an interest in Western and being interviewed by Mr. Harry Largen and Dr. Dero Downing, Tomes received a telephone call one night from Dr. Downing offering him a position as a staff business officer in Business Affairs. The Tomes family moved to Bowling Green in January, 1968.

Even though Western already had approximately 900 employees in 1968, there was no formal program of personnel administration and the payroll section consisted of Miss Roberta Moody and Mrs. Belle Chandler. With Tomes' arrival, the personnel/payroll section had 3 employees. In the late sixties, public colleges and universities became subject to the provisions of the Fair Labor Standards Act requiring equal pay for equal work, timekeeping records, overtime pay and identification of exempt and nonexempt faculty and staff. The time had come for the appointment of a personnel administrator, and that was the reason Largen and Downing created the new position.

Over the years additional federal and state laws and regulations were passed which impacted personnel

administration at Western. In addition to the Fair Labor Standards Act and Workers Compensation, the University later became subject to the Unemployment Compensation Law, the Age Discrimination in Employment Act, The Vietnam Veterans Readjustment Act, and the Handicapped Employees Protection Act. But perhaps the most significant law to date was the passage and implementation of Title VII of the Civil Rights Act which mandated Affirmative Action and Equal Employment Opportunity.

While Tomes and his staff developed policies and procedures designed to implement all of those laws, the faculty and staff increased to approximately 1,700 and the personnel/payroll staff grew to 12 employees. When the Department of Personnel Services was established, Tomes was named Director. Later, he was also appointed as the University's Affirmative Action Officer. The department also has responsibility for the mailroom and the College Heights Post Office.

The Department of Personnel Services was created to provide human resources management and payroll services for the University, and the principle of service has been the highest priority over the years. Significant accomplishments during Tomes' tenure include the staff position classification plan, improvement of payroll operations, expansion of options available for life and medical insurance,

availability of tax deferred annuities, development of the Affirmative Action Plan, and most recently the development and expansion of the flexible benefits plan.

When asked to identify the most urgent task confronting the University and its personnel function during the near future, Tomes stated, "The most critical issue involving human resources management at Western is equal employment opportunity. We have not made nearly enough progress in hiring and promoting minorities and women. We must do better, and we now have a President who firmly supports us in that important work."

Since 1968, Jim Tomes has assisted hundreds of faculty and staff in their retirement programs. It is now his turn. We wish him the very best.

Faculty-Staff Golf Tournament

Friday, July 7, 1989
Place: Hobson Grove
Awards dinner for both will be held at Hobson Grove on Friday, July 7, 1989 at 6:30 p.m.



Minority Vita Bank

In an effort to expand employment opportunities for minorities, the university has established a Minority Vita Bank. The Bank will consist of the files of applicants for employment who have applied for specific advertised positions, or who have applied for general consideration in the event of future vacancies.

Applicants eligible for the program include those from the racial and ethnic groups recognized by the Equal Employment Opportunity Commission. These include Blacks, Hispanics, Native Americans, and Asian or Pacific Islanders. Applicants for faculty positions will be filed according to discipline, and others will be filed under management and skill levels.

Sources to be used in building the files include those applications presently on hand. We will also formally advertise the program in local, regional and national publications. In addition, members of the faculty and staff are encouraged to submit the names and credentials of potential candidates for the program.

The Minority Vita Bank will be maintained in the Department of Personnel Services. Search committees and management personnel involved in filling vacant positions will consider the applicants available in the Bank as an essential part of the employment process.

Western believes in and practices equal employment opportunity; this new program should enhance the achievement of our goals.

Seminar Information

The Department of Personnel Services often receives notices of pending seminars to be held in Kentucky and Tennessee. Three upcoming seminars are described below.

DATE	SEMINAR TOPIC	COST	LOCATION	CONDUCTED BY
July 13	The One Minute Manager	\$95.00	Lexington	CareerTrack
July 14	The One Minute Manager	\$95.00	Bowling Green	CareerTrack
July 14	Managing Multiple Priorities	\$99.00	Nashville	Dun & Bradstreet

Contact Mike Dale at 5345 or David Sloss at 5366 should you be interested in more details and/or registration forms.

7.81 Percent Interest Rate Set for Savings Bonds

The market-based interest rate for U.S. Government Series EE Savings Bonds issued October, 31, 1989 through May 1, 1990 is 7.81 percent. The market-based interest rate changes in July and November of each year. The rate for November, 1988 through April, 1989 was 7.35 percent. The current guaranteed minimum interest rate is 6.00 percent for Series EE Bonds held at least five years. Series EE Savings Bonds may be purchased through payroll deduction. If interested, contact Georgia Powell in the Payroll Office (2073).

Historical Spotlights

40 Years Ago

170 Western students accepted their degrees during the commencement exercises June 2.

The Western campus is the scene of the state musical festival.

30 Years Ago

Jimmy Feix is appointed to the Physical Education Department staff and he'll continue to serve as an assistant football coach.

Western buys its first electric organ and places it in Van Meter Auditorium.

20 Years Ago

World famous conductor Henry Mancini performs in Diddle Arena. 'JB', a drama tale of Job, is the first performance held in the new Theatre 100 of Gordon Wilson Hall. The first night's performance is a formal affair for faculty, administrative staff and selected students.

President Kelly Thompson, saying "This is the most difficult decision of my career," resigns after serving 14 years as the university president. Reaction to the resignation is shocked disbelief.



*Invest in Your Future!
Purchase U.S. Savings Bonds.
Payroll Deduction Plan Available.
Contact Personnel Services.*

Personnel Changes

FACULTY PROMOTIONS

- Dr. Charles Aldridge**—from Assistant Professor to Associate Professor, Accounting
- Dr. Glen Conner**—from Assistant Professor to Associate Professor, Geography and Geology
- Dr. Charles Crume**—from Associate Professor to Professor, Physical Education and Recreation
- Dr. Kenneth Davis**—from Assistant Professor to Associate Professor, Music
- Dr. Douglas Fugate**—from Associate Professor to Professor, Management and Marketing
- Mr. Joseph Fulmer**—from Assistant Professor to Associate Professor, Media Services
- Dr. Thomas Green**—from Assistant Professor to Associate Professor, Chemistry
- Dr. Karen Hackney**—from Associate Professor to Professor, Physics and Astronomy
- Mr. Kavesh Khatir**—from Assistant Professor to Associate Professor, Industrial and Engineering Technology
- Mr. Gregory Mills**—from Assistant Professor to Associate Professor, Industrial and Engineering Technology
- Dr. Conrad Moore**—from Associate Professor to Professor, Geography and Geology
- Dr. Edwin Parks**—from Assistant Professor to Associate Professor, Allied Health
- Dr. William Pfohl Jr.**—from Associate Professor to Professor, Psychology
- Mr. Steve Probus**—from Assistant Professor to Associate Professor, Theatre and Dance
- Mrs. Sylvia Pulliam**—from Instructor to Assistant Professor, Computer Science
- Dr. Doris Redfield**—from Associate Professor to Professor, Psychology
- Dr. Julie Roberts**—from Associate Professor to Professor, Teacher Education
- Dr. Fred Stickle**—from Associate Professor to Professor, Educational Leadership
- Mrs. Catherine Ward**—from Associate Professor to Professor, English

Personnel Changes

- Faye Anderson**—from Transcript Assistant, to Coordinator, Registrar's Office
- Nanci Hall**—from Library Clerk IV, Library Automation & Technical Services to Senior Departmental Secretary, Theatre & Dance

Retirements

- John Brevitt**—Mathematics, 6-30-89, Assistant Professor
- Glenn Crumb**—Center for Math, Science and Environmental Education, 6-30-89, Director
- Kathleen Davenport**—Purchasing, 4-28-89, Bid Clerk
- Robert Dawson**—Accounts and Budgetary Control, 5-31-89, Staff Accountant
- Betty Detwiler**—Mathematics, 6-30-89, Professor
- Dee Gibson**—Community Affairs and Special Events, 5-31-89, Director
- Helen Henderson**—Teacher Education, 5-31-89, Administrative Secretary
- Edwin Kidd**—Journalism, 6-30-89, Assistant Professor
- Harry Largen**—Business Affairs, 5-31-89, Vice President
- Leroy Little**—English, 6-30-89, Professor
- Virginia Pearson**—Library Special Collections, 6-30-89, Librarian
- Betty Pease**—Music, 6-30-89, Assistant Professor
- James Pickens**—Recreational Activities, 6-30-89, Director
- Carol Reagles**—Mathematics, 6-30-89, Assistant Professor
- Mania Ritter**—Modern Languages and Intercultural Studies, 6-30-89, Associate Professor
- Faye Robinson**—Educational Leadership, 6-30-89, Professor
- Robert Schrader**—Educational Leadership, 6-30-89, Program Coordinator
- Boyce Tate**—Industrial & Engineering Technology, 6-30-89, Department Head
- Sara Taylor**—Teacher Education, 6-30-89, Associate Professor
- James Tomes**—Personnel, 5-31-89, Director
- Rodney Veitschegger**—Accounting, 6-30-89, Associate Professor
- Martha Watson**—Mathematics, 6-30-89, Professor
- Gene Whicker**—Library Services, 6-30-89, Law Librarian

New Employees

- Becky Anders**—Library Special Collections, Library Assistant III
- Michael Dowell**—Public Safety, Police Officer (Grade B)
- Carman Schneider**—Educational Leadership, Departmental Secretary
- Barbara Vernon**—Training & Technology Assistance Services, Administrative Secretary

Services Anniversaries

25 years

- Susie Curry**—Building Services Attendant, Physical Plant
- Harry Largen**—Vice President, Business Affairs
- James Davis**—Professor, Geography and Geology
- Ronald Nash**—Professor, Philosophy and Religion

20 years

- Alonzo Alexander Jr.**—Lab Technician, Ogden College of Science, Technology and Health
- Dean Payne**—Data Control Specialist III, Computer and Information Services

15 years

- James Combs**—Building Services Group Leader, Physical Plant
- Wilma Malone**—Senior Administrative Secretary, Academic Computing & Research
- Roger Pankratz**—Associate Dean, College of Education and Behavioral Sciences

10 years

- Patricia Cook**—Financial Aid Cashier, Student Financial Aid
- Clara Crump**—Building Services Attendant, Physical Plant
- Charles Daniel Jr.**—Associate Professor, Physical Education and Recreation
- Betty Davenport**—Senior Accounts Clerk, Accounts and Budgetary Control
- Mack Edens**—Mason, Physical Plant
- Debra Harper**—Senior Secretary, Media Services
- Huda Melky**—Financial Aid Counselor, Student Financial Aid
- Patsy Poindexter**—Degree Certification Officer, Registrar's Office
- Ray Willis**—Groundskeeper, Physical Plant

5 years

- Theresa Baker**—Extended Campus Librarian, Library Public Services
- Joyce Cooke**—Senior Administrative Secretary, Food Services
- Debra Cooper**—Senior Administrative Secretary, Community College
- Elaine Moore**—Earth and Health Science Reference Librarian, Library Public Services
- Carlos Romines**—Material Handler, Physical Plant
- Robert Spiller**—Director, Agricultural Exposition Center
- Elaine Young**—Accounts Clerk, Accounts and Budgetary Control