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## UA28/1 The Personnel File

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# The Personnel File

## Government: Preparing Students for Teaching and Public Service



Front Row (L to R) Saundra Ardrey, John Parker, Vernon Martin, Joerg Seitz, Edward Kearny, Second Row (L to R) Chris Hamilton, Joe Uregras, Frank Neubar, Carl Chitt, Faye Carroll, Georg Bluhm

The Government Department at Western spans a wide spectrum of interests. The department currently offers general education courses as well as pre-professional and pre-law. Qualifying individuals can receive a public administration minor and/or a graduate degree from this department. According to Dr. Chris Hamilton, "Graduates do not only receive a wide range of interesting subjects and specialties, but they obtain good jobs in public services and private enterprise as well." The faculty members of this area are friendly and helpful, and they are just as diversified as the course offerings. They range in years of service from many to just a few, but the commitment to instruction and public service by all seems to project a sense of concern for the University and the community.

The quality of instruction in the Government Department historically has been very high as demonstrated by the outstanding reputation of the faculty and the job placement and success of its students. "We are all excited about the new school year and have plans to further energize the department," says Dr. Saundra Ardrey. One of the goals of the

department is to improve interpersonal communication and professional interaction between faculty and students. To reach this goal, several activities and projects have been planned. Dr. Ardrey states that in early fall the department will have its second annual faculty/student picnic. The outing features Award-Winning chili from Dr. Chris Hamilton, a tug-of-war, volleyball, jokes, and musical selections by talented department members. Other projects include a department newsletter to students and a brown bag luncheon seminar that will display the professional interest and research of department members. According to Department Head, Dr. John Parker, the department wants to continue offering a high degree of instruction and placement. He states, "We want to do what we are doing better. Also, we want to do more in career advisement and placement. If possible, we want to go a step further than the CAP Center to develop our ability to get jobs for our students." The department is so rich in its instruction that it has a specialist in practically every area ranging from Eastern Europe to Latin America.

continued on page 4

## Retirements

- Carol Paul Brown**—Modern Lang & Intercultural Studies, 7-31-89, Department Head  
**David Watts**—Teacher Adm., Cert./Student Teaching, 6-30-89, Director  
**Warren Freeman**—Physical Plant, 8-31-89, Building Services Attendant

## New Employees

- Stanley Allen**—Agriculture, Farm Worker  
**Dana Austin**—Telecommunications, Television Programming Assistant  
**Kelli Cardwell**—Alumni Affairs, Administrative Secretary  
**Diane Crawford**—Registrar's Office, Transcript Assistant  
**Marcia Duncan**—Purchasing, Purchasing Assistant  
**Martina Gibson**—Computer & Informational Services, Computer Operator II  
**James Grimes**—Public Radio, Radio Engineer  
**Beverly Kirk**—Media Services, News Reporter/Producer  
**Daphne Mills**—Student Financial Aid, Data Entry Operator II  
**Diana Nimms**—Accounts & Budgetary, Central, Accounts Clerk  
**Daniel Mosier**—Office of the Director of Athletics, Assistant Athletic Coach  
**Betty Shearon**—Teacher Education, Administrative Secretary  
**Leyburn Simmons**—Physical Plant, Painter II  
**Luz Smith**—Music, Department Head  
**Chaz Umpliere**—Modern Lang & Intercultural Studies, Department Head  
**Doris Vance**—Alumni Affairs, Administrative Secretary  
**Ailana Wann**—Allied Health, Senior Department Secretary

## Service Anniversaries

### 25 years

- Marcella Brashear**—Personnel Specialist To The President, President's Office  
**Janice Gibson**—Assistant Professor, Nursing

### 20 years

- Charles Crume**—Professor, Physical Education & Recreation  
**Ewell Scott**—Assistant Administrator, Physical Plant  
**Emaline Webb**—Building Services Supervisor, Physical Plant

### 15 years

- Jean Almond**—Science Library Supervisor, Library Services  
**Curtis Barnes**—Food Services Manager, Garrett Cafeteria & Grill  
**Ann Brown**—Catalog Assistant IV, Library Services  
**Theo Crews**—Professor, Physical Education & Recreation  
**Freida Eggleton**—Registrar, Registrar's Office  
**Frances Haydon**—Assistant Professor, Home Economics and Family Living  
**Carolyn Houk**—Associate Professor, Teacher Education

- Helen Knight**—University Archivist, Library Special Collections  
**William Lane**—Professor, Philosophy & Religion  
**Lois Layne**—Professor, Psychology  
**Pauline Lowman**—Associate Professor, Mathematics  
**Mark Lowry**—Professor, Geography & Geology  
**William Moore**—Professor, Engineering Technology  
**Allen Murrell**—Bookstore Clerk, College Heights Bookstore  
**Lyle Nicks**—Manager, College Heights Bookstore  
**Judy Owen**—Director, Career Planning & Placement  
**Alice Rowe**—Department Head, Community College  
**John Vokurka**—Professor, Teacher Education

### 10 years

- Brenda Black**—Senior Grill Cook, DUC  
**Ramona Bowles**—Senior Administrative Secretary, Ogden Environmental Laboratory  
**Edgar Busch**—Professor, Management and Marketing  
**Donna Bussey**—Assistant Professor, Nursing  
**Mary Cobb**—Instructor, Physical Education & Recreation  
**Richard Dumond**—Laundry Supervisor, College Heights Laundry  
**Sharon Ercey**—Supervisor of Testing, Counseling Services Center  
**Robert Graham**—Locksmith Assistant, Physical Plant  
**Lois Hall**—Office Supervisor, Admissions  
**Mark Harris**—Principal Shipping & Receiving Clerk, Shipping & Receiving  
**Mary Hazzard**—Department Head, Nursing  
**Audrey Humm**—Assistant Professor, Nursing  
**Barbara Johnson**—Book Clerk Supervisor, College Heights Bookstore  
**Rebecca Leavy**—Educational Resources Center Supervisor, Library Services  
**Terry Leeper**—Associate Professor, Industrial Technology  
**Anna Lindsey**—Dish Machine Operator, DUC  
**Joel Murrie**—Instructor, Physical Education and Recreation  
**William Pfohl**—Professor, Psychology  
**Hope Richards**—Instructor, Mathematics  
**Robert Schwader**—Professor, Educational Leadership  
**Fred Stickle**—Professor, Educational Leadership  
**Linda Tweedy**—Senior Executive Secretary, Office of the Vice President of Student Affairs  
**Donald Wade**—Lead Computer Operator, Computer and Informational Services  
**Sheila Whalen**—Library Assistant III, Library Services  
**Barton White**—Associate Professor, Communication & Broadcasting

### 5 years

- Sandra Abell**—Instructor, Accounting  
**John Bailey**—Shipping & Receiving Clerk, College Heights Bookstore  
**Karlene Ball**—Associate Professor, Psychology  
**Bennie Beach**—Program Coordinator, Student Activities & Organizations

- Beth Bolin**—Residence Hall Director, Residence Life  
**Marilyn Casto**—Associate Professor, Home Economics & Family Living  
**Linda Clark**—Assistant Professor, Nursing  
**Ann Cline**—Assistant Professor, Teacher Education  
**Lou-Ann Crouther**—Assistant Professor, English  
**Kenneth Davis**—Associate Professor, Music  
**Robert Ertmeyer**—Assistant Professor, Management & Marketing  
**John Ford**—Carpenter, Physical Plant  
**Earl Garrett**—Assistant Plumbing Supervisor, Physical Plant  
**Jan Garrett**—Associate Professor, Philosophy & Religion  
**Thomas Green**—Associate Professor, Chemistry  
**Delphine Hagan**—Building Services Attendant, Physical Plant  
**Robert Haynes**—Vice President, Academic Affairs  
**David Holmes**—Head Athletic Coach, Office of the Director of Athletics  
**Richard Horn**—Project Director, Small Business Development Center  
**Rita Isenbier**—Senior Administrative Secretary, Public Radio  
**Peter Jawahar**—Assistant Professor, Industrial Technology  
**Howard Jones**—Shipping & Receiving Clerk, Shipping & Receiving  
**Edwin Kidd**—Assistant Professor, Journalism  
**Kenneth Kuehn**—Associate Professor, Geography & Geology  
**Joseph Millchapp**—Department Head, English  
**William Murphy**—Associate Professor, Administrative Office Systems  
**Kenneth Musungu**—Assistant Professor, Industrial Technology  
**Thomas Noser**—Assistant Professor, Economics  
**Virginia Pfohl**—Instructor, Psychology  
**Sylvia Pulliam**—Assistant Professor, Computer Science  
**Michele Salisbury**—Assistant Professor, Nursing  
**Steve Small**—Assistant Athletic Coach, Office of the Director of Athletics  
**Christopher Speth**—Systems Programmer I, Academic Computing  
**Teresa Speth**—Senior Administrative Secretary, College of Business Administration  
**Linda Vincent**—Utilities and Telephones Clerk, Physical Plant  
**George Vouropoulos**—Professor, Physics & Astronomy  
**Frances Webb**—Building Services Attendant, Physical Plant  
**Carol Wilson**—Instructor, Computer Science  
**Eward Wolfe**—Associate Professor, Finance & Management Information Systems  
**Jeff Younglove**—Radio-TV Editor, Public Information

## An item for your employee newsletter—

On April 17, the Internal Revenue Service published a news release noting changes for next year that will affect some taxpayers in filing out their 1989 tax returns (the returns due April 15, 1990). The following article, based on the IRS news release, may make a suitable item for your employee newsletter or newspaper, either as it appears here or with some changes.

### IRS says plan now for changes in next year's tax return

If you have a child who will be 2, 3, or 4 by the time 1989 ends — or if you have a child who will be 24 or older this year and is a full-time student — there are some changes affecting next year's tax return that you may want to know about ahead of time, the Internal Revenue Service says.

The IRS adds that there will also be small changes in next year's return affecting the child care tax credit and Medicare Part A.

**2-year-old must have social security number.** If you have young children that you will be claiming as dependents on your 1989 income tax return (the return that must be filed by April 15, 1990), you will need a social security number for every child who was 2 or older during 1989, the IRS says.

If you have a child whose 2nd birthday will come on or before December 31, 1989, in other words, next year's tax return will ask you for that child's social security number.

The rule that applied to tax returns filed this year was that social security numbers had to be used for children 5 or older. Now that age has been lowered to 2.

**Older dependents in school affected by cut-off.** Those who have older children (or other dependents) who are full-time students have in the past come under the general rule that you can continue to list a student as a dependent as long as he or she remains a "full-time" student.

Starting with tax returns due April 15, 1990, however, there will be a new limitation on that general rule.

If a full-time student is 24 or older in 1989 and has income in 1989 of more than \$2,000, then the student can no longer be listed as a dependent.

The IRS notes that people who have claimed a full-time student as a dependent in past years but will lose the student as a dependent next year because of the new limitation may want to increase their tax withholding by filing a new Form W-4 with their employers.

**Child care credit will require new information.** Employees who pay for child care (or other dependent care) and are eligible for the child or dependent care tax credit will be required to include the following on their tax returns for 1989 (the return due April 15, 1990) —

- The taxpayer identification number of the person, business or organization providing the care;
- The correct name of the care provider; and
- The care provider's correct address.

Those who provide child and dependent care are now required by law to supply their taxpayer number, name, and address when it is requested.

How do you request it? Ask the care provider — or get a copy of Form W-10 from the IRS and have the care provider fill out the form and return it to you.

Form W-10 is titled "Dependent Care Provider's Identification and Certification." It can be picked up at IRS offices, or can be ordered by telephone by calling 1-800-424-3676.

**Those eligible for Medicare must include premium.** The IRS also reminds taxpayers who are eligible for Medicare Part A that a supplemental Medicare premium must be computed and paid with their 1989 returns.

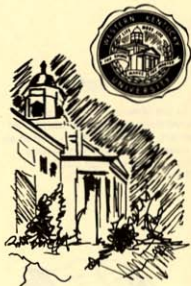
Taxpayers who fall into this category should consider increasing their federal estimated tax payments or their withholding to cover the amount of the premiums, the IRS says.

The IRS adds, however, that no estimated tax penalties will be charged for 1989 based on underpayment of the supplemental premium.

— Article based on *IRS News Release IR-89-46, April 17, 1989.*

- Commerce Clearing House publishes a wide selection of tax-related material ranging from full-text subscription services to explanatory guides for the non-specialist. Your CCH representative can help you determine what publications would best suit your organization's needs in this area.

*Human Resources Management Ideas & Trends in Personnel Issue No. 199, July 13, 1989.*



Public service remains high on the agenda of faculty members in the department. Examples of their involvement are seen through the participation of Dr. John Petersen and Dr. John Parker in the Urban Government Charter Commission; Dr. Carl Chelf's assistance in writing the Comprehensive Plan for Warren County; Dr. Saundra Ardrey as chairperson of the National Organization of Women; and Dr. Joe Uveges as chairperson of the Bowling Green Human Rights Commission. These examples represent only a few of the activities in which you will find Government faculty members as worthy participants.

The primary thrust of the department now tends to be in the direction of fine tuning. Dr. Parker comments, "We know what we are and the things that we are doing. Our major emphasis now shifts to fine tuning these aspects." He concludes by saying, "With the blend of our older faculty members and our younger ones, we have the opportunity for an excellent exchange of ideas and opinions that can result in continued positive directions for years to come."

## Correction

In the May/June edition of TPF newsletter, the interest rate of 7.81 percent should have been quoted on Series EE Savings Bonds issued May 1, 1989 through October 31, 1989.



## Seminar Information

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

DATE	SEMINAR TOPIC	COST	LOCATION	CONDUCTED BY
October 13	Powerful Business Writing Skills	696.00	Bowling Green	National Career Workshops
October 5	Best Ways to Deal With Difficult People	648.00	Bowling Green	Career Track
October 20	Best Ways to Deal With Difficult People	648.00	Chattanooga, TN	Career Track
October 27	Best Ways to Deal With Difficult People	648.00	Jackson, TN	Career Track
October 6	Best Ways to Deal With Difficult People	648.00	Lexington	Career Track
October 19	Best Ways to Deal With Difficult People	648.00	Nashville, TN	Career Track
October 26	Best Ways to Deal With Difficult People	648.00	Paducah	Career Track

Contact David Sloss at 5366 if interested in more details and/or registration forms.

## Recreational Activities

At a time when we can ill afford to, many of us are sitting or laying back and becoming stagnant with respect to our physical well-being. As a result, we are overweight with stiff bones and sore muscles. These things in turn lead to decreased mental alertness, fatigue, anxiety and depression.

Why not start today to overcome these irregularities? It can be done right here on campus, and the only cost is a little time and energy.

Make use of the recreational facilities at WKU today!

### Diddle Arena Facilities

- \* Basketball Courts
- \* Swimming Pool
- \* Weight Room
- \* Volleyball Courts
- \* Badminton
- \* Jogging Track
- \* Dance Studio
- \* Archery Range
- \* Locker Rooms

### Other WKU Recreational Facilities

- \* Flag Football Fields
- \* Softball Fields
- \* Soccer Field
- \* Outdoor Volleyball Courts
- \* Tennis Courts
- \* Outdoor Basketball Courts
- \* Horseshoe Pits
- \* Combative Gym
- \* Gymnastic Room
- \* Racquetball Courts
- \* Squash Court
- \* Outdoor Track
- \* Cross Country Course

### Recreation Facility Hours

Fall/Spring	Summer
Monday-Friday 6:00 p.m.-10:00 p.m.	Monday-Friday 4:00 p.m.-9:00 p.m.
Saturday 8:00 a.m.-10:00 p.m.	Saturday 8:00 a.m.-9:00 p.m.
Sunday 12:00 a.m.-10:00 p.m.	Sunday 10:00 a.m.-9:00 p.m.

For more information on recreational programs and facilities, contact the Recreational Activities Office at 745-5216.

## FLEXIBLE BENEFITS PLAN

In 1988 Western offered its employees the opportunity to tax shelter the amount of money spent for benefits. Employees had the option of enrolling in one of three types of medical insurance plans and selecting the amount of additional life insurance desired. The tax shelter program allows an employee to reduce their adjusted gross income, thereby resulting in a lower tax rate and consequently more net income.

June of 1989 was designated as the sign-up date for the effective period of July 1, 1989 through December 31, 1989. During this time, options of the tax shelter program were expanded to include not only medical and life insurance, but flexible spending accounts as well as cancer and dental insurance. The sign-up date of November, 1989 has been established for the effective period of January 1, 1990 through December 31, 1990. At that time, elections can again be made with respect to the above options.