

1990

## UA28/1 The Personnel File

WKU Human Resources

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WESTERN KENTUCKY UNIVERSITY

# The Personnel File

## SPECIAL EDITION

Personnel Services

1990-91



## Western...the place to be!

Located on a hill overlooking Bowling Green, the hub of southcentral Kentucky, the Western campus is one of the most picturesque in the nation. The hill provides an impressive view of the Barren River Valley and has become a city landmark. The 200-acre campus has 66 major buildings, and a 785 acre farm located off the main campus.

Western has undergone some big changes since 1906 when Henry Hardin Cherry established Western Kentucky State Normal School as a two-year institution. The first big change came when Western Kentucky State Normal School and Teachers College became a four-year institution, awarding its first degrees in 1924. Between 1930 and 1948, the Kentucky General Assembly removed the words "Normal School" and "Teachers," dubbing the school Western Kentucky State College. Finally, on June 16, 1966 Western achieved university status, became Western Kentucky University, and found a name that would last.

The colleges making up the University are: Potter College of Arts, Humanities and Social Sciences; the College of Education and Behavioral Sciences; Ogden College of Science, Technology and Health; the Bowling Green College of Business Administration; the Graduate College; and the Community College.

Since its creation, Western has become a highly respected center for higher education where students may receive specialized knowledge at both the undergraduate and graduate levels. As a center of learning, established and supported by the Commonwealth, Western continually fulfills its mission to promote education, research and service. Members of the academic community are constantly in pursuit of research activities, often garnering national recognition. Many public service opportunities abound both on and off campus, and often include technical services, workshops, seminars, cultural experiences and continuing education.

## Presidential Welcome

*I am particularly delighted to welcome you as a new faculty or staff member to Western Kentucky University. You are now part of the family. There is a special spirit at Western which you will not find at many, if any, other institutions. The faculty and staff at Western genuinely care about our students. We believe our job is to do everything possible to help them be successful. We do everything within our talent and power to help our students, who want to succeed, accomplish this goal.*

*We ask our students to work hard, and we ask them to obey the rules and policies that we have in place. We do all this in a firm and caring way.*

*We simply ask our faculty and staff to treat our students and visitors as you would want your own children to be treated if they were a student or visitor on this campus.*

*We are pleased that you have joined us at Western. We will try to do everything possible to make sure that you, too, are successful.*

Thomas C. Meredith  
President

### COLLEGE HEIGHTS

College Heights, on hill-top fair,  
With beauty all thine own,  
Lovely jewel far more rare  
Than graces any thronal

#### Chorus

College Heights, we hail thee;  
We shall never fail thee;  
Falter never—live forever,  
Hail! Hail! Hail!

College Heights, with living soul  
And purpose strong and true;  
Service ever is thy goal,  
Thy spirit ever new.

College Heights, thy noble life  
Shall ever our pattern be,  
Teaching us through joy and strife  
To love humanity.

## Existing to Meet Your Needs

*I would like to join with the President in welcoming you to Western and to the Department of Personnel Services. As a member of the faculty or staff, you will be working with over 1,750 other employees who contribute daily in making this institution one of the best in the country. In this department, we emphasize the word "services" in our title, and the principle of service is basic to the fulfillment of our role in personnel administration for the University.*

*You will find our personnel staff to be friendly and professional in dealing with your needs. We exist to foster your satisfaction in employment conditions, to provide you with opportunity for career growth, and to provide progressive services and benefits. Our regular operations include administration of the benefits program, recruitment and placement of staff employees, maintenance of employee records, position classification, wage and salary administration, training and development, postal operations, identification services, and payroll/travel management.*

*This special edition serves to introduce you to our newsletter, **The Personnel File**, which is published bimonthly. We regard **The Personnel File** as a vital communication link to all our employees regarding employment issues, benefits and other work-related activities.*

*Please let us know how we can best serve you.*



Mike Dale  
Interim Director  
Personnel Services

*The Personnel File is published bimonthly through the Department of Personnel Services to keep faculty and staff informed on campus happenings and policies.*

*This Special Edition is provided to new faculty and staff to acquaint you with the University and Bowling Green.*

*If you have any questions concerning the University, don't hesitate to call Personnel Services at 745-2072.*

*We join the rest of the University in welcoming you to Western and hope that your career will be challenging, rewarding and enjoyable.*

## Who's Who in Personnel Services

Functional Area	Name
<b>Benefits</b>	
Annuity Programs	Sharon Tolopka (5352)
Benefit Policies	Mike Dale (5345)
Bookstore Discounts	Buddy Childress (2466)
Credit Union	Valerie Kinder (2411)
Life Insurance	Bettie Fiener (5346)
Long Term Disability Insurance	Bettie Fiener (5346)
Medical Insurance	Bettie Fiener (5346)
Retirement Processing	Ivy Roberson (2072)
Retirement Programs and Policies	Mike Dale (5345)
Season Ticket Discounts	Bobby Houk (5222)
Tuition Scholarships	Bettie Fiener (5346)/David Stoss (5366)
Unemployment Compensation	Mike Dale (5345)/Ivy Roberson (2072)
Worker's Compensation	Bettie Fiener (5346)
Wellness Program	David Stoss (5366)
<b>Compensation</b>	
Position Classification	Mike Dale (5345)
Wage and Salary Administration	Mike Dale (5345)
<b>Employment</b>	
Affirmative Action/EEO	Mike Dale (5345)
Applications	Ivy Roberson (2072)/David Stoss (5366)
Policies	Mike Dale (5345)
Secretarial/Clerical Testing	Jim Young (5360)
Vacancies	Mike Dale (5347)
<b>ID Services</b>	Jim Young (5360)
<b>Information Desk</b>	Regina Talley (0)
<b>Newsletter (The Personnel File)</b>	David Stoss (5366)/Mike Dale (5345)
<b>Payroll</b>	
Employee Payrolls	Sharon Tolopka (5352)/ Georgia Powell (2073)/Kim Griffin
Policies	Mike Dale (5345)/Sharon Tolopka (5352)
Student Check Distribution (WAB)	Jim Young (5360)
Student Payrolls	Sharon Tolopka (5352)/ Geneva Durham (5365)
Travel Regulations and Policies	Mike Dale (5345)/Sharon Tolopka (5352)
Travel Vouchers	Sue Pillow (2071)
<b>Postal Services</b>	
Mailroom	Lisa Kirby (3389)
Post Office	Emily Kitchens (3093)
University Mail Procedures/Policies	Mike Dale (5345)
<b>Records</b>	
Employee Attendance Records	Regina Talley (0)
Employee Personnel Records	Jim Young (5360)
Exit Interviews	Jim Young (5360)
Personnel Data Base	Jim Young (5360)
<b>Training</b>	
Employee Training and Development Programs	David Stoss (5366)/Mike Dale (5345)
<b>New Employee Orientation</b>	David Stoss (5366)

## ID Cards Available Through Personnel Services

All new faculty and staff members will receive a faculty/staff identification card when benefit and payroll forms are completed. The faculty/staff ID card can be used in the University libraries, to cash checks, or for a 10% discount on merchandise in the College Heights Bookstore in the Downing University Center. ID cards are processed in the Administration Building, room 41, next to the Office of Personnel Services. For more information, please contact Jim Young at 745-6383.

## WKU Credit Union For All Your Financial Needs

WKU Credit Union is a full service financial cooperative. Investment services include share (savings), share draft (checking) accounts and share certificates. Your WKU Credit Union also offers a full line of low interest car, home and personal loans. Guaranteed Student Loans are available for college tuition and computer loans are available at 12% APR for 95% of the purchase price.

Credit Union Car Facts, with Auto Advisor, Ken Thomasson, is a free service designed to help you get the best deal possible on your next car purchase. Ken is available at the Campbell Lane office.

The Visa and MasterCard rate is 14.76% with a low \$12 annual fee. Members also enjoy a 25-day grace period, \$200,000 in travel insurance and Buyer's Appreciation. Buyer's Appreciation protects purchases from loss, theft or damage for 90 days and doubles the manufacturer's warranty up to one year on covered items.

The Top-of-the-Class Club offers a special group of services to members 50 and over who qualify. The Young Savers Club offers children age 0-17 a special savings account with a gift.

Other services include IRAs, holiday club, group insurance, money orders, free travelers cheques, safe deposit boxes and discount tickets to Opryland and Kings Island.

Payroll deduction and direct deposit are two time-saving services you will want to check out.

Membership is open to faculty, staff (active or retired), students and alumni of Western and their families. A \$5 one-time membership fee and a \$5 deposit to shares is required.

### Campus Office:

Garrett Conference Center  
Monday - Friday 7:45 a.m. - 3:30 p.m.  
(502) 745-2412

### Campbell Lane Office:

1609 Campbell Lane  
Bowling Green, KY  
Monday - Friday 9:00 a.m. - 5:00 p.m.  
Saturday 9:00 a.m. - 1:00 p.m.  
(502) 745-2411

### Glasgow Service Center:

100 Park Avenue  
Glasgow, KY  
Call (502) 651-6611

## Tuition Scholarship Program

The Tuition Scholarship Program gives faculty and staff members and their spouses a unique opportunity that is not available through most employers. The University encourages faculty and staff members and their spouses to take University courses for college credit. As an added incentive, the University will pay 100 percent of registration fees for approved courses for regular and full-time employees, and 50 percent for their spouses. To find out more about this very special educational opportunity, refer to Personnel Policy #67 or contact Bettie Flener at 745-5346 or Mike Dale at 745-5345.



## Employee Training & Development Programs

Do you remember this story's headline? Make a note of it, as it is your key to personal and professional growth as a Western employee. This logo and title make up the headline for the bulletin board briefs that are posted throughout the year to inform you of upcoming Employee Training and Development Program (ETDP) courses.

Faculty and staff members, who have developed expertise in the public and private sector in a variety of areas, volunteer their time to conduct these courses. This exchange of knowledge exemplifies the spirit of the university.

ETDP courses range in topic from personal development to actual job skills. They are scheduled throughout the year, varying in length and number of sessions. Information on course offerings is readily available in most issues of *The Personnel File*, on departmental bulletin boards, or by calling the Department of Personnel Services. Interested in proposing or conducting a course? Please contact the Department of Personnel Services.

The growth opportunity is here under the headline you can't forget. Don't pass it up.

## Don't Forget Your Parking Decal!

If you plan on operating a motor vehicle on campus between 7 a.m. and 5 p.m., Monday through Friday, you must have a parking decal. Faculty and staff decals authorize parking in designated parking spaces, exclusive of reserved spaces, and can be obtained at the Department of Public Safety in the Parking Structure. It won't make finding a parking space any easier, but at least you'll be legal. Call 745-2549 for more information.

## Campus Food Services

### Nite Class

Non-Alcoholic Night Club  
1st Floor DUC  
The club is an evening operation.

### Downing University Center Grill

and/or Cafeteria  
Everyday 7:00 a.m. - 7:00 p.m.

"Supercards" can be purchased in the Food Services' office.

Monday-Friday 8:30 a.m. - 4 p.m.

### Hilltopper Inn

Monday-Friday 7:00 a.m. - 2 p.m.

### Unicorn Pizza Company

Monday-Thursday 11:00 a.m. - 12 p.m.  
Friday 11:00 a.m. - 5 p.m.  
Saturday Closed  
Sunday 6:00 p.m. - 12 p.m.

### Top of the Tower

Sunday-Thursday 6 p.m. - 12 a.m.  
Friday-Saturday Closed

### Pickup Grocery

Monday-Friday 10:00 a.m. - 9 p.m.  
Saturday Closed  
Sunday 1:00 p.m. - 9 p.m.



# News for the Newcomers

If you are a newcomer to Bowling Green, you might not be aware of all the city has to offer. Here is a brief, but helpful, list that will make getting settled a little easier. We hope you enjoy life in Bowling Green.

## Chamber of Commerce

Over 100 civic and fraternal organizations in the Bowling Green-Warren County area will open membership to you. For more information, contact:

Bowling Green-Warren County  
Chamber of Commerce, Inc.  
781-3200

## Area Newspapers

*Louisville Courier Journal*—morning home delivery available seven days a week. Student/faculty discount subscription rates available during registration.

Contact: Gordon Foster  
District Circulation Manager  
1403-F Old Louisville Road  
843-3717

*Park City Daily News*—Home delivery Monday-Friday afternoons and Sunday morning (not published on Saturday).

Contact: Charlie Theis  
Circulation Department  
813 College Street  
781-1700

National newspapers that are available in the area include: *The New York Times*, *The Wall Street Journal*, and *USA Today*. All have home delivery.

## PUBLIC SCHOOL SYSTEMS

For information on enrolling your child in school contact:  
Bowling Green City  
Board of Education  
224 East 12th Street  
781-2254

or:

Warren County Board of Education  
806 Kenton Street  
781-5150

## Numbers You'll Need to Know:

### UTILITIES:

#### Gas:

Western Kentucky Gas  
1020 College Street  
842-2447

#### City Electricity:

B. G. Municipal Utilities  
801 Center Street  
782-1200

#### City Water and Sewer:

Bowling Green Municipal Utilities  
782-1220

#### County electricity and water:

Warren Rural Electric Cooperative  
Corporation (WRECC)  
P.O. Box 1118  
842-6541

## TRASH PICKUP:

Monarch Environmental, Inc.  
2009 Scottsville Road  
781-0781

## TELEPHONE:

South Central Bell Telephone Co.  
1150 State Street  
800-235-5273

## DRIVERS/BOAT LICENSE

To obtain a drivers or boat license, contact:  
Drivers License Division  
925 Center Street  
843-5417

## VEHICLE REGISTRATION

To obtain Kentucky license plates, contact:  
Warren County Motor Vehicle  
Registration  
429 East 10th Street  
842-1535

## VOTER REGISTRATION

University personnel are encouraged to exercise their right to vote. To be eligible, you must reside in the precinct for 30 days.

To register, contact the County Court Clerk's Office in the Court House downtown, at 429 East 10th. For more information, call 842-9416.

## BANKING SERVICES

Bowling Green offers three banks with 18 locations and two savings and loan associations:

American National Bank  
922 State Street  
781-6111

Bowling Green Bank and Trust  
P.O. Box 1050  
782-1000

Citizens National Bank  
500 East Main Street  
781-5000

The Cumberbund  
P.O. Box 1020C  
843-3255

First Federal Savings and Loan  
551 East 10th Street  
782-2790

## BOWLING GREEN CLIMATE

Average yearly rainfall:  
48.94 inches  
Average yearly snowfall:  
11 inches.  
Average summer temperature:  
77.6 degrees.  
Average winter temperature:  
39.1 degrees.



# Get Involved in your Community

One of the best ways to increase the enjoyment of your leisure time is to get involved! Whether you are a newcomer or life-long resident, getting involved not only aids the community, but provides a sense of self-fulfillment as well.

## VOLUNTEERS IN ACTION

The Bowling Green Community is in need of volunteers to help in staffing a number of agencies and organizations.

Volunteers in Action is a county-wide referral service whose intent is to unite persons interested in volunteering with agencies and organizations in need of them.

Contact:  
Community Education Office  
200 High Street  
842-4281

## PARKS AND RECREATION

The Bowling Green Department of Parks and Recreation offers a wide variety of quality facilities and programs to the community, including:

Adult Basketball and  
Softball Leagues  
Ceramics and Creative Crafts  
Fitness Programs  
Instructional Swimming  
Photography  
Small Fry Football and Basketball  
Special Youth Sports Programs  
Square Dancing  
Tennis Lessons and Tournaments  
Volleyball Leagues  
Youth Baseball, Softball,  
and Tee-Ball

Contact:  
Department of Parks and  
Recreation  
200 High Street  
842-3249

## Community Education Programs

Community Education offers a variety of programs designed to meet the needs and wants of community residents. Dance and karate classes are taught in the fall and spring, while classes focusing on cultural, educational, fun and fitness, self-improvement, crafts, home life, and vocational subjects are offered on demand. Find out which classes are available or register for classes by calling:

Community Education Office  
200 High Street  
842-4281



## “Something for Everyone!”

The Bowling Green-Warren County Arts Commission is a city-county agency which promotes the arts in Bowling Green and surrounding counties through the Capitol Arts Center. The Arts Commission acts as an umbrella organization for the Capitol's many affiliate and associate arts support groups. The following is a list of Arts Commission affiliate organizations. Feel free to call any of the numbers below or the Capitol Arts Center at 782-2787 for more information.

### CAPITOL ARTS CENTER

782-2787  
Actor's Theatre of Louisville  
1-584-1205  
Kentucky Center for the Arts  
1-800-448-7777  
The Bowling Green Performing Arts Center  
(615) 741-2787  
Barran River Youth Orchestra  
Larry Long, 842-9435  
B.G. Garden Club  
Ginny Gray, 843-6163  
B.G. Junior Woman's Club  
Carol Lee, 843-3968  
B.G. Suzuki Association  
Cheryl Meredith, 781-6600 or  
781-9979  
B.G. Western Symphony Orchestra  
Christopher Norron, 745-3751  
Joan Long, 781-1050  
Dance Arts of B.G.  
M. Madison, 842-6811  
Dance Images  
Kathy Wise-Leonard, 782-0514  
Fountain Square Players  
Pat Sprouse, 842-8844  
Hobson House Association  
Carolyn Sauer, 842-6368  
Horse Cave Theatre  
Judy Beck, 786-1200  
Shaker Museum  
Tommy Hines, 542-4167 or  
542-6757  
So. Ky. Guild of Artists & Craftsmen  
Kay Bender, 781-4882  
So. Ky. Photographer Society  
John Warren Oakes, 745-5895

### Stage II Thrift Shop

782-7789  
Sweet Adelines  
781-5332  
Visual Arts League  
Betty Pease, 842-4684  
Western Kentucky University  
Art Department  
University Gallery  
Joseph Gluhman, 745-3944  
English Department  
Joseph R. Millichap, 745-3043  
Kentucky Museum  
Ray Saunders, 745-2592  
Languages & Intercultural Studies  
Laura Harper Lee, 745-2401  
Music Department  
Sue Dillard, 745-3751  
U.G. Western Symphony  
Christina Norman, 745-3751  
Theatre Department, 745-3296  
Children's Theatre  
D. Whitney Combs  
Community Dance Company  
Beverly Venner  
Western Players  
Bill Leonard  
WKYU-FM  
Adele Kupchella, 745-5489  
Young Associates  
Johnny Douglas, 782-8211  
Mammoth Cave Barbershop Chorus  
Lowell Shank, 745-3457  
P. Manning, 781-5063  
Public Theater of Kentucky  
Marc Woodruff, 781-6233

# Recreation Free Play Facilities

## Diddle Arena

(basketball courts, volleyball courts, badminton courts, archery range, golf range, indoor track)

Monday-Friday	6:00 p.m.-10:00 p.m.
Saturday	10:00 a.m.-10:00 p.m.
Sunday	12:00 p.m.-10:00 p.m.

## (Weight Room)

Monday - Friday	6:00 p.m.-10:00 p.m.
Saturday	10:00 a.m.-10 p.m.
Sunday	12:00 p.m.-10:00 p.m.

## He's Big Red!



Who is Western's number one fan and goodwill ambassador? Who can win the hearts of an entire community and college campus? Who else, but Big Red, Western's nationally acclaimed mascot.

You will not be able to resist laughing when this big, red, furry creature with large round eyes, cavernous mouth and an infectious grin bounds toward you. Go ahead—hug him!

## Western Athletic Directory

Chairman, University Athletic Committee  
Athletic Director  
Assistant Director  
Sports Information  
Trainer

**Sport**  
Basketball (Men)  
Basketball (Women)  
Baseball  
Football  
Golf (Men)  
Golf (Women)  
Soccer (Men)  
Swimming  
Tennis (Men)  
Tennis (Women)  
Track & Field (Men)  
Track & Field (Women)  
Cross Country (Men)  
Cross Country (Women)  
Volleyball (Women)

**Season**  
November-March  
November-March  
March-May  
September-November  
Sept.-Oct., March-May  
Sept.-Oct., March-May  
September-November  
November-February  
March-May  
March-May  
January-June  
January-June  
September-November  
September-November  
September-November

Paul Cook  
Jim Feix  
Pam Herriford  
Paul Just  
Bill Edwards

**Coach**  
Ralph Willard  
Paul Sanderford  
Joel Murrie  
Jack Harbaugh  
Lee Robertson  
Kathy Teichert  
David Holmes  
Bill Powell  
Scott Vowels  
Ray Rose  
Dr. Curtiss Long  
Dr. Curtiss Long  
Dr. Curtiss Long  
Dr. Curtiss Long  
Jeff Hulsmeyer

Western Kentucky University Athletic Affiliations:  
National Collegiate Athletic Association  
Sun Belt Conference

Western Kentucky University also offers a broad program of intramural athletics for both men and women including basketball, bowling, golf, racquetball, gymnastics, tennis, turkey trot, and volleyball. For more information, contact Intramural-Recreational Sports, 745-5216.

## Indoor Pool (located in Diddle Arena)

Monday-Friday	6:00 p.m.-10:00 p.m.
Saturday	10:00 a.m.-10:00 p.m.
Sunday	12:00 p.m.-10:00 p.m.

Qualified lifeguards are on duty at all times and lockers are provided.

## Smith Stadium

(handball and squash courts, gymnastics room, combative room, outdoor track, and racquetball courts)

Monday-Friday	8:00 a.m.-9:00 p.m.
Saturday	10:00 a.m.-10:00 p.m.
Sunday	12:00 p.m.-12:00 p.m.

Facilities are open to all Western students, faculty and staff. Sports equipment can be checked out free of charge from the equipment room upon presentation of a valid ID card.

## Season Ticket Discounts Available

Support the Hilltoppers for half price as a Western employee. By completing a season ticket application in the Diddle Arena Ticket Office, you can purchase two half-price season tickets per full-time employee. Individual home and away game tickets are also purchased at the Ticket Office at no discount. Basketball and football are the only intercollegiate sports with an admission fee.



## Red Towel Tradition Lives on

Western Kentucky University's red towel tradition originated with the late E. A. Diddle—former Hilltopper coach, one of basketball's revered legends and a member of both the Naismith and Helms Athletic Foundation Halls of Fame.

Through 1,062 Hilltopper basketball games—759 of them victories, the fourth highest total ever for a coach—Diddle clutched a red towel in his hands. He kept it there as he guided his teams to 32 championships in three different conferences, as he developed 13 All-Americans and 16 professional players, as he took his team to 11 national post-season tournaments (eight times to the NIT and three times to the NCAA) and as he led Western to 18 seasons in which it won 20 or more games.

He chewed on it, threw it in exultation, cried on it during the rare moments when things didn't go right, waved it in fans and used it to signal to his players.

The red towel became synonymous with Ed Diddle... and Ed Diddle became synonymous with Western's winning athletic tradition. For years it has been traditional for fans at every Hilltopper sporting event to wave red towels as they cheer for the "Big Red." When a Western team goes on the road, fans fly red towels from their automobiles as they make their way to the site of the game. No real Hilltopper fan would be caught without his red towel!

Coach Diddle passed away in 1970 at the age of 74, but his memory will live as long as a red towel waves on the Western campus. And red towels will wave there as long as the Hilltoppers compete in intercollegiate athletics.

