

1990

## UA28/1 The Personnel File

WKU Human Resources

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### Recommended Citation

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# The Personnel File

## Police Officer of the Year



Lieutenant Hugh Heater has been selected as Western's Police Officer of the Year for 1988. Lt. Heater became a member of the W.K.U. Police Department on October 20, 1969 during its infancy stage as a Safety and Security Department.

Hugh Heater was promoted in the Patrol Division to the rank of Sergeant on September 26, 1975. He attained the rank of Lieutenant on October 15, 1979. Lt. Heater has served as Shift Commander for the Day Shift since that time.

Lt. Heater has contributed to this department in numerous ways. Mr. Marc Wallace, our first Director, described Lt. Heater as "tactful, energetic, cooperative and a willing worker". Today Lt. Heater remains the same, while supervising a shift of patrol officers. Lt. Heater contributes significantly in the area of public relations. Lt. Heater has worked numerous special details involving distinguished visitors, and his actions have always been noted as superb or outstanding.

Lt. Heater is enthusiastic and always willing to help others. He is a dedicated professional, well respected by his peers and the community he serves. Western Kentucky University is complimented by men like Lt. Hugh Heater. He is an outstanding

employee and well deserving of the recognition as Police Officer of the Year.



### The Importance of Attendance

As we toil daily at our jobs, we become keenly aware of the individuals working around us—or those individuals who are supposed to be working around us. For various and sundried reasons, many employees are not working around us because they feel compelled to take a partial or full day off from work on a frequent basis.

We are all aware of other individuals and perhaps ourselves who are guilty of this at one time or another. Yet, we continue to abuse the privilege of being able to have an unassigned day off from work. At times a day off is necessary, however, at other times, it is taken simply for foolish pleasure. Few of us fail to realize the cost associated with absenteeism and the adverse impact that it has on co-workers. When you are not at work to perform your job, someone else has to pick up the slack; therefore, a substitute ends up performing his/her job and all or part of yours. This will eventually lead to a decrease in morale and motivation of not only the substituting employee, but also other co-workers. Needless to say, if you were not essential to the organization in some remote way, your job would not have been filled. So please keep this in mind the next time you plan to take a day off—"just for the heck of it".

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

**AUDIOTAPES**

**Historical Highlights**

**40 years ago**

January 29, 1950 the College Heights Herald passes its quarter-century mark.

1763 students enrolled to attend classes daily at Western State College. 177 students enrolled to attend Saturday classes.

**30 years ago**

E. A. Diddle earned his 700th basketball win by defeating Tulane to win the Sugar Bowl Tournament Championship on January 7, 1960.

**20 years ago**

Establishment of a mass communications department and appointment of three Department Heads were approved February 21st by the Board of Regents

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 the cassette programs in person. It might be beneficial to call in advance to ensure that 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.

**Summer Work Schedule**

The summer work schedule will begin May 7, 1990 and extend through August 10, 1990. Office hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday, during this period. Monday, May 28, Memorial Day, and Wednesday, July 4, Independence Day, will be observed as holidays.

Eleven months employees will observe nonwork days in accordance with Personnel Policy #2-8, and as directed by their supervisors.

Regular, full-time, twelve months employees hired prior to April 7, 1990 will be given three days off during the summer period. Administrative offices will remain open and each office head should prepare a schedule for staffing to adequately provide for transaction of all University business. Personnel hired on or after April 7, 1990 will not be eligible for the three gratuitous days.

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**Seminar Information**

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

Date	Seminar Topic	Cost	Location	Conducted By
April 25-26	Finance and Accounting for Non-Financial Managers	\$595.00	Executive Inn	Southern Illinois University at Evansville

Contact David Sloss should you be interested in more details and/or registration forms.

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## New Employees

**Deborah Adams**—Physical Plant, Building Services Attendant  
**David Anderson**—Physical Plant, Building Services Attendant  
**Jonathan Andres**—Academic Computing and Research Services, Local Area Network Administration  
**Diane Bowen**—Student Financial Aid, Financial Aid Accounts Officer  
**Judy Blankenship**—Physical Plant, Building Services Attendant  
**Linda Brown**—Department of Agriculture, Assistant Professor  
**Eva Burden**—Physical Plant, Building Services Attendant  
**Paulette Campana**—Student Financial Aid, Financial Aid Assistant  
**James Coltharp**—Physical Plant, Architect  
**Rebecca Cowles**—Accounts & Budgetary Control, Accounts Clerk  
**Gene Crume**—University Relations, Coordinator of Special Events  
**Robert Dye**—Physical Plant, Building Services Attendant  
**Jennie Edwards**—Student Health Services, Staff Nurse (RN)  
**Lana Flynn**—Office of The President, Senior Executive Secretary to The President  
**Joan Feller**—Center For Local Government Services, Administrative Secretary  
**Micelle Halcomb**—Food Services, Cook  
**Rhonda Helm**—Nursing, Coordinator  
**Donna Herald**—Public Safety, Records Clerk  
**Wayne Hicks**—Physical Plant, Groundskeeper  
**Fred Hill**—Physical Plant, Building Services Attendant  
**James Hood**—Physical Plant, Electrician Helper  
**Jonas Hoskinson**—Residence Life, Assistant Residence Hall Director  
**Adele Kupchella**—Library Public Services, Development Officer  
**Deborah Lamastus**—Library Public Services, Library Assistant III  
**Vicki Larse**—Kentucky Museum, Museum Assistant III  
**Tina Lashbrook**—Public Safety, Communications Officer  
**Carol Lewis**—Library Public Services, Government Services Librarian  
**Robert Lovitt**—Physical Plant, Utilities, Electronics & Communications Specialist  
**Paul McClanahan**—Office Systems Repair, Office Systems Repair Specialist  
**Gail McCrady**—University Relations, Senior Administrative Secretary  
**Della Montgomery**—Home Economics and Family Living, Departmental Secretary  
**Laura Moon**—Residence Life, Assistant Residence Hall Director  
**Daniel Mosier**—Athletics, Assistant Baseball Coach  
**Linda Morrisett**—Library Public Services, Circulation Services Supervisor  
**Stephanie Niemier**—Residence Life, Assistant Residence Hall Director  
**Beverly Page**—Office of Development, Accounts Clerk  
**Luther Price**—Physical Plant, Building Services Attendant  
**Elizabeth Roark**—Allied Health/Dental Hygiene, Senior Departmental Secretary  
**Michele Smith**—Philosophy and Religion, Associate Professor  
**Cynthia Sorde**—Student Financial Aid, Data Entry Operator II

**Ann Stathos**—International Programs & Projects, International Student Advisor  
**Cornelia Stockton**—Black Student Recruitment, Black Student Recruitment Specialist  
**Dwayne Stovall**—Library Public Services, Library Assistant III  
**Donna TwoRivers**—Food Services, Dish Machine Operator  
**Saery Venable**—Healthcare Information Systems, Assistant Professor  
**Scott Vowels**—Athletics, Head Tennis Coach  
**Brenda Whittaker**—Physical Plant, Building Services Attendant

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## Personnel Changes

**Michael Dowell**—from Police Officer (Grade B) to Police Officer (Grade A), Public Safety  
**Amelia Hardcastle**—from Senior Secretary to Senior Administrative Secretary, Housing Office  
**Sharon Hartz**—from Senior Administrative Secretary to Senior Secretary, Registrar's Office  
**Cynthia Lee**—from Senior Secretary to Executive Secretary, Office of the President  
**Cathy Lewis**—from Senior Administrative Secretary to Senior Secretary, Teacher Education  
**Denise Muir**—from Senior Administrative Secretary to Legal Secretary, Office of University Attorney  
**Kenneth Mussnug**—from Assistant Professor to Director, Industrial Technology  
**Edith Parker**—from Senior Administrative Secretary to Senior Secretary, University Relations  
**Eric Proctor**—from Hazardous Materials Technician to Hazardous Materials Supervisor, Physical Plant  
**Karin Sansom**—from Instructor to Acting Director, Healthcare Information Systems  
**Maclynn Scott**—from Assistant Residence Hall Director to Residence Hall Director, Residence Life  
**David Slaughter**—from Maintenance Plumber to Hazardous Materials Technician  
**Carol White**—from Acting Director to Associate Director, Career Services Center  
**Richard Wilson**—from Cook Helper to Senior Cook, Garrett Conference Center  
**Jeff Younglove**—from Radio-TV Editor to Radio-TV Services & Spec. Projects, University Relations

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## Retirements

**Ruby Dismon**—Physical Plant, 11-31-89, Building Services Attendant

## Service Anniversaries

### 30 years

**John Foe**—Director, Institutional Research  
**William Hourigan**—Professor, Health and Safety

### 25 years

**Douglas Humphrey**—Professor, Physics and Astronomy  
**Howard Lowrey**—Assistant Professor, Industrial Technology

### 20 years

**Louella Fong**—Professor, Home Economics and Family Living  
**Hazel Gable**—Purchasing Assistant, Purchasing  
**Henrietta Gouvas**—Senior Cashier, College Heights Bookstore  
**Betsy Lowrey**—Senior Departmental Secretary, Geography and Geology

### 15 years

**Paul Bunch**—Director, Public Safety  
**Robert Cobb**—Consultant, Academic Computing and Research  
**Jackie Everhard**—Senior Departmental Secretary, Biology  
**Irene Powers**—Associate Professor, Nursing  
**Betty Ray**—Building Services Attendant, Physical Plant  
**Kay Russell**—Senior Executive Secretary, Office of the Vice President for Academic Affairs  
**James Webb**—Assistant Masonry Supervisor, Physical Plant

### 10 years

**Orville Dotson**—Assistant Professor, Agriculture  
**Phyllis Gatewood**—Black Student Recruitment Specialist, Office of the Vice President for Student Affairs  
**Margaret Mahone**—Building Services Attendant, Physical Plant  
**Nellie Taylor**—Senior Processing Clerk, Independent Study  
**Louie White**—Senior Carpenter, Physical Plant

### 5 years

**Randall Brown**—Hazardous Materials Supervisor, Physical Plant  
**Darryl Drake**—Assistant Athletic Coach, Office of the Director of Athletics  
**Evelyn Drake**—Work Control Center Clerk, Physical Plant  
**Joanie Evans**—Marketing Director, Credit Union  
**Charles Goodman**—Painter II, Physical Plant  
**Virginia Horne**—Baker, DUC  
**Nathan Jordan**—Senior Cook, DUC  
**Joyce Meredith**—Senior Administrative Secretary, Academic Counseling and Retention  
**Howard Newton**—Exhibits Technician, Library Special Collections  
**Pam Pryor**—Communications Officer, Public Safety  
**Kermic Thomas**—Cafeteria Supervisor, DUC  
**Patricia Witty**—Senior Administrative Secretary, DUC

4/90/1.7M/PSWKU—Printing paid from state funds, KRS 57.375

### Faculty/Staff Recreational Program

The faculty/staff recreational program introduced in September of 1989 continues to thrive and prosper as participation and demand for the first two events (volleyball and bowling) exceeded all expectations. This demand is so encouraging that the events will be brought back after Spring break for an additional four week competition. The basketball session started in January and concluded in February. Golf and tennis in June and July will complete the first year of the new recreational program. As previously stated, a traveling team trophy will be awarded to the team with the highest point total, and T-shirts will be awarded to the winning team members of each sporting event.

### Public Service New Release

FREE tax assistance is available to taxpayers who need help in completing their federal individual income tax return or who cannot afford to pay for professional assistance.

VITA, the Volunteer Income Tax Assistance program, is sponsored by the Beta Alpha Psi Accounting Fraternity at Western Kentucky University. The program is coordinated by Dr. Charles T. Hays, a professor of accounting at Western. Student volunteers have received training in basic income tax return preparation. Except for the week of March 5, assistance will be available from February 8 through April 10 on Tuesday and Thursday afternoons from 2:30 to 4:30 p.m. in room 455 of Grise Hall.

VITA volunteers assist taxpayers with the basic Form 1040, Forms 1040A and 1040EZ, and the related schedules. Volunteers will provide assistance in determining exemptions, deductions, and special credits for which some taxpayers may be eligible.

Taxpayers interested in FREE tax help should bring their tax packages, W-2 forms, interest statements, prior year tax returns, and other pertinent tax documents to the VITA location.

### 1989 Fall Volleyball League

#### Results

First Place:	Physical Plant I	10 Points
Second Place:	Food Service I	7 Points
Third Place:	Public Safety	5 Points
Fourth Place:	Student Affairs	3 Points

#### Championship Team

##### Slammers

Tommy Long	Clay Diamond
Alan Riley	Steve Keown
Mike Cardwell	Kenny Cravens
David Forshee	Greg Lake
Eric Proctor	David Gond
Robert Zibart	Steve Newton

### 1989 Fall Bowling League

#### Results

First Place:	SSB	10 Points
Second Place:	Residence Life	7 Points
Third Place:	Food Services I	5 Points
Fourth Place:	Physical Plant I	3 Points

#### Championship Team

David Holcomb	Barbara Pennycuff
John Dillard	Donnie Raines
Bill Hardiman	Fred Siddens
Mark Harris	Ron Slavic
Howard Jones	Glenda Wahl
Paul McClanahan	Mary Ann Woosley
Faye Miller	Terrell Woosley
Matt Monroe	

### 1990 Basketball League Results

First Place:	WAB	10 Points
Second Place:	Residence Life	7 Points
Third Place:	Physical Plant I	5 Points
Fourth Place:	Student Affairs	3 Points

#### Championship Team

##### WAB

Steve Owens	
Gene Crume	
Gordon Johnson	
Kevin Charles	Good Job Weatherby!!
Ken Dyrsen	
Jeff Younglove	
David Sloss	

Note: Each team receives an additional point for participating.

### Performance Appraisals begin in February

During the month of February, the University will be conducting its annual written evaluation of personnel. Faculty members will be evaluated in accordance with guidelines from the Office of Academic Affairs and the various colleges. All other regular employees will be evaluated by their respective supervisors or department heads according to the following general guidelines.

The performance of University employees is to be formally reviewed and evaluated annually. The objectives of this program are:

1. To inform the employee regarding personal accomplishment vs. what was expected.
2. To identify ways in which the employee's present performance can be improved.
3. To serve as an aid in salary administration.
4. To aid in the selection of persons for promotion.

The rater (supervisor) is required to show the completed evaluation to the employee being rated, and both the rater and the person being evaluated should sign and date the performance appraisal.

Department heads will be receiving copies of the performance evaluation forms after February 1 with instructions regarding the completion and return of the forms to Personnel Services.

