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Office of the President



Bowling Green, KY 42101
502-745-4346
FAX: 502-745-4492

August 26, 1992

Ms. Susan Crabtree
310 Webb Avenue
Bowling Green, Kentucky 42101

Dear Ms. Crabtree:

I have received the notification of your plans to retire on August 31, 1992.

I want to express our sincere gratitude for the contributions you have made to Western Kentucky University during your years of service. I hope you will retain your personal interest in the University and continue to participate in its social and cultural activities.

Please work with Dr. Livingston Alexander on all matters related directly to your retirement plans. If you find that I or others at the University can be of service to you, we hope you will not hesitate to call upon us.

A copy of this letter is being sent to Mr. Mike Dale, requesting that he work closely with you on matters pertaining to salary according to the established guidelines of the University and the Kentucky Employees' Retirement System.

I join your friends in wishing you a very happy retirement.

Sincerely yours,

Thomas C. Meredith
President

TCM:mam

xc: Dr. Robert V. Haynes
Dr. Livingston Alexander
Mr. Michael C. Dale ✓

MEMO TO: Dr. Livingston Alexander, Director
FROM: Susan V. Crabtree *Susan V. Crabtree*
SUBJECT: Retirement from Western Kentucky University
DATE: June 8, 1992

This memo is to inform you of my intentions to retire from Western Kentucky University, effective August 15, 1992. I have reached retirement age, and I would like to spend more time with my husband, Bill, who is not in good health. I have accumulated some vacation days which I would like to take prior to my retirement date.

My tenure at Western Kentucky University has been pleasant and working with the personnel in the Office of Correspondence Study and personnel in high schools has been a rewarding experience.

Thanks for "The Memories".

*Mrs. Crabtree changed
her retirement date
to Aug 31.*



WESTERN
KENTUCKY
UNIVERSITY

Bowling Green, KY 42101
502-745-4346
FAX: 502-745-5387

Office of the President

May 10, 1991

MEMORANDUM

TO: Susan V. Crabtree

FROM: Thomas C. Meredith
President

RE: Salary for 1991-92

Western will make an extraordinary effort in 1991-92 to recognize the contributions made by faculty and staff members toward carrying out the University's mission. Again in 1991-92, therefore, we will devote a major portion (more than 77%) of available new dollars to faculty and staff compensation. This direction follows Western XXI priorities, and for the new budget we will begin the process of assigning other resources based on Western XXI. Salary increases for 1991-92 will take effect on July 1, 1991.

This is to advise you that your present monthly rate has been increased from \$1,560.00 to \$1,685.00 effective July 1, 1991, contingent upon approval of the 1991-92 Operating Budget by the Board of Regents. I will advise you after the budget is approved if there is any change in your 1991-92 salary.

Thank you for your efforts to help Western fulfill its mission. I look forward to working with you in the new academic year.

TCM:dh

cc: Personnel File



WESTERN
KENTUCKY
UNIVERSITY

Bowling Green, KY 42101
502-745-4346
FAX: 502-745-5387

Office of the President

May 10, 1990

Susan V. Crabtree
310 Webb Ave.
Bowling Green, Ky 42101

Dear Mrs. Crabtree:

Since coming to Western, I have frequently commented on the university's high quality. It is evident that such success results from the dedication and hard work of a large number of faculty and staff members. I think it is important that the Compensation Plan for 1990-91 recognizes contributions made by individual employees. Therefore, a major portion (75.7 percent) of the new dollars available in 1990-91 will be budgeted for compensation for faculty and staff. As a result, there will be very little money available for increased operating and capital expenditures.

This is to advise you that your present monthly rate has been increased from \$1,375 to \$1,560 effective July 1, 1990, contingent upon approval of the 1990-91 Operating Budget by the Board of Regents. I will advise you after the budget is approved if there is any change in your 1990-91 salary.

The increase for 1990-91 includes the adjustment for your promotion from Senior Processing Clerk (grade 9) to Independent Study Specialist (grade 10). This is based upon the reclassification of your position effective July 1, 1990.

I appreciate your continuing efforts to make Western a better institution. I look forward to working with you in the many challenges before us.

Sincerely,

Thomas C. Meredith
President

TCM:jry

cc: Dr. Robert Haynes
Dr. John Petersen
Personnel File

The Spirit Makes the Master

May 1, 1989

Susan V. Crabtree
310 Webb Ave.
Bowling Green, KY 42101

Dear Mrs. Crabtree:

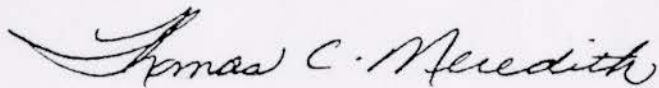
On April 27, 1989, the Western Kentucky University Board of Regents approved the 1989-90 Operating Budget which includes the personnel compensation plan.

This letter serves to advise you that your present monthly rate has been increased from \$1,303 to \$1,375, effective July 1, 1989. Your pay rate corresponds to grade 9, step 18 on the 1989-90 Pay Schedule.

A merit pay plan has been implemented for 1989-90 to recognize and reward staff personnel. I am pleased to inform you that you have been recommended by your department head and approved for a permanent 1-step merit increase in pay effective July 1, 1989. This merit increase is included in your salary rate shown above. You are to be congratulated for your hard work and dedicated service to the University this past year and you are encouraged to set a similar example for your associates during the coming year.

I appreciate the contributions you are making to the University. I look forward to working with you in 1989-90.

Sincerely,

A handwritten signature in cursive script, reading "Thomas C. Meredith". The signature is written in dark ink and is positioned above the printed name and title.

Thomas C. Meredith
President

TCM:TTC

cc: Personnel File

Counselors
Ola Smith
Lois Neal



Russell High School

DEPARTMENT OF GUIDANCE AND COUNSELING

RED DEVIL LANE
RUSSELL, KENTUCKY 41169



Secretary
LIBBY VALLANCE
Phone: (606)836-9658

RECEIVED

JUN 17 1988

INDEPENDENT
STUDY.

June 14, 1988

Western Kentucky University
Office of Independent Study
Bowling Green, Kentucky 42101

Dear Ms. Crabtree:

On behalf of our school, and especially the Guidance Department, I want to thank you for the prompt and courteous service you rendered our students this year. I am aware that the students pushed your rules to the limit, but your help in securing the necessary credits for their graduation, by the appropriate date, was most appreciated.

We'll be contacting you again next year and will continue to urge the students to get their lessons in on time. Hopefully, we'll be more successful.

Cordially,

Lois Neal

Lois Neal

June 7, 1988

Susan V. Crabtree
310 Webb Ave.
Bowling Green, KY 42101

Dear Mrs. Crabtree:

On June 3, 1988, the Western Kentucky University Board of Regents approved the 1988-89 Operating Budget which includes the personnel compensation plan.

This letter serves to advise you that your present monthly rate has been increased from \$1,272 to \$1,303, effective July 1, 1988. Your pay rate corresponds to grade 9, step 17 on the 1988-89 Pay Schedule.

I appreciate the contributions you have made to the University. I have enjoyed working at Western and wish you the very best in 1988-89.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kern Alexander", written in a cursive style.

Kern Alexander
President

KA:ttc

cc: Personnel File

May 4, 1987

Susan V. Crabtree
310 Webb Ave.
Bowling Green, KY 42101

Dear Mrs. Crabtree:

On April 30, 1987, the Western Kentucky University Board of Regents approved the 1987-88 Operating Budget which includes the personnel compensation plan.

This letter serves to advise you that your present monthly rate has been increased from \$1,206 to \$1,272, effective July 1, 1987. Your pay rate corresponds to grade 9, step 16 on the 1987-88 Pay Schedule.

Thank you for your contributions to the University and best wishes for your continued success in 1987-88.

Sincerely,

A handwritten signature in black ink, appearing to read "Kern Alexander", written in a cursive style.

Kern Alexander
President

KA:ld

cc: Personnel File



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 14, 1987

Office of the Vice President
for Academic Affairs

MEMORANDUM TO: Dr. John Petersen
Associate Vice President for Academic Affairs

FROM: Dorothy Spear *Dorothy Spear*
Administrative Staff Assistant

SUBJECT: Independent Study Program

This morning, I received a phone call from Mr. Thomas Jordan of Florence, Kentucky, expressing his gratitude for the assistance provided him by Mrs. Susan Crabtree in enrolling his son, Greg, and in aiding him through his lesson submissions and finally, through his final exams.

Mr. Jordan called to talk with you, but the Deans Meeting was in progress and he talked with me instead. He and Mrs. Jordan were so grateful that they agreed a letter would not be sufficient and they wanted to personally thank the individual in charge of the Independent Study Program and Mrs. Crabtree. Mr. Jordan stated that without the help of Mrs. Crabtree, and without the program, his son would never have finished his sophomore year of high school. It was interesting to hear his story, and gratifying to hear him praise the program so highly. He said the counselors at Holmes High School, in Boone County, where his son was a student, were not at all helpful and tried to discourage him in pursuing another course of study. In defiance of advice from his son's English teacher and counselor, he enlisted the help of a Learning Assistance Center to test his son and found that the boy was reading and comprehending at the fourth grade level. The assistant principal of the high school, a Mr. Hoskins, suggested Western's Independent Study program. Mr. Jordan enrolled Greg in English Composition, taught by Brenda Simpson, and later in Sophomore Literature, taught by Edna Layman. Mrs. Crabtree confirmed that the boy had a learning problem, but with patience and determination, he passed both courses.

Mr. Jordan concluded by saying that Western had enabled his son to graduate from high school and go on to college through the program, and that he would promote it at every opportunity.

I would like to suggest that we advertise the program in the Boone County newspapers. I don't believe we have done so in the past, and Mr. Jordan was not aware that such a program existed through WKU.

ds

xc: Dr. Robert Haynes



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

June 20, 1986

Office of the President

Mrs. Susan V. Crabtree
310 Webb Avenue
Bowling Green, KY 42101

Dear Mrs. Crabtree:

This supersedes the letter mailed to you on May 15 and is to advise you that your salary as Senior Processing Clerk in the Office of Independent Study has been set at \$1,149 per month, effective May 16, 1986.

Effective July 1, 1986, your monthly salary will increase to \$1,206.

Best wishes are extended for a pleasant and profitable summer.

Sincerely yours,

Kern Alexander
President

KA:mcb

xc: Dr. Robert V. Haynes
Dr. John H. Petersen
Mr. James B. Tomes ✓

WESTERN KENTUCKY UNIVERSITY
DEPARTMENT OF PERSONNEL SERVICES

Personnel Form 4
(Revised 10/85)

NOTICE OF PERSONNEL ACTION

Date Prepared May 9, 1986

Name Susan V. Crabtree Social Security No. [REDACTED] W/S Adm. _____
Address 310 Webb Ave. Bowling Green, KY 42101 Faculty Rank or Position Title Sr. Processing Clerk
Department Independent Study Position Number 311-12-3-01 Grade-Step 9-15
Account to be Charged 04-002-111-01 Effective Date of Action May 16, 1986

EMPLOYMENT STATUS	TYPE OF ACTION	TYPE PAYMENT
<input checked="" type="checkbox"/> University Budget	<input type="checkbox"/> Appointment	<input type="checkbox"/> 9 Months Paid Over 12 Months Period
<input type="checkbox"/> Grants and Contracts	<input type="checkbox"/> Resignation	<input checked="" type="checkbox"/> Monthly
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Reclassification	<input type="checkbox"/> Semi-Monthly
<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Hourly
	<input type="checkbox"/> Summer Stipend	<input type="checkbox"/> Other (Explain)
	<input type="checkbox"/> Special Project	
	<input type="checkbox"/> Leave of Absence	
	<input type="checkbox"/> Other (Explain)	

Present or Starting Salary \$ 1,094 per month Recommended Salary \$ 1,094 per month
(grade 8 - step 15) (grade 9 - step 15)

Remarks:

Mrs. Crabtree's position has been reclassified from grade 8 to grade 9. The position title remains the same. The salary remains the same since the current pay rate is above the rate for grade 9 - step 15. Mrs. Crabtree's salary will increase to \$1,149 per month (grade 9 - step 15) effective July 1, 1986.

Recommended:

<u>James B. Porter</u> <u>5-9-86</u>	<u>[Signature]</u> _____
Date	Date
<u>[Signature]</u> <u>5/13/86</u>	Approved: <u>[Signature]</u> <u>5/21/86</u>
Vice President Date	President Date

FOR PERSONNEL USE

DIR [Signature] PR BC INS BJH ADIR McD REC _____
MONTH GROSS FICA KY.RET. FED. STATE CITY WN CW BC TR BONDS NET

Position Classification - Western Kentucky UniversityCurrent Title SENIOR PROCESSING CLERKPresent Employee SUSAN V. CRABTREEDepartment INDEPENDENT STUDYPosition ID# 211-12-3-01

Job Factor	Degree	Comments
Education & Training ³⁰	2	High school diploma - 1 year business College preferred
Experience ⁷⁵	3	Two years of experience in office duties
Complexity of Duties ⁵⁰	3	plans & performs variety of duties - makes general decisions
Public Contact ⁴⁰	3	ability to deal with faculty, business office and others outside the university
Supervision Received ⁴⁰	3-4	Nonline assignments planned & performed w/o referral to supervisor - under limited supervision
Type of Supervision Given ²⁰	2	supervises student employees in basic duties
Extent of Supervision Given ²⁰	2	supervises 4-6 student workers
Physical Effort ⁵	1	generally light physical effort
Responsibility for Equipment ³⁰	3	responsible for machinery, equipment, and supplies valued less than \$5,000
Responsibility for Reports ²⁰	2-3	generally departmental reports
Visual Attention ¹⁵	2	~ 20% of time
Accuracy of Work ⁴⁰	3	work requires accuracy & reliability work subject to less frequent review
Confidentiality ¹⁰	2	regularly works w/ course material
Work Environment ⁵	1	normal office conditions

Remarks: Position should be graded at grade 9 instead of grade 8. Reorganization of Office of Independent Study has shifted more responsibility to this position. Works under limited supervision

Supervisor's Name JOHN PETERSENRecommended Evaluation Points 400Evaluator's Name SNCDDate 5/8/86

May 2, 1986

MEMORANDUM

TO: Susan V. Crabtree
FROM: Kern Alexander, President
SUBJECT: Compensation

The Board of Regents approved the 1986-87 Operating Budget, including the compensation plan, on May 1, 1986.

This is to advise you that your monthly rate has been increased from \$1,094 to \$1,149, effective July 1, 1986. Your pay rate corresponds to grade 8, step 15 on the 1986-87 Pay Schedule.

I appreciate the contributions you are making to the University and wish you continued success in 1986-87.

KA:ld

cc: Personnel File

April 30, 1985

MEMORANDUM

TO: Susan V. Crabtree
FROM: Donald W. Zacharias, President

A handwritten signature in cursive script, reading "Donald W. Zacharias". The signature is written in dark ink and is positioned below the printed name of the sender.

SUBJECT: Compensation

The Board of Regents approved the 1985-86 Operating Budget, including the compensation plan, on April 27, 1985.

This is to advise you that your monthly rate has been increased from \$1,062 to \$1,094, effective July 1, 1985. Your pay rate corresponds to grade 8, step 15 on the 1985-86 Pay Schedule.

I appreciate the contributions you are making to the University and wish you continued success in 1985-86.

DWZ:gg

cc: Personnel File

**WESTERN KENTUCKY UNIVERSITY
DEPARTMENT OF PERSONNEL SERVICES**

Personnel Form 4
(Revised 7-1-83)

NOTICE OF PERSONNEL ACTION

Date Prepared 5-30-84

Name Susan V. Crabtree Social Security No. _____ W/S Adm. None
 Address _____ Faculty Rank or Position Title _____
 Department Office of Independent Study Position Number _____ Grade-Step _____
 Account to be Charged 16-001-111-01 Effective Date of Action June 4, 1984

EMPLOYMENT STATUS	TYPE OF ACTION	TYPE PAYMENT
<input type="checkbox"/> University Budget	<input type="checkbox"/> Appointment	<input type="checkbox"/> 9 Months Paid Over 12 Months Period
<input type="checkbox"/> Grants and Contracts	<input type="checkbox"/> Resignation	<input type="checkbox"/> Monthly
<input type="checkbox"/> Full Time	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Semi-Monthly
<input type="checkbox"/> Part Time	<input type="checkbox"/> Promotion	<input type="checkbox"/> Hourly
	<input type="checkbox"/> Summer Stipend	<input type="checkbox"/> Other (Explain)
	<input type="checkbox"/> Special Project	
	<input checked="" type="checkbox"/> Leave of Absence <u>(return)</u>	
	<input type="checkbox"/> Other (Explain)	

Present or Starting Salary _____ Recommended Salary _____

Remarks:

Recommended:

<u>Hallan K. [Signature]</u> <u>5-30-84</u>	_____
Date	Date
<u>Harry Lorge</u> <u>5-31-84</u>	Approved: _____
Vice President Date	President Date

FOR PERSONNEL USE

DIR <u>[Signature]</u>	PR <u>BC</u>	INS <u>SET</u>	ADIR <u>None</u>	REC <u>[Signature]</u>									
MONTH	GROSS	FICA	KY.RET.	FED.	STATE	CITY	WN	CW	BC	TR	BONDS	NET	

May 14, 1984

MEMORANDUM

TO: Susan V. Crabtree

FROM: Donald W. Zacharias, President

SUBJECT: Compensation

The Board of Regents approved the 1984-85 Operating Budget, including the compensation plan, on May 12, 1984. The state appropriation for 1984-85 will increase by \$630,000. As a result, the funds available for compensation are very limited. The increased expenditures for personnel compensation for 1984-85 exceed the increase in state appropriation, and we will continue to press for increased funding for salaries.

This is to advise you that your monthly rate has been increased from \$1,041 to \$1,062, effective July 1, 1984.

I appreciate the contributions you are making to the University and look forward to working with you in 1984-85.

DWZ:gg

cc: President's Office
Personnel



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

May 2, 1983

Office of the President

MEMORANDUM

TO: Susan V. Crabtree
FROM: Donald W. Zacharias, President
SUBJECT: Compensation

The Board of Regents approved the 1983-84 Operating Budget, including the compensation plan, on April 30, 1983. The budget includes increases for salaries and wages.

This is to advise you that your present monthly rate is being increased from \$987 to \$1041 effective July 1, 1983. Your position title is Senior Processing Clerk, grade 8, step 15. Your department head has a copy of the compensation schedule for 1983-84, and you are requested to direct any questions to your immediate supervisor before contacting other officials.

I am grateful for the contributions you are making to the University and look forward to working with you in 1983-84.

DWZ:mcb



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 27, 1982

Office of the President

Dear Mrs. Susan V. Crabtree:

The Operating Budget, including the compensation plan approved by the Board of Regents on April 24, 1982, provides priority for salaries and wages. I am pleased that budgetary support can be provided for salaries.

This is to advise you that your present monthly rate is being increased from \$ 927 to \$ 987 effective July 1, 1982. Your position title is Senior Processing Clerk grade 8 step 15. Your department head has a copy of the compensation schedule for 1982-83, and you are requested to direct any questions to your immediate supervisor before contacting other officials.

I am grateful for the contributions you are making to the University and look forward to working with you in the coming year.

Sincerely yours,

A handwritten signature in cursive script, reading "Donald W. Zacharias".

Donald W. Zacharias
President

DWZ:sas



Office of the President

WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

May 26, 1981

Dear Mrs. Susan V. Crabtree:

The Operating Budget, including the salary plan approved by the Board of Regents on May 23, 1981, provides top priority for salaries and wages. I am pleased that significant budgetary support can be provided for salaries.

This is to advise you that your present monthly rate is being increased from \$ 850 to \$ 927 effective July 1, 1981. Your position title is Senior Processing Clerk grade 8 step 15. Your department head has a copy of the compensation schedule for 1981-82, and you are requested to direct any questions to your immediate supervisor before contacting other officials.

I am grateful for the contributions you are making to the University and look forward to working with you in the coming year.

Sincerely yours,

A handwritten signature in cursive script, reading "Donald W. Zacharias".

Donald W. Zacharias
President

DWZ:ir



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 30, 1980

Office of the President

Dear Mrs. Susan B. Crabtree:

The Operating Budget, including the salary plan approved by the Board of Regents on April 26, 1980, provides top priority for salaries and wages. I am pleased that significant budgetary support can be provided for salaries.

This is to advise you that your present monthly rate is being increased from \$ 698 to \$ 850 effective July 1, 1980. Your position title is Senior Processing Clerk grade 8 step 15. Your department head has a copy of the compensation schedule for 1980-81, and you are requested to direct any questions to your immediate supervisor before contacting other officials.

I am grateful for the contributions you are making to the University and look forward to working with you in the coming year.

Sincerely yours,

A handwritten signature in cursive script, reading "Donald W. Zacharias".

Donald W. Zacharias
President

DWZ:bdp



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

OCT 15 1979

Office of Business Affairs

MEMORANDUM TO: Susan V. Crabtree

This memorandum is written to officially advise you of your position classification, pay grade, and salary under the position classification and compensation plan which was authorized by the Board of Regents on September 15, 1979.

Your position title is Senior Processing Clerk, and your position is currently assigned to pay grade 8. Your present salary is being adjusted from \$ 682 to \$ 698 per month effective October 1, 1979.

The salary schedule which has been developed as a part of the classification and compensation plan takes into consideration the level of the various positions and the length of time an employee has worked at Western. Because of these factors your salary adjustment may be different than the adjustment for other employees who have the same classification.

The position classification and compensation plan will be updated on July 1, 1980, and additional salary adjustments will be made at that time if the University is successful in securing financial support for the plan as a part of the 1980-82 biennial budget.

Your supervisor or department head has received a copy of your position description and will review the description of your job with you. We recognize that job content and responsibilities may change, and an important part of the position classification program is the flexibility to reclassify positions as changes occur in the various jobs on campus. If you should have any questions regarding your classification or pay rate, please address your initial inquiries to your supervisor or department head.

A handwritten signature in cursive script that reads "Harry Largent".

Harry Largent
Vice President
for Business Affairs

HL:ir



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

May 1, 1979

Office of the President

Dear Mrs. Susan V. Crabtree:

The salary structure for 1979-80 was approved by the Board of Regents at the meeting on April 28, 1979.

I am pleased to advise you that your monthly salary has been increased from \$ 642 to \$ 682, effective August 16, 1979.

I appreciate the contribution you have made to the programs of the University and look forward to my association with you during the coming year.

Best wishes are extended to you for every success in the significant endeavors in which you are engaged.

Sincerely yours,

A handwritten signature in cursive script, reading "John D. Minton".

John D. Minton
President

JDM:gd



Office of the President

WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

May 2, 1978

Dear Mrs. Susan V. Crabtree:

The salary structure for 1978-79 was approved by the Board of Regents at the meeting on April 29, 1978.

It is a pleasure for me to advise you that your monthly salary has been increased from \$ 606 to \$ 642, effective August 16, 1978.

I am grateful to you for the contribution you have made to the programs of the University and look forward to working with you during the coming year. I pledge to you my personal support in our continued efforts to provide an atmosphere in which each individual on the faculty and staff can realize a greater sense of personal and professional satisfaction.

Best wishes are extended to you for every success in the significant endeavors in which you are engaged, and you are invited to call upon me if I can be of assistance to you.

Sincerely yours,

A handwritten signature in cursive script that reads "Dero G. Downing".

Dero G. Downing
President

DGD:gld

gld

Western Kentucky University
Bowling Green, Kentucky

Staff Employee In-Service Training Program

Certificate of Completion

presented to

SUSAN CRABTREE

on this 1st *day of* February 19 78

James B. Tomes
James B. Tomes
Director of Personnel Services



Harry K. Largent
Harry K. Largent
Vice President for Business Affairs



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of the President

May 2, 1977

Dear Mrs. Susan Crabtree:

The salary structure for 1977-78 was approved by the Board of Regents at the meeting on April 30, 1977.

It is a pleasure for me to advise you that your monthly salary has been increased from \$ 554.00 to \$ 606.00, effective August 16, 1977.

I am grateful to you for the contribution you have made to the programs of the University and look forward to working with the members of the faculty and staff during the coming year. I pledge to you my personal support in our continued efforts to provide an atmosphere in which each individual on the faculty and staff can realize a greater sense of personal and professional satisfaction.

Best wishes are extended to you for every success in the significant endeavors in which you are engaged, and you are invited to call upon me if I can be of assistance to you.

Sincerely yours,

A handwritten signature in cursive script, reading "Dero G. Downing".

Dero G. Downing
President

DGD:ewe



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 28, 1976

Office of the President

Dear Mrs. Susan V. Crabtree:

The salary structure for 1976-77 was approved by the Board of Regents at the meeting on April 24, 1976.

It is a pleasure for me to advise you that your monthly salary has been increased from \$ 494.00 to \$ 554.00, effective August 16, 1976.

I am grateful to you for the contribution you have made to the programs of the University and look forward to working with the members of the faculty and staff during the coming year. I pledge to you my personal support in our continued efforts to provide an atmosphere in which each individual on the faculty and staff can realize a greater sense of personal and professional satisfaction.

Best wishes are extended to you for every success in the significant endeavors in which you are engaged, and you are invited to call upon me if I can be of assistance to you.

Sincerely yours,

A handwritten signature in cursive script that reads "Dero G. Downing".

Dero G. Downing
President

DGD:cwc



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 29, 1975

Office of the President

Dear Mrs. Susan V. Crabtree:

At a meeting of the Board of Regents on April 26, 1975, approval was given to the salary structure for 1975-76.

I am pleased to inform you that your monthly salary has been increased from \$ 450.00 to \$ 494.00, effective August 16, 1975.

I would like to express my personal appreciation and the appreciation of the University for all that you have done to make it possible for Western to fulfill its role in higher education. I pledge to you my personal support and the support of the President's Office in our continued efforts to provide an atmosphere in which each individual can realize greater professional achievements and in which the University will reach new levels of accomplishment.

Best wishes are extended to you for continued success in the important work which you are doing. I invite you to call upon me if I can be of assistance to you in the future.

Sincerely yours,

Dero G. Downing

Dero G. Downing
President

DGD:eaw



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 30, 1974

Office of the President

Dear Mrs. Susan V. Crabtree:

At a meeting of the Board of Regents on April 27, 1974, approval was given to the salary structure for 1974-75.

I am pleased to inform you that your monthly salary has been increased from \$ 411 to \$ 450, effective August 16, 1974.

I would like to express my personal appreciation and the appreciation of the University for all that you have done to make it possible for Western to fulfill its role in higher education. I pledge to you my personal support and the support of the President's Office in our continued efforts to provide an atmosphere in which each individual can realize greater professional achievements and in which the University will reach new levels of accomplishment.

Best wishes are extended to you for continued success in the important work which you are doing. I invite you to call upon me if I can be of assistance to you in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Dero G. Downing".

Dero G. Downing
President

DGD:eaw



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 17, 1973

Office of the President

Dear Mrs. Susan V. Crabtree:

At a meeting of the Board of Regents on February 24, 1973, authorization was given to proceed with the preparation of the 1973-74 operating budget. The Regents endorsed the recommendation for giving continued priority to strengthening the salary schedule. As a result, the matter of salary increments has been given prime consideration in the development of the operating budget.

I am happy to inform you that your monthly salary has been increased from \$ 390 to \$ 411, effective August 16, 1973.

I would like to express my personal appreciation and the appreciation of the University for all that you have done to make it possible for Western to fulfill its role in higher education. I pledge to you my personal support and the support of the President's Office in our continued efforts to provide an atmosphere in which each individual can realize greater professional achievements and in which the University will reach new levels of accomplishment.

Best wishes are extended to you for continued success in the important work which you are doing, and I invite you to call upon me if I can be of assistance to you in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Dero G. Downing".

Dero G. Downing
President

ew



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 12, 1972

Office of the President

Dear Mrs. Susan V. Crabtree:

On January 26, 1972, the Board of Regents authorized the preparation of the operating budget for 1972-73. The Board gave approval to the recommendation that continued priority be given to strengthening the salary structure. Consequently, the area of salary increments has been given prime consideration in the development of the operating budget.

I am pleased to notify you that your monthly salary has been increased from \$ 360 to \$ 390, effective August 16, 1972.

I would like to express my personal appreciation and the appreciation of the University for all that you have done to make it possible for Western to fulfill its role in higher education. I pledge to you my personal support and the support of the President's Office in our continued efforts to provide an atmosphere in which you can realize greater professional achievements and in which the University will reach new levels of accomplishment.

Best wishes are extended to you for continued success in the important work which you are doing, and I invite you to call upon me if I can be of assistance to you in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Dero G. Downing".

Dero G. Downing
President

jd



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

April 12, 1971

Office of The President

Dear Mrs. Susan V. Crabtree:

At the meeting of the Board of Regents on January 9, 1971, authorization was given to proceed with the preparation of the 1971-72 operating budget. The Board endorsed the recommendation for continued priority to be given to the strengthening of the University salary schedule, with instructions to proceed in accordance with previously approved plan. As a result, the matter of salary increments is again given prime consideration as a part of the Western operating budget.

I am happy to inform you that your regular salary has been increased from \$ 4,080 to \$ 4,320, effective August 16, 1971.

The degree of success which Western may achieve in the fulfillment of its stated purposes and objectives is dependent upon the coordinated and combined efforts of each of us. In pledging to you my personal support and the support of the President's Office, let me also express to you the appreciation of the University for the contribution which you are making to the continued progress and development of the school.

Best wishes are extended to you and yours, and I invite you to call upon me if I can be of help in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Dero G. Downing".

Dero G. Downing
President

DGD/gb



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

April 3, 1970

Office of The President

Dear Mrs. Susan V. Crabtree:

At the meeting of the Board of Regents on February 21, 1970, authorization was given to proceed with the preparation of the 1970-71 operating budget. The Board endorsed the recommendation for continued priority to be given to the strengthening of the University salary schedule, with instructions to proceed in accordance with previously approved plan. As a result, the matter of salary increments is again given prime consideration as a part of the Western operating budget.

I am happy to inform you that your regular salary has been increased from \$ 3,936 to \$ 4,080, effective August 16, 1970.

You will continue to be paid on the first of each month; however, the check which you will receive on September 1 will reflect the salary increment effective August 16.

The degree of success which Western may achieve in the fulfillment of its stated purposes and objectives is dependent upon the coordinated and combined efforts of each of us. In pledging to you my personal support and the support of the President's Office, let me also express to you the appreciation of the University for the contribution which you are making to the continued progress and development of the school.

Best wishes are extended to you and yours, and I invite you to call upon me if I can be of help in the future.

Sincerely yours,

Dero G. Downing
Dero G. Downing
President

DGD:mcb



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

Office of The President

Mrs. Susan Crabtree
657 Webb
Bowling Green, Ky.

Dear Mrs. Crabtree:

During the summer of 1969, the University initiated a project of evaluation and classification of staff positions. I am pleased to report that the classification and compensation plan for secretarial-clerical positions is now complete.

I am happy to tell you that the University has approved a plan to adjust salaries at the level recommended in the classification and compensation proposal. Entrance and intermediate rates have been established for each position. As the initial step in implementing the approved plan, your present monthly salary of \$ 315.00 will be adjusted to \$ 328.00, effective January 1, 1970. Hopefully, the plan can be further implemented in the salary review for the next budget period.

This is another step taken to improve the salary structure through recognition of responsibility and merit and to make employment with Western increasingly attractive.

I wish to take this opportunity to express appreciation to you for your contribution to Western.

Sincerely yours,

A handwritten signature in cursive script, reading "Dero G. Downing".

Dero G. Downing
President

DGD:mch

Quickdraw and the Kid

"Hey there store keeper,
I'm looking for Quickdraw McGee."
"If you come here for trouble son,
I reckon youd better leave."

"No thanks old man, McGee knows my dad,
I reckon its safe to stay."
"Suite yourself son, you see the saloon,
he drinks there twice a day."

LATER

Quickdraw came around the corner,
by the old men who whittle and talk.
None of them spoke to John McGee,
they just set back and watched him walk.

Watch ol' Quickdraw stager,
the sheriff said hes shot in a fight.
No somebody shot 'em in an ambush,
late one Sunday night.

Legands and rumors of Quickdraw McGee,
spread his reputation far around,
and bring the quickest of all gunfighters,
to this quaint and subtle town.

Quickdraw walked through the swinging doors
and ordered a bottle of bourbon,
then he turned to go to his usual table,
but there set Billy McCurben.

Quickdraw had never seen
anyone sitting at his table before,
but he knew this boy was Billy the Kid
because of the gun he wore.

Quickdraw walked toward the Kid,
his eyes showed no shame.
Carved within Billy's gun,
was Sid--his daddy's name.

"Hows your dad McCurben,"
McGee said in a spiteful way.
"You know you killed him you sorry dog,
and now youve hell to pay."


Quickdraw gritted his teeth
and put his hand upon his gun,
then he pointed toward the doors
and said, "Youd better run."

Billy ran into the street
and quickly spun around,
then he looked at Quickdraw McGee,
and said, "Your goin' down."

Quickdraw stepped off the wooden porch,
he could fill his anger rise,
then he turned toward Billy the Kid
and looked into his eyes.

"This 'el be a fair fight," the deputy said,
"all according to the law.
And when you see me drop my hand,
youd better go for the draw."

Billy pulled the quickest draw,
many a man would see,
but when the dust all cleared away,
off walked John McGee.



WESTERN KENTUCKY STATE COLLEGE
Bowling Green, Kentucky

PAYROLL AUTHORIZATION

June 30, 1965

(Date)

MEMORANDUM TO: Mr. Dero Downing, Dean of Business Affairs

The name of Mrs. Susan Crabtree
should be added to the payroll effective August 1, 1965
should be removed from the payroll _____
at a salary of \$220.00 per month (annual salary, \$2,640.00)
Assignment Secretary, Division of Field Services and Extension

Comments:

Mrs. Crabtree will replace Mrs. Diane Smith, who will be leaving this summer.

Kelley Thompson
President

This is to confirm that the name of

has been (added to) (removed from)
the payroll in accordance with the
above instructions

Payroll Clerk

Dean of Business Affairs



June 30, 1965

Mrs. Susan V. Crabtree
654 Webb Avenue
Bowling Green, Kentucky

Dear Mrs. Crabtree:

It is a pleasure for me, in the absence of President Kelly Thompson, to approve the recommendation of Miss Georgia Bates and Dr. Charles Clark that you be employed as a secretary in the office of the Division of Field Services and Extension. I want to take this opportunity to officially welcome you to the Western staff.

Your salary has been set at \$220.00 per month, or an annual salary of \$2,640.00, effective August 1. This amount is payable to you upon the following conditions of employment:

That you faithfully observe the office hours as determined by the College;

That your services be satisfactory in the eyes of your immediate superior, Dr. Charles Clark, and the administration of the College.

I have been impressed by the fine reports which I have had about you from Miss Bates and Dr. Clark, and we are confident that you will make an outstanding contribution to this important area of our College program.

With every good and kind wish, I am

Sincerely yours,

Dero G. Downing
Vice President for
Administrative Affairs

KDG/gb

cc: Dr. Kelly Thompson ✓
Dr. Charles Clark

SECRETARIAL EMPLOYMENT QUESTIONNAIRE

Training:

Institution	Years Attended	Diploma or Degree and Date Secured	Major	Minor
Western Kentucky State College				
Bowling Green, Kentucky				
Date	May 12, 1965			
Manassas Regional Business School and/or College	4	Diploma - 1961		
Jennifer's Bus.	9 mos.	None	Bus. Adm.	
Cortez Myers Business	2 1/2		Bus. Administration	

List subjects you have studied which would qualify you for the secretarial field:

Attach Recent Photo

1. Personal Information

Name Susan V. Crabtree Race Negro

Address 654 Webb Avenue Bowling Green Kentucky 842-1558
Street City State Telephone

Date of Birth August 10, 1921 Place of Birth Manassas, Virginia
Month Day Year

Marital Status Married Number of Dependents None

If husband attends Western, state classification No

Health Excellent Height 5 ft. 5 inches Weight 125 pounds

III. References

Physical Handicaps None

Additional Personal Data:

Name	Address	Occupation
Mr. W. B. McNeill	220 East 12th Street, City	Superintendent
Mr. E. T. Buford	633 West Main Street, City	Principal (retired)
Rev. J. H. Jones	312 State Street, City	Principal H. S.
Dr. W. F. Beckett	Scottsville Road	Physician

Signed

Susan V. Crabtree

II. Education and Experience

Training:

Institution	Years Attended	Diploma or Degree and Date Secured	Major Subject	Minor Subject
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High School:

Manassas Regional	4	Diploma - 1941
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Business School and/or College:

Jennifer's Bus.	9 mos.	None	Bus. Adm.
Cortez Peters Business	2½		Bus. Administration

List subjects you have studied which would qualify you for the secretarial field:

Business English, Business Mathematics, Typing, Shorthand, Filing, Accounting,

Business Law, Real Estate Principles, Business Spelling, Income Tax Principles,

Business Machines, and operation of same.

Shorthand Dictation Speed - 80 Speed in Typewriting 65 f

Employment:

Employed by	Dates	Position Held	Salary
Federal Government (Pentagon)	1941-1942	Clerk Typist	2
U. S. Army (W.A.C)	1942-1945	(Officers Pay) Clerk Typist	- 3
Dr. John McKissick	1954-1957	Assistant to Dr.	- 3
Dr. J. W. Stein	1958-1960	Assistant to Dr. & Sec'y.	2000.00 yr. - 2
City Board Of Education	1960- to date	Secretary to Principal	\$2340.00 yr. - 5

III. References

Names and addresses to whom we may write to secure additional information:

Name	Address	Occupation
Dr. W. R. McNeill	224 East 12th. Street, City	Superintendent
Mr. E. T. Buford	633 West Main Street, City	Principal (retired)
Rev. J. E. Jones	312 State Street, City	Principal H. S.
Dr. W. F. Becket	Scottsville Road	Physician

Signed

Susan V. Crabtree

Historic death on historic day

Pioneer employee dies on MLK Day

JAN 18 2001

BY JACOB BENNETT
Herald reporter

Susan Crabtree was well aware of her place in history, but friends and family say she never said much about it.

She rarely talked to them about how she was Western's first black employee not hired to be a maid.

"Mrs. Crabtree," as they respectfully called her, mostly kept to herself, right up to her death on Martin Luther King Jr.

Day at age 79.

"She did what she was supposed to do and didn't bother anybody else," government professor Carl Chelf said. Chelf worked with Crabtree for almost 25 years.

But that doesn't mean she wasn't friendly. Co-workers in the correspondence studies office learned that she loved



Susan Crabtree

SEE DEATH, PAGE 7

DEATH: Crabtree's legacy remembered

CONTINUED FROM FRONT PAGE

animals, crossword puzzles and soul food.

But that was when she let her guard down. She was usually all business.

"I think she sometimes gave some of the students a hard time if they hadn't crossed all the Ts and dotted the I's," Chelf said. "She wanted everything to be done right."

She left for lunch at the same time every day. She came back from lunch at the same time every day.

Sharon Wassom, who still works in the office, said she sometimes wonders why people in the office do things the way they do. Then she remembers.

That's the way Mrs. Crabtree did them.

Western President Kelly Thompson hired Crabtree in 1965, three years before Martin Luther

King Jr was assassinated. She had been working at all-black High Street School, but it closed.

If anyone ever treated Crabtree differently because she was black, friends say she never complained about it. Former President Dero Downing, who was working for Thompson when Crabtree was hired, said the school never had an official color barrier.

"She certainly left a legacy that I think all of us recognize, respect and appreciate," Downing said.

That legacy included helping countless students that came through her office over the years.

But even last year, when she came down with the flu and a foot infection she couldn't shake, she never asked for anything in return.

"The last few weeks, if anybody asked her how she was feeling, she'd say, 'I'm fine,'" said her sister, Minnie Hood.

Hood came last month from her home in Maryland to spend time with Crabtree, who moved into a nursing home around New Year's.

Hood was with her Monday until early afternoon. She told doctors to call her if anything changed.

A nurse told Hood she saw Crabtree draw her last breath.

She died quietly, just the way she lived.

All nine of Crabtree's brothers and sisters were quiet too, Hood said.

Growing up on a farm in Virginia, they were too busy doing chores and going to school to be too talkative.

After graduation she met an army captain named Bill Crabtree.

They got married in 1943.

Sometimes, if there was no work to do, she'd cut loose.

"I'd try to get her to sing a few

times, and a few times when she was in a good mood we'd sing together," Wassom said.

They harmonized tunes they both knew. Wassom said this usually meant spirituals like "Amazing Grace," or 1940s "drinking songs" like "Show Me the Way Home."

Then, it was back to work.

Crabtree retired in 1992 to care for Bill, who died two years later.

She never could stand to be away from Bill. She wrote him many letters while they were apart during the war.

One letter said, "Rivers and oceans may separate us, but I'll never separate you from my heart."

She'll be buried next to him on Monday.

Visitation is Sunday night from 5 to 7 at Burnam Mortuary on Center Street. The funeral will be there Monday at 11 a.m.

Daily News JAN 16 2001
Susan Crabtree

Susan Crabtree, 79, of Bowling Green died at 5:30 p.m. Jan. 15, 2001, at a local nursing home.

Funeral arrangements, which are incomplete, are under the direction of Burnam & Son Mortuary.

Susan Crabtree

Susan Crabtree, 79, of Bowling Green died at 5:30 p.m. Jan. 15, 2001, at a Bowling Green nursing home.

The Prince William County, Va., native was a retired secretary for Western Kentucky University and an Army veteran. She was a daughter of the late Montgomery J. Peters and Christine Peters and wife of the late William "Bill" Crabtree.



SUSAN CRABTREE

Funeral will be at 11 a.m. Monday at Burnam & Son Mortuary with burial in Davis-Hoffman Cemetery. Visitation will be from 4 p.m. to 7 p.m. Sunday at the funeral home.

Expressions of sympathy may take the form of contributions to College Heights Foundation.

Survivors include three sisters, Minnie Hood of Upper Marlboro, Md., Linda Paul of Greenbelt, Md., and Georgia Goodwin of Bethesda, Md.; and several nieces and nephews.

Daily News JAN 18 2001

CRABTREE, SUSAN