

1-25-1990

SR-89-90-53 (SF)

Marshall University

Follow this and additional works at: [http://mds.marshall.edu/fs\\_recommendations](http://mds.marshall.edu/fs_recommendations)

---

#### Recommended Citation

Marshall University, "SR-89-90-53 (SF)" (1990). *Recommendations*. 1552.  
[http://mds.marshall.edu/fs\\_recommendations/1552](http://mds.marshall.edu/fs_recommendations/1552)

This Article is brought to you for free and open access by the Faculty Senate at Marshall Digital Scholar. It has been accepted for inclusion in Recommendations by an authorized administrator of Marshall Digital Scholar. For more information, please contact [zhangj@marshall.edu](mailto:zhangj@marshall.edu), [martj@marshall.edu](mailto:martj@marshall.edu).

Faculty Senate

Recommendation  
January 25, 1990  
(from the Senate Floor)

**SR-89-90-53 (SF)**

That the faculty-staff directory not only be published in a separate document as recommended by the Faculty Senate and signed by the University President in Fall 1988 (see attached), but also be distributed to all faculty and appropriate staff.

**FACULTY SENATE PRESIDENT:**

APPROVED BY SENATE: Kathryn Chejck DATE: 1/25/90

DISAPPROVED BY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: [Signature] DATE: 1/21/90

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Recommendation from the Faculty Senate  
September 29, 1988

Recommendation #1

- \* The Faculty Senate recommends that the decision to publish a combined faculty-staff-student directory be overturned and the faculty-staff directory be published in a separate document as usual.

Senate President:

Approved: Ramsey Duke Date 9/30/88

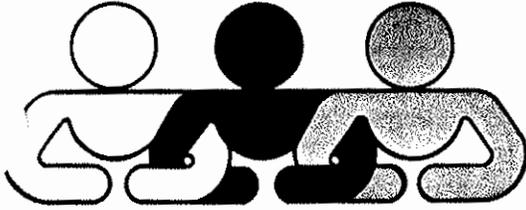
Disapproved \_\_\_\_\_ Date \_\_\_\_\_

University President:

Approved: [Signature] Date 10-4-88

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

\* Unless process is too far into completion  
to make such feasible!



# MARSHALL UNIVERSITY

Affirmative Action/Human Resources

696-6455

To: Kathy Chezik, President  
Faculty Senate

From: Queen E. Foreman  
Director, Affirmative Action/Human Resources

Date: February 20, 1990

Subject: Faculty-Staff Directory

Met w/ Queen 3/19/90  
She will do sep.  
(Her office)  
Fac/Staff director  
from now on. Pres's  
office will fund  
(2000) kc

Correspondence regarding the Faculty-Staff Directory has been received in my office. My staff has researched and provided the following information:

Data for the directory has always been provided by the Affirmative Action/Human Resources office; however, the directory has never been printed by or paid for through this office.

The Personnel Records Manager was always responsible for the information in the directory on all faculty and staff (names, addresses, phone numbers, titles, home addresses, etc.). She usually sent out a questionnaire the first of September requesting all employees to update their information. The data was then given to Publications (John McKinney), and the directory was prepared and printed. Once Human Resources went on the VAX system, the Computer Center extracted the information from our files and provided it to Publications for the printing of the directory. Once the data left this office, the Affirmative Action/Human Resources staff were not involved until the directories were completed. The completed directories were sent to us for distribution to all current employees and were given to new employees as they were hired. Present staff still follows this same procedure.

Printing costs and other information included in the directory (departmental listings, chairpersons, retirees, etc.) came from a source other than this office; however, I'm not sure from what source the funds were taken. My staff does recall that the last time the directories were done this way (two years ago), extra copies were sold through the Bookstore.

The decision was made last year by Mr. Karlet to include the Faculty-Staff Directory with the Student Directory. He requested input from Mr. Michaud; Mr. Michaud was informed that, in an effort to save money, the directories would be combined. This office received numerous complaints, particularly from faculty; however, as the decision had not been made in this office, any complaints were referred to Mr. Karlet.

Let's meet so that you and I can review, finalize, and agree on the process that shall be followed in the future.

plan to notify Mr. Karlet of this matter and review any concerns he may have.

QEF/cjc

cc: Herbert J. Karlet