

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to two (2) staff members: Carol D. Richardson, Library Associate who retired February 27, 2009 and Paul Jamieson, Carpenter in the Physical Plant who retired July, 2007.

STAFF SUMMARY

According to University policy, retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years, may be granted Emeritus Staff Status. Such status is conferred based on the recommendation of the President and approval of the Board of Regents.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer
President

April 8, 2009
Date



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of University Library recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Carol D. Richardson

Status at EMU: Library Associate, CS-06 (AP10 and above)

Date of Hire at EMU: July 27, 1988 Retirement Date: February 27, 2009

Number of Years at EMU: 20+ (Minimum of 15 years of service required)

Please complete the following information on the retiring staff member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Telephone: _____ E-Mail Address: _____

Name of Spouse: Deceased

Degree(s)/Institutions/Year: Baccalaureate: _____

Masters: _____

Doctoral: _____

Please Attach a Brief Statement of Support to this Form - See attached

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Provost's Office.

* Recommended by Walter Hogan (please print) 2/13/09 Date

Supervisor 02/16/09 Date Department Head/ Dean and/or Vice President 2-16-09 Date

Provost 2/18/09 Date April 21, 2009 Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

Emeritus Recommendation for Carol D. Richardson Statement of Support

Carol D. Richardson has been a loyal and dependable employee and has served the Eastern Michigan University campus faithfully for over 20 years. Carol's commitment and dedication to the University have been exemplary. Carol was the first employee to arrive each morning, and she often extended her work day to remain for afternoon meetings. She served for many years as office manager of the largest staff operation in the Library.

Carol was hired as a full-time CS-04, Library Assistant II, in the Library Circulation department in 1988, and on March 5, 1990 accepted the CS-05, Library Assistant III position in the Acquisitions department. In December 1995, Carol was promoted to the CS-06, Library Associate position in Library Acquisitions, where she worked until her retirement February 27, 2009.

Carol was entrusted with substantial budgetary responsibilities. She used the Voyager system to create and maintain records for the Library's 120500 materials acquisitions account. She managed the Library's standing orders, and linked financial records to complex bibliographic records in the Library's online catalog. She was responsible for all aspects of invoice and credit card payments. She resolved service and invoice problems through effective vendor relationships. She reconciled Voyager accounts with the Banner Financial Records system, and maintained excellent working relationships with EMU's Accounts Payable. She worked with librarians to manage the budget, monitor credits and expenditures, and close each fiscal year on target. Carol also managed overdue and billing issues and coordinated the staff performing the library's interlibrary loan operations.

As the senior staff member of a large office unit, Carol assisted librarians in hiring, training, and supervising acquisitions and interlibrary loan staff and student assistants. She also organized time reporting for all unit personnel.

Carol was instrumental in facilitating many major developments in library services. A decade ago, she helped the Library implement the Voyager online system, move into the new Halle Library building, and load the automated storage retrieval system. More recently, she has overseen the conversion of many of her standing orders from print to electronic format, and she has played a leading role in EMU's implementation of new interlibrary lending systems, including MeL and ILLiad.

Carol's dedication and loyalty to the faculty, staff and EMU community has been evident to all those she has so faithfully served over her many years with E.M.U. The university librarian concurs with the coordinator of Technical Services in highly recommending that Carol D. Richardson be awarded Emeritus Staff Status.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of PHYSICAL PLANT recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: PAUL JAMIESON

Current Status at EMU: RETIRED

Date of Hire at EMU: OCT 1979 Retirement Date: JULY 2007

Number of Years at EMU: 28 YRS (Minimum of 15 years of service required)

Please complete the following information on the retiring staff member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Telephone: _____ E-Mail Address: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: BS 1976 EMU

Masters: _____

Doctoral: _____

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

JOHN LAMB
Recommended by (please print) _____ Date _____

Department Head and/or Supervisor _____ Date _____

Provost _____ Date _____

Dean and/or Vice President _____ Date 4/8/09

April 21, 2009

Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

The Physical Plant would like to recommend Paul Jamieson for Emeritus Staff Status.

Paul has a long and loyal history with EMU. He began as a student in 1971 and earned his degree in 1976. In 1979, Paul began working fulltime in the Carpentry Shop in the Physical Plant. Throughout his 28 years as a carpenter, Paul proved to be a valuable and reliable employee. Paul could always be counted on to do a professional, quality job. He was often relied on for large, important carpentry jobs, and could always be depended on to come through with a job done of the highest quality. People across the campus were always pleased with his work and would often request him for their projects.

As a staff member, Paul was always a loyal and supporting member of the University community. Paul was always a season ticket holder for football and men's and women's basketball. He was also seen at baseball games, softball games and volleyball matches. Outside of sports, Paul has been a Main Stage member in support of EMU theater as well as attending many of the student music programs at Pease Auditorium.

As you can see, Paul has been a long and loyal member of the University community and if anyone deserves Emeritus Staff Status, it would be him. We hope you consider him for this appointment.