

**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: Charlene M. Hunt, Administrative Secretary who will retire June 30, 2009 and George Klein, Director, Academic Programs Abroad who retired April 23, 2009.

**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

*June 5, 2009*  
\_\_\_\_\_  
Date



**EASTERN MICHIGAN UNIVERSITY**  
**Division of Academic Affairs**

**EMERITUS STAFF STATUS RECOMMENDATION**

The Department of Asst VP, Student Affairs recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Charlene M. Hunt

Current Status at EMU: Administrative Secretary

Date of Hire at EMU: December, 1975 Retirement Date: June 30, 2009

Number of Years at EMU: 33½ (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: \_\_\_\_\_

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.

GLENNA FRANK MILLER 4-29-09  
 Recommended by (please print) Date

\_\_\_\_\_  
 Department Head and/or Supervisor Date 4-29-09

\_\_\_\_\_  
 Dean and/or Vice President Date 5/3/09

\_\_\_\_\_  
 Provost Date 5/7/09

June 23, 2009  
 Date Submitted to Board of Regents

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

TO: The EMU Board of Regents

FROM: Bernice Lindke and Glenna Frank Miller  
Division of Student Affairs and Enrollment Management

DATE: April 29, 2009

RE: Recommendation for Emeritus Staff Status for Charlene Hunt

We are happy to recommend Ms. Charlene Hunt to you for emeritus status. Charlene is a 34-year EMU employee. During her years of service she has worked at Snow Health Center, the President's Office, Campus Life, the Student Center and now as an administrative secretary for the Division of Student Affairs and Enrollment Management. She is a long-time Student Affairs Gold Medallion winner, one of the first when the program was just established in the mid-80's. And only a few weeks ago she won special recognition from EMU's Student Government for her excellent service to support their initiatives.

Ms. Hunt is widely viewed as an exemplary employee. She knows everyone and knows how to get things done. She has been an important part of the teams which stabilized the Snow Health Center in the late 70's, supported President Porter in the late 80's, and managed the move of Campus Life from Goodison Hall to McKenny in the early 90's. But the crowning accomplishment was the EMU Student Center project. She helped to facilitate the Ground Breaking and the "Final Stretch", the planning and implementation teams that opened the new EMU Student Center in 2006.

Charlene takes the Division of Student Affairs and Enrollment Management very seriously, and she believes in service to students. She has mentored several student employees over the years. They continue to return to visit her which is a real credit to her. She understands student learning and development and personalizes it.

Ms. Hunt has been a consistent, outstanding employee dedicated to the mission and values of EMU. We strongly endorse her for the recognition of Emeritus Staff and encourage the Board of Regents to approve this request.

Thank you.



**EASTERN MICHIGAN UNIVERSITY**  
**Division of Academic Affairs**

**EMERITUS STAFF STATUS RECOMMENDATION**

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

Name of Staff Member: George Klein

Current Status at EMU: Director, Academic Programs Abroad

Date of Hire at EMU: 9/14/1987 Retirement Date: 4/23/2009

Number of Years at EMU: 22 (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: San Diego State College -- 1964

Masters: San Diego State College -- 1967

Doctoral: University of Oregon -- 1974

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.

Dan Gaymer 4/16/09  
 Recommended by (please print) Date

\_\_\_\_\_  
 Department Head and/or Supervisor Date

\_\_\_\_\_  
 Dean and/or Vice President Date

\_\_\_\_\_  
 Provost Date

June 23, 2009  
 Date Submitted to Board of Regents

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

# Eastern Michigan University

## Continuing Education

### MEMORANDUM

To: Board of Regents

From: Dan Gaymer, Associate Dean

Date: April 15, 2009

Subject: Emeritus Staff Status Recommendation – George Klein

George Klein has been employed at EMU for over 22 years serving in his most recent role as Director of Academic Programs Abroad. George has been an outstanding ambassador for study abroad at EMU and has served students and faculty well. One needs only to look to the long history of study programs and student exchange relationships to see his impact on this important component of student learning opportunities.

For the past nine years, my time working with George, I have watched him mentor his staff, work with faculty to develop new programs, and strive to reinvent our strategy as we moved from semester long to shorter programs. In addition, George has worked hard to maintain costs and increase enrollments to deal effectively with the self-funded financial model APA has operated under during this time. In addition, in a very dynamic and volatile world, George has worked very hard to insure the safety of students and faculty as they travel and learn. George is extremely knowledgeable of the study abroad field and has used that knowledge to build and manage an effective program. As I review George's file, this level of performance has been well documented going back many years.

George has been an outstanding EMU employee, dedicated to mission and values of this institution, and I strongly recommended that he be granted Emeritus Staff Status and hope the Board of Regents will approve this request.