

SECTION: 

DATE:

March 20, 2007

**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 three (3) staff members: Sandra Baker, Operations Services Specialist Senior, who retired from the Information and Communications Technology Division (ICT) in January of 2007; Maria Davis, Library Assistant, who retired from the Library in February of 2007; and Manuel Jose Norman, Senior Platform Specialist in the ICT Division, who will retire in May 2007.

**STAFF SUMMARY**

According to University policy, retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), 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

Date



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

**EMERITUS STAFF STATUS RECOMMENDATION**

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

Name of Staff Member: Maria Davis

Current Status at EMU: Library Assistant

Date of Hire at EMU: January 27, 1971 Retirement Date: February 28, 2007

Number of Years at EMU: 36 years (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.

Recommended by (please print) \_\_\_\_\_ Date \_\_\_\_\_

Department Head and/or Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Dean and/or Vice President \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_ Date Submitted to Board of Regents \_\_\_\_\_

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



EASTERN MICHIGAN UNIVERSITY  
*University Archives*

Inter-Office Correspondence

To: Rachel Cheng, University Librarian  
From: Rosina Tammany, University Archivist  
CC: Donald Loppnow, Provost & Vice President for Academic Affairs  
Members of the Board of Regents  
Subject: Granting Emeritus Status to Maria Davis

After 36 years of dedicated service to the University, Maria Davis will be retiring on February 28, 2007, and I would like to recommend that she be granted Emeritus status.

During her tenure, Mrs. Davis has been a dedicated member of the University community and a diligent employee of the Library. She has worked in the Archives since 1978 and, I must point out, that for 18 of those years (1980-1998), Maria, as a half-time clerical and without a full-time supervisor, was the sole collector of the University's historical records. It is only through her commitment and dedication to the University, Library and Archives that a substantial number of collections were gathered, preserved and added to the Archives during this time.

Maria Davis has proven her value to the University and deserves to be granted Emeritus status.



# EASTERN MICHIGAN UNIVERSITY

## Division of Academic Affairs

### EMERITUS STAFF STATUS RECOMMENDATION

Information and Communications

The Department of Technology - ICT recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Sandra K. Baker

Current Status at EMU: Full time employee - PT

Date of Hire at EMU: 5/26/1981 Retirement Date: 1/26/2007

Number of Years at EMU: 26 (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.

Recommended by (please print) \_\_\_\_\_ Date \_\_\_\_\_

Department Head and/or Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Dean and/or Vice President \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_ Date Submitted to Board of Regents \_\_\_\_\_

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



# EASTERN MICHIGAN UNIVERSITY

To Whom It May Concern:

I wish to express my support for the recommendation that Emeritus Staff status be awarded to Sandra K. Baker. Sandra has dedicated almost 26 years of service to Eastern Michigan University.

Although Sandra has served in various roles during her time at Eastern Michigan University, her work ethic has not wavered. She provides first rate customer service to those that we serve and is always pleasant and courteous to our constituents. Sandra is always supportive of her peers and colleagues. I have always found Sandra to be a great person to work with and appreciate all of her work at Eastern Michigan University during her tenure here. Sandra is a valued team member and we will miss her upon her departure for her retirement on January 26, 2007.

It is without reservation that I recommend Sandra K. Baker be awarded Emeritus Staff status by the Eastern Michigan University Board of Regents. We in ICT wish Sandy all the best as she moves to her next endeavor.

Sincerely,

Rocky J. Jenkins  
Director, Network and Systems



# EASTERN MICHIGAN UNIVERSITY

## Division of Academic Affairs

### EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: MANUEL JOSE NORMAN

Current Status at EMU: SENIOR PLATFORM SPECIALIST (AP10 and above)

Date of Hire at EMU: 1/2/80 & 7/15/85 Retirement Date: 5-1-07

Number of Years at EMU: 25 (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 in the Provost's Office.

Recommended by (please print) \_\_\_\_\_ Date \_\_\_\_\_

Department Head and/or Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Dean and/or Vice President \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_ Date Submitted to Board of Regents \_\_\_\_\_

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



# EASTERN MICHIGAN UNIVERSITY

February 19, 2007

I am writing to recommend and support the granting of Emeritis Staff status to Manuel (Manny) Norman. He will be retiring effective May 1, 2007.

Manny joined the Eastern Michigan University Computing Department in January, 1980 as the Manager of Technical and User Services. He left the university to pursue other opportunities in 1983 only to return in July, 1985 as a Senior Systems Programmer. His position was transferred to the Learning Technologies Department when it was formed in 1991. Later when several departments were merged to form the Information and Communications Technology Division, he was promoted to the position of Senior Platform Specialist.

During his 25 years at EMU, Manny twice served in the capacity of acting manager for a total of about two and a half years. Additionally, since the Fall 1989 semester he has occasionally taught undergraduate and graduate courses in the Department of Computer Science as an adjunct instructor.

Several of his many accomplishments while at EMU include:

- Oversaw, and took an active part in, the systems administration of the IBM computer systems between 1980 and 1983, including the introduction of CICS to the EMU community.
- Promoted, installed (in 1987), and maintained the first campus-wide UNIX system.
- Maintained and enhanced the OpenVMS operating system for faculty, staff, and students for 18 years and oversaw the transition from the system to the current one, particularly the migration of email accounts and the creation of alternatives for some faculty and special projects.
- Designed and developed a system whereby students and new faculty could create their own OpenVMS accounts from their home PCs over the web.
- Designed and developed a system to create and maintain UNIX accounts for students where required by a course. This system is still in use today.
- Designed and developed the current Windows based software for the processing of course evaluations, building upon the concepts of the older FORTRAN system.
- Managed the general computing laboratory in the basement of Goddard Hall which gave students, faculty, and staff direct access to their OpenVMS and UNIX accounts.
- Served as Chair of the Ann Arbor chapter of the Association for Computing Machinery (ACM) from 1989 to 1991 and treasurer for several years thereafter.

Respectfully submitted,

Kevin Bubb  
Director, Enterprise Applications Services  
Information and Communications Technology