

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 four (4) staff members: Daryl Hendricks, Group Leader of Skilled Trades at the Physical Plant who retired July 31, 2008; Mary Niehaus, Secretary in the College of Business who retired September 30, 2008; Alexandrine Sanford, Senior Secretary in the University Library who retired June 30, 2008; Jean Wallace, Library Assistant III in the Department of Client Services/Materials Access who retired December 31, 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

11/06/2008
Date



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: Daryl Hendricks

Current Status at EMU: Employed

Date of Hire at EMU: 7-10-72 Retirement Date: 7-31-08

Number of Years at EMU: 36 (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 7-1-08

Department Head and/or Supervisor _____ Date 7-1-08

Dean and/or Vice President _____ Date 11/4/08

Provost _____ Date 11-4-08

_____ Date Submitted to Board of Regents November 18, 2008

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

Brief Statement of Support

Daryl Hendricks started working at EMU in 1972. From 1972 to 1974 he worked as a Custodian and took classes. Daryl then moved into the motor-pool, servicing the EMU fleet. The next step was the welding\fabrication and body shop at the Physical plant. Daryl worked over 20 years in that position, servicing and repairing the equipment for athletics, food service and the skilled trades as well as the entire campus. Daryl Hendricks was a one stop repair person for many people on campus. In 2001 Daryl finished his long career as the carpenter shop group leader and is sadly missed today.

I strongly recommend him for Emeritus staff status.

John Lamb
Trades Foreperson
Physical Plant



EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: MARY E. NIEHAUS

Current Status at EMU: CS06 COB Undergraduate Advising

Date of Hire at EMU: Sept 23, 1986 Retirement Date: Sept 30, 2008

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: B.S. Dec 20, 2004 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.

Amelia Chan

Recommended by (please print) _____ Date _____

Department Head and/or Supervisor _____

9-24-08

Date

Dean and/or Vice President _____

9/24/08

Date

Provost _____

10-6-08

Date

November 18, 2008

Date Submitted to Board of Regents

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

Brief Statement of Support

I fully recommend that Mary Niehaus be considered for Emeritus Staff Status. Mary has worked in the Undergraduate Programs Office for twenty-two years in student support functions in undergraduate advising. Mary consistently had superior evaluations. She assisted students, faculty and administrators in the College of Business and in the Enrollment Services Division. She has been a loyal 22 year EMU employee and a great asset to the College of Business as well as Eastern Michigan University.

I hope you will consider my recommendation.

Thank you,
Amelia Chan



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: Alexandrine A. Sanford

Current Status at EMU: Senior Secretary (Library Payroll Manager)

Date of Hire at EMU: May 3, 1982 Retirement Date: June 30, 2008

Number of Years at EMU: 26 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: Associate: Washtenaw Community College, December 18, 1986

Baccalaureate: _____

Masters: _____

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.

Mary Murphy, Library Administration Office Supervisor 9/19/08
Recommended by (please print) Date

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

Provost 9/23/08 November 18, 2008
Date Date Submitted to Board of Regents

Please forward this completed form to:

Nicki Banush
Academic Affairs, 106 Welch Hall

Emeritus Recommendation
For Alexandrine A. Sanford
Statement of Support

Alex Sanford has been a loyal and dependable employee and has served the Eastern Michigan University campus faithfully for 26 years. Alex's commitment and dedication to this university is exemplary of a professional employee. She reported to work by 7:00 a.m. each morning and by the time the remainder of the staff arrived she had everything all setup for the day. Alex was hired May 3, 1982 as a full-time secretary and has remained in this position until her retirement June 30, 2008. The responsibilities of this employee were to the entire library. She provided assistance to the University Librarian, Associate University Librarian and had an excellent knowledge of the policies and procedures of the department. Alex's many job duties included:

1. Answering questions from faculty, staff, students and interested people on policies and procedures.
2. Worked at the main desk answering inquiries from visitors and telephone calls.
3. Used word processing, spreadsheet, and data processing software on computer systems.
4. Typed and proofed correspondence, forms and reports.
5. Handled the entire payroll for the library including administrators, faculty/lecturers, staff and students.
6. Monitored sick and annual leave information, employee schedules, payroll, budgets and other departmental records.
7. Operated all office equipment.
8. Assisted in the training and orientation of new student assistants.
9. Alex had no problem keeping up with new software. She quickly mastered the new WTE payroll procedures.

Alex's dedication and loyalty to the faculty, staff and EMU community has been proven by all those she has so faithfully served over her many years with E.M.U. I highly recommend Alexandrine A. Sanford be awarded Emeritus Staff Status.



EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of Client Services/Materials Access recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Jean M. Wallace

Current Status at EMU: Library Assistant III - CS-05

Date of Hire at EMU: July 1989 Retirement Date: Dec. 31, 2007

Number of Years at EMU: 18 (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: Univ. of N. Colorado, Greeley, CO - 1960

Masters: Eastern Mich Univ., Ypsilanti, MI - 1972

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 at the EMU Foundation.

Recommended by _____ (please print) 11/20/07 Date

Department Head and/or Supervisor 9-19-08 Date

Dean and/or Vice President _____ Date

Provost 9/23/08 Date

November 18, 2008 Date Submitted to Board of Regents

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

Emeritus Recommendation

For Jean M. Wallace

Statement of Support

Jean Wallace has been a loyal and dependable employee and has served the Eastern Michigan University campus faithfully for 18 years. Jean's commitment and dedication to this university is exemplary of a professional employee. Jean was hired July 17, 1989 in the Auxiliary Services department. She came to work for the Library as a CS-05 and worked full-time as the Library's Time and Attendance secretary. She moved to the new Library in 1998 and worked in the ICT department until 2003. Since that time she has been working in the Library's Client Service area where she does a wonderful job serving the campus community. Jean always wears a smile and is willing to help any way she can. The responsibilities of this employee were not only to the library but the entire campus community. Jean's job duties included:

1. Performing technical assignments related to the acquiring and maintaining of library material, keeping records of library operations, and public service assignments such as assisting users of the library's collections and services.
2. Performs office management and secretarial duties using personal computers to perform word processing, spreadsheet, and database applications.
3. Refers library users to appropriate areas, offices and/or personnel.
4. Performs other related departmental duties as assigned.

Jean's dedication and loyalty to the faculty, staff and EMU community has been proven by all those she has so faithfully served over her many years with E.M.U. I highly recommend Jean M. Wallace be awarded Emeritus Staff Status.



EASTERN MICHIGAN UNIVERSITY

November 20, 2007

To Whom It May Concern:

I would like to recommend the awarding of Emeritus Staff Status for Jean Wallace of Client Services/Materials Access at the Halle Library. Jean would be a wonderful candidate for this accolade as she has been loyal employee serving the EMU community during service at Welch Hall (1989-1990) and the Halle Library (1990-2007).

Jean has shown care and dedication in assisting faculty, staff and students with questions, concerns and projects during the 17 years that I have known her, the past 4 years firsthand as her supervisor. She truly enjoys working with people and is known for her smiling face and helpful attitude.

Jean is also a firm believer in education, being a former teacher who earned her Masters degree at EMU in Reading Education. She is a staunch supporter of the EMU library and its works. She would consider it an honor to be granted Emeritus Status.

Sincerely

Amy Singer
Coordinator of Client Services-Halle Library