

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6

DATE:

April 16, 2013

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to two (2) staff members: Sharon Easter, Collections Supervisor in Student Business Services, who retired on January 11, 2013; and Mary Ann Schmaltz, Administrative Secretary for Extended Programs and Educational Outreach, who retired November 16, 2012.

STAFF SUMMARY

According to University policy, retiring Administration 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

Date

January 28, 2013

Emeritus Staff Status Recommendation for Mrs. Sharon Easter

Dear Review Board,

It gives me great pleasure to provide a letter of recommendation for Mrs. Sharon Easter for consideration of an Emeritus Staff Status. Her attitude and conduct exemplifies qualities we would want to see in every employee at Eastern Michigan University. For 25 years, Sharon has always been willing to share her knowledge and helped our students. She has distinguished herself someone worthy of such an honor.

Sharon worked for Student Business Services for 25 years. She handled the collections of our Perkins Loans and made sure our students had every opportunity to fully utilize the benefits that are associated with this program. She took her position personally and always strived for improvements. The knowledge she takes with her will not be easily replaced.

I am especially proud of Sharon for her poise and determination; she has goals and a sense of purpose. I know she will be a wonderful ambassador for our university.

Please contact my office at (734) 487-1219, if there are any questions regarding this recommendation for Mrs. Sharon Easter.

Sincerely,

Dave Wilcox
Collection Manager
Student Business Services
203 Pierce Hall

February 5, 2013

I would like to take this opportunity to recommend Sharon Easter for Emeritus Staff Status.

Over the past 25 years, Sharon has worked in Student Business Services handling the collections of Perkins loans. Even though she was handling collection accounts, she always delivered service with a smile and a positive attitude. She is very dependable and always willing to help students understand the rules and regulations associated with a Perkins loan.

Sharon always made sure that she was aware of all of the changes in the Perkins loan program and she was always willing to share her knowledge with students and co-workers.

Overall, Sharon is an outstanding EMU employee who is dedicated to the mission and values of this institution.

Martita Lawson

Assistant Director, SBS



EASTERN MICHIGAN UNIVERSITY
EMERITUS STAFF STATUS RECOMMENDATION

The Department/Office of Extended Programs and Educational Outreach recommends the awarding of **Emeritus Staff Status** for the following

retiring/retired staff member:

Name of Staff Member: Mary Ann Schmaltz

Current Status at EMU: Administrative Secretary

Date of Hire at EMU: May 27, 1975

Retirement Date: November 16, 2012

Number of Years at EMU: 37.6 (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: 1975 Eastern Michigan University

Masters: _____

Doctoral: _____

Please Attach a Brief Statement of Support to this Form and Two Recommendation Letters.

Julie Knutson
 Recommended by (please print) _____ Date _____

Department Head and/or Supervisor _____ Date _____

Executive Council Member _____ Date _____

President _____ Date _____

April 16, 2013
 Date Submitted to Board of Regents _____

After the Executive Council member signs, please forward this form to: Office of the President, 202 Welch Hall. Upon approval of the President, the recommendation will be sent to the Board of Regents. Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Business and Finance Office.

January 9th, 2013

Dear Board of Regents,

It is not often enough that we have the occasion to do something positive for employees present and past, especially those who have dedicated their careers to our institution. That is why I now take great pleasure in recommending Emeritus Staff Status for Mary Schmaltz with all the rights and privileges thereto appertaining.

Mary was the caliber of employee that every organization would love to have working for them. She was conscientious and dedicated. Immediately upon joining Extended Programs and Educational Outreach, Mary improved the morale in our department. She worked well with others and took on a variety of tasks.

When Mary finally decided to take that huge step and retire, I know she did so with reservation. She enjoyed coming to campus and being part of the campus community. She is someone who should be encouraged to continue to represent Eastern Michigan University and its mission and values.

If you have any questions regarding my recommendation, please contact me at (734) 487-2332.

Respectfully submitted,

Kristen J. Krug
Manager, Program Plan Development, EPEO

November 27, 2012

Eastern Michigan University
Board of Regents
207 Welch Hall
Ypsilanti, MI 48197

Subject: Emeritus Staff Recommendation

Dear Chairman Wilbanks:

In recognition of more than 37 years of service to Eastern Michigan University, it is my pleasure to recommend Mary Ann Schmaltz for Emeritus Staff Status. Mary Schmaltz is an Eastern Michigan University alum and has been an EMU staff member since May 1975.

Mary began her service at E.M.U. as a CS-04 in the Office of Academic Affairs. Due to her excellent organizational skills, she was asked by the Vice President for Academic Affairs to apply for a position in the new Nursing department, which was just getting started. Mary eventually moved to the Economics department as a CS-05 for a few years.

Her next job position was as a CS-06 in the College of Business, working for Stewart Tubbs, for 16 years. Mary then took a job working in the Graduate School for Bob Holkeboer, who was at that time the Dean.

While working in the Graduate School, Mary became involved with EMU's *Phi Kappa Phi*, the nation's oldest, largest, and most selective all-discipline honor society. Mary has done all the planning for their annual banquet and reception for many years.

In October 2006, Mary joined Extended Programs and Educational Outreach as the Administrative Secretary for Dan Gaymer, the Associate Dean. In one of her annual performance evaluations, Dan stated that Mary was "very knowledgeable of the university and how to get things done" and "takes on tasks with enthusiasm".

I have known Mary since she began working here at EPEO six years ago. She has been a pleasure to work with. Mary's hard work, professionalism and dedication to EPEO and EMU have been much appreciated.

Mary Schmaltz will be retiring from her administrative secretary position as of November 16, 2012. I highly recommend Mary be granted Emeritus Staff Status for her many years of service to Eastern Michigan University.

Sincerely,

Julie Knutson
Director