

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 5

DATE:

October 13, 2015

**RECOMMENDATION**

**EMERITUS STAFF STATUS**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to Six (6) staff members: Gail Lobbestael, Senior Secretary, College of Education Clinical Suite, who retired on August 31, 2015, Janet Campbell, Institutional Research Analyst, Office of Institutional Research and Analysis, who retired on August 21, 2015, Steve Dotson, Director of Technology Support Services, College of Arts and Sciences, who retired on July 21, 2015, Shirley Wentz, Administrative Secretary, College of Business, who retired on June 30, 2015, Arnold Barr, Instructional Technologist II, Office of Information Technology, who retired on August 28, 2015 and Renelda Latondress, Account I, Office of Extended Programs, who retired on September 18, 2015.

**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.

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Kim Schatzel, Ph.D.  
Interim President  
Provost and Executive Vice President

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Date



**EASTERN MICHIGAN UNIVERSITY**  
**EMERITUS STAFF STATUS RECOMMENDATION**

The Department/Office of Information Technology recommends the awarding of **Emeritus Staff Status** for the following

retiring/retired staff member:

Name of staff member: Arnold D. Barr

Title upon retirement: Instructional Technologist II

Date of hire at EMU: January 11, 1998

Retirement date: August 28, 2015

Number of years at EMU: 17 (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: NA

Degree(s)/institutions/year: Baccalaureate: A.B. Western Michigan University 1964

Masters: \_\_\_\_\_

Doctoral: J.D. University of Florida College of Law, 1967

**Please attach 2 letters of support to this application**

Recommended by \_\_\_\_\_ Date \_\_\_\_\_

Recommended by \_\_\_\_\_ Date \_\_\_\_\_

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

Executive Council Member Carl Poppe Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

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

After the Executive Council member signs, please forward this form and letters of support to: CFO, 101 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 Office of the Chief Financial Officer.

August 26, 2015

Andrea Tanner,  
Director of Enterprise Support,  
106 Halle Library

**Regarding: Arnold Barr**

Dear Andrea Tanner,

It would be my honor to recommend Arnold Barr for *Emeritus Staff* status. I have known Arnold professionally since 2012 through my work on EMU's eFellows Committee, a sub-committee of Faculty Senate.

On eFellows, Arnold made excellent contributions to our regular discussions about the value of new and emerging technologies to benefit teaching. He could always be counted on for insights that were well-grounded and he brought to our discussions a long career of working with new technologies.

I also could count on Arnold for other projects including a brief video I had to make to demonstrate the iClicker. Again, Arnold was very generous with his time and most helpful to me.

Please let me know if I can offer additional information about my interactions with Arnold that might aid him in this venture.

Most sincerely,

Michael McVey, Ed.D.  
Program Coordinator, Educational Media & Technology



**EASTERN MICHIGAN UNIVERSITY**  
Faculty Development Center  
109 Halle  
Ypsilanti, MI 48197  
[Peggy.Liggit@emich.edu](mailto:Peggy.Liggit@emich.edu)  
734-487-2530

September 17, 2015

To Whom It May Concern:

I am very pleased to write this letter of support for **Arnold Barr** and his application for **Emeritus status**. In this letter I'm specifically commenting on the service he has given the Faculty Development Center.

I have worked with Arnold since January, 2012 when I became Interim Director of the Faculty Development Center. As an Instructional Technologist II, Arnold was our i-Clicker "go to guy." A description of the services he provided can be found at the link below:

[https://www.emich.edu/it/academic/teaching/clicker\\_training.php](https://www.emich.edu/it/academic/teaching/clicker_training.php)

In addition to supporting i-Clicker technology on campus, specifically helping instructors integrate this technology in their classroom, Arnold also served for many years on the eFellows Committee. The eFellows grant program supports faculty and lecturers in obtaining the resources needed to successfully integrate technology that enhances student-focused instruction in courses and curriculum. The overall outcome of the eFellows program is to improve and enhance student learning and the scholarship of teaching through the integration of appropriate technology. As a committee member, Arnold would review and rank proposals, serve as a mentor to faculty who won awards, and support eFellows presentations at the annual FDC sponsored CONNECT Event.

What I appreciated about working with Arnold is his committed support to our faculty and the Faculty Development Center. His approach to his work was always centered on the greater good of Eastern. Now that he has retired, we miss his presence next door. I feel he his years of dedication to EMU is worthy of Emeritus Staff status. Please feel free to contact me if you would like further elaboration on any aspects of this letter. I'm most easily reached by email ([Peggy.Liggit@emich.edu](mailto:Peggy.Liggit@emich.edu)) or by phone 734-487-2530.

Kind Regards,

Peggy Liggit, Ph.D.  
Director Faculty Development Center,  
Professor of Biology and Science Education



EASTERN MICHIGAN UNIVERSITY
EMERITUS STAFF STATUS RECOMMENDATION

The Department/Office of the College of Arts and Sciences recommends the awarding of Emeritus Staff Status for the following

retiring/retired staff member:

Name of staff member: Steve Dotson

Title upon retirement: Director of Technology Support Services

Date of hire at EMU: June 29, 1987

Retirement date: July 21, 2015

Number of years at EMU: 28 (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: pdotson@emich.edu

Name of spouse: \_\_\_\_\_

Degree(s)/institutions/year: Baccalaureate: East Asian Studies/Florida Presbyterian College/1972 Computer Science/Eastern Michigan University/1987

Masters: \_\_\_\_\_

Doctoral: \_\_\_\_\_

Please attach 2 letters of support to this application

Zenia Bahorski, Ph.D. July 19, 2015 Recommended by Date

DC Rouseau July 1, 2015 Recommended by Date

Department Head and/or Supervisor Date

Executive Council Member Date

President Date

Date Submitted to Board of Regents

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## EASTERN MICHIGAN UNIVERSITY

July 19, 2015

To Whom It May Concern:

This letter is in support of Steve Dotson for Emeritus Staff Status.

I have known Steve Dotson for over 25 years at Eastern Michigan University. In all these years, if I ever needed help with anything related to technology, Steve would be the one to ask. He became well know in the Department of Computer Science for helping faculty and staff in our department as well as others in the College of Arts and Sciences.

Steve moved over to serve as the Director of Technology Support Services for the College of Arts & Sciences in 2000. No matter what time of the semester, or what he was doing at the time, if someone needed help in a hurry, they would go to Steve.

I have needed Steve's help on many occasions. He would be the first that I would go to if I needed help with classroom technology in Pray-Harrold Hall. He would also be the first I would go to if I needed support with my assigned computer. I felt very comfortable asking Steve questions and always felt that he respected my opinion. He was very knowledgeable when it came time to choose a specific computer for my refresh machine and I often requested his judgement. Steve was invaluable. As a matter of fact, I am not sure if he can be replaced.

Although this letter is short, understand that Steve Dotson will be greatly missed by not only me, but by many others in the College of Arts and Sciences.

I highly recommend Steve Dotson for Emeritus Staff Status.

If you need any further information, please do not hesitate to contact me at:  
zbahorski@emich.edu

Sincerely,

Zenia C. Bahorski Ph.D.  
Department of Computer Science  
Eastern Michigan University  
Ypsilanti, MI 48197

July 1, 2015

To: EMU Board of Regents,

It is my great pleasure to write this letter of support for the proposal of Emeritus Staff status at Eastern Michigan University for Mr. Paul Dotson.

I have had the opportunity to work closely with Steve in the college of Arts & Sciences (CAS) since the summer of 2008, as the classroom multimedia technologist. Steve and I connected so well, on multiple levels, that I felt very fortunate he was my Director.

Steve has provided essential technology expertise, social skills, cultural Sensitivity and interaction, that have proven to be priceless when servicing CAS faculty. Throughout his tenure at EMU, Steve truly worked as my co-professor.

He is very familiar with the EMU culture, and embeds the standards into our daily support / service activities.

The most impressive aspect of Steve's management is his demeanor with Faculty, staff and students. Steve is able to present information on a wide variety of topics while projecting a composed presence, a great sense of humor and maintaining a positive learning environment at EMU.

Sincerely,

DC Rouseau  
CAS/IT Multimedia Technologist



**EASTERN MICHIGAN UNIVERSITY  
EMERITUS STAFF STATUS RECOMMENDATION**

The Department/Office of Institutional Research and Analysis recommends the awarding of **Emeritus Staff Status** for the following retiring staff member:

Name of staff member: Janet M. Campbell

Title upon retirement: Institutional Research Analyst

Date of hire at EMU: October 22, 1984

Retirement date: August 21, 2015

Number of years at EMU: 30 (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: jcampbell1@emich.edu

Name of spouse: Bill Campbell

Degree(s)/institutions/year: Baccalaureate: BBA, Eastern Michigan University, 2000

Masters: \_\_\_\_\_

Doctoral: \_\_\_\_\_

**Please attach 2 letters of support to this application**

\_\_\_\_\_  
Recommended by \_\_\_\_\_ Date

\_\_\_\_\_  
Recommended by \_\_\_\_\_ Date

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

\_\_\_\_\_  
Executive Council Member \_\_\_\_\_ Date

\_\_\_\_\_  
President \_\_\_\_\_ Date

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

After the Executive Council member signs, please forward this form and letters of support to: CFO, 101 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 Office of the Chief Financial Officer.



July 21, 2015

RE: Emeritus Staff Status Recommendation for Janet Campbell

Janet Campbell is a research analyst in the office of Institutional Research and Information Management (IRIM). She started her career with EMU in 1984 and has given more than 30 years of dedicated service to the University.

Janet's role in IRIM has evolved during past three decades, from offering general office secretarial support to becoming a valued professional/technical staff member in IRIM team. In recent years, her primary responsibilities are focused on fulfilling all external reporting requirements imposed by governments and external agencies.

Janet is very instrumental in the process of building bridges between IRIM and other EMU offices, as well as between IRIM and state agencies. She served on the steering committee of the Michigan Association of Institutional Research for many years, including being the chair person, and represented EMU well in regional and state-level meetings.

In addition to her professional EMU career, Janet obtained her bachelor's degree in Business Administration from EMU in 2000. With a subsequent promotion and added duties, she became an important IRIM staff member.

Janet is a good example of those EMU employees who devote their entire career to the University. Her everyday ordinary work provided the foundation to support EMU's extraordinary purposes of serving our students.

Janet will retire on August 21, 2015. With her longtime professional service at EMU, her contribution to the work of IRIM, and an EMU alumnus, I recommend Janet Campbell be granted EMU's Emeritus Staff status.

Thank you for your consideration.

Sincerely,

Bin Ning  
Assistant Vice President and Executive Director

July 20, 2015

Dear Sirs;

I would like to recommend Janet Campbell for Emeritus Staff Status upon her retirement in August, 2015. Janet has faithfully served Eastern Michigan University for more than 30 years. She started working at Eastern in October 1984 for the School of Social Work as a senior secretary. Over the years she has worked in 4 positions in 3 departments. Her work has been increasingly complex with greater and greater levels of responsibility.

Janet currently works in Institutional Research and Information Management (IRIM) as the Institutional Research Analyst. In this role she is responsible for the majority of the reporting to external entities including the Federal IPEDS report and the State of Michigan HEIDI report. She also does the data collection and reporting for organizations such as the NCAA, the Presidents Council and numerous university guide books including US News & World Report and Peterson's. Over her long career the methods of gathering the data needed for these reports went from paper records to electronic filing. She continually invested in learning new skills and grew considerably in technological ability. When her supervisor indicated that he wanted to recommend her position be upgraded from clerical to professional technical based on the level of work she was doing, but that he could not because she had not finished her bachelor's degree, she enrolled in the College of Business and completed her degree. This makes her not only a long time faithful employee, but also a proud alumnus.

Janet has a wealth of institutional knowledge which will be greatly missed in IRIM after her retirement. She has diligently fulfilled her responsibilities in all of her various roles at EMU. Emeritus Staff Status would provide her with a way to continue to be connected to the institution she has been committed to and loved for such a long time

Sincerely,

Anne Fox  
Data Analyst  
Institutional Research and Information Management  
Eastern Michigan University



**EASTERN MICHIGAN UNIVERSITY  
EMERITUS STAFF STATUS RECOMMENDATION**

The Department/Office of College of Business recommends the awarding of **Emeritus Staff Status** for the following

retiring/retired staff member:

Name of staff member: Shirley Wentz

Title upon retirement: Administrative Secretary

Date of hire at EMU: July 1, 1990

Retirement date: June 30, 2015

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: swentz@emich.edu

Name of spouse: Larry Wentz

Degree(s)/institutions/year: Baccalaureate: \_\_\_\_\_

Masters: \_\_\_\_\_

Doctoral: \_\_\_\_\_

**Please attach 2 letters of support to this application**

\_\_\_\_\_  
Recommended by Date

\_\_\_\_\_  
Recommended by Date

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

\_\_\_\_\_  
Executive Council Member Date

\_\_\_\_\_  
President Date

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

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30 June 2015

To Whom It May Concern:

This letter is in support of Emeritus Staff status for Shirley Wentz. Wentz has been a dedicated EMU clerical staff member since 1990. I have had the opportunity to work with here for the last eight years in her capacity as administrative secretary, a position from which she retires today.

During our overlapping tenure in the College of Business, she has managed a variety of events from our annual honors banquets, Ethos Week programming to our Red Cross Blood Drives. She has co-chaired several charity campaigns for the College, including the American Hear Walk and United Way Campaigns. She is also part of the College's emergency response team. Wentz is an integral part of the management of the Owen facility by working collaboratively with Physical Plant, Parking Services and others.

After having served in the College of Education for over a decade, Wentz came to the College of Business as administrative secretary to the Dean in 2001. Since that time, she has served as administrative support to several deans, each of which had a different style of operations and each of which required a different set of skills from her. She had made each adjustment with grace and has been a valued asset to each dean's administration.

The business faculty have on three occasions, during my brief tenure in the College, honored Wentz as the COB's Outstanding Staff member.

The high regard in which she is held by the faculty, administrators and staff in the College of Business as well as around the EMU campus is based on the dedication and hard work with which she has served EMU.

Therefore, I highly recommend Shirley Wentz for Emeritus Staff status for her loyal twenty-five years of quality contributions to Eastern Michigan University.

Sincerely,

La Verne Hairston Higgins, PhD, GPHR, SPHR  
Associate Dean

**July 1, 2015**

**RE: Support for the Nomination of Shirley Wentz for Emeritus Status**

**To Whom It May Concern:**

I would like to provide this letter of recommendation for Shirley Wentz for Emeritus Status upon her retirement. I have been informed that Shirley is being recommended by Dean Tidwell, and I would like to provide some information to you as someone who worked very closely with her at various times and in various roles over the last 13 years. As you may know, I have worked with Shirley during her whole tenure here in the College, for most years as a faculty member, and during 2002-2007 as Associate Dean. As Associate Dean, I worked with Shirley on a daily basis, and over the last 8 years, I have worked with her as an involved member of the faculty on at least a weekly basis.

First, I believe that Shirley truly has always gone above and beyond her job description every day. She supported the work of the Dean, of the Development Officer, and the Associate Dean on virtually everything these folks initiated. She managed the office during the Dean's absences, maintaining a sense of calm no matter what issues of urgency arose. She also responded to and supported a variety of faculty committee requests for help and support – she did so in a consistently friendly way, even with those of us who are organizationally challenged!

Shirley had primary or shared responsibility for many events including the all-COB meetings, the Honors Banquet, and the new Professionalism Day when 100 or more alumni needed to be “managed and cared for.” She provided support on many budget issues, payroll issues, and a myriad of detailed operations needed to keep this place humming. She responds in the AD's absence to student issues and faculty issues, making sure that problems are solved and the right people contacted. No one was ever schlepped from her office to a number of other offices on the way to a solution – she found a solution or found someone who could!

In addition to all of the above, Shirley was a delight to work with. Her caring attitude towards all students and members of the Dean's Office and departmental staff members was wonderful to see. Her patience with people new in their roles as they learned the EMU procedures and policies is well known. Just a few months ago, she supported the presentation of Case Writing and Publishing Workshop by setting up lunch, making hotel reservations for the presenter and keeping track of all the little details needed to make it a success.

Shirley has contributed to the EMU Community in more ways than those that are directly job-related. She hosted three Red Cross Blood drives, co-chaired fundraising for the American Heart Association and has consistently participated in the American Heart Walk. She also is an EMU Mainstage member.

Over all, we have all benefited immeasurably from Shirley's commitment to the COB and to EMU, and from her many talents. The Dean 's Office could not have possibly kept the many events on track, not to mention the operational details straight, if it were not for the COB staff and Shirley is the ultimate example. I strongly support her nomination Emeritus Status. She personifies commitment to EMU and is one of the nicest and most competent people I have worked with. Upon her retirement, I can think of no more appropriate honor for her than receiving Emeritus Status – and she so well deserves it! If you have an questions regarding Shirley Wentz, please feel free to contact me at 734-657-4038 or by e-mail at [dtanguay@emich.edu](mailto:dtanguay@emich.edu).

Sincerely,

Professor of Management  
Department of Management  
College of Business  
Eastern Michigan University  
300 West Michigan Ave.  
Ypsilanti, Michigan 48197



**EASTERN MICHIGAN UNIVERSITY**  
**EMERITUS STAFF STATUS RECOMMENDATION**

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

Name of staff member: Renelda Latondress

Title upon retirement: Account I

Date of hire at EMU: June 2, 2000

Retirement date: September 18, 2015

Number of years at EMU: 15 (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: rlatondre@emich.edu

Name of spouse: Deceased

Degree(s)/institutions/year: Baccalaureate: \_\_\_\_\_

Masters: \_\_\_\_\_

Doctoral: \_\_\_\_\_

**Please attach 2 letters of support to this application**

Recommended by Julie Knutson-Garcia Date \_\_\_\_\_

Recommended by Kristen Krug Date \_\_\_\_\_

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

Executive Council Member Date \_\_\_\_\_

President Date \_\_\_\_\_

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

After the Executive Council member signs, please forward this form and letters of support to: CFO, 101 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 Office of the Chief Financial Officer.

September 14, 2015

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

Subject: Emeritus Staff Recommendation

Dear Chairman Morris:

Please consider awarding Emeritus Staff Status to Renelda Latondress in recognition of her 15 years of dedicated service to Eastern Michigan University.

Renelda began working at Eastern Michigan University in the Payroll department as a temporary employee doing bank reconcilements and was hired as an Accountant I on June 2, 2000. During her three years in Payroll, she continued to do bank and other reconcilements.

In 2003 she transferred to the Accounting department. Her job included processing, tagging, recording and tracking inventory. During her eight years in Accounting, Renelda did several audits to make sure equipment recorded was still being used and in the correct location – not lost or stolen.

She moved to Extended Programs in 2011 as an Accountant I. Her duties included processing and auditing Faculty, Lecturer and part-time Lecturer pay. Renelda also processed and verified Bi-Weekly Staff and Student Worker pay, and processed Additional Compensation Forms for Extended Programs.

Renelda took responsibility to train co-workers so her job duties would be completed in case of her absence. She took the initiative to update various accounting procedures, as well.

Renelda will be retiring from her position as of September 18, 2015. I respectfully recommend Renelda be granted Emeritus Staff Status for her many years of dedication and service to Eastern Michigan University.

Sincerely,

 Julie Knutson  
Director, Online, Off-campus and Extended Programs (I)



July 23, 2015

Dear Chairman Morris,

Please consider awarding Emeritus Staff Status to Renelda Latondress in recognition of her 15 years of dedicated service to Eastern Michigan University.

Ms. Latondress began her employment in EMU's Payroll Department in June 2000 as an Accountant I, reconciling banking and other transactions. After three years she transferred to the General Accounting office where she tracked and audited equipment across campus.

In 2011, she moved to Extended Programs to process and audit faculty, lecturer, and part time lecturer payroll. Over these last four years, I have witnessed how her abilities, particularly her attention to detail, have directly benefited Eastern Michigan University.

As a team player, she is always willing to help out the department when needed. Besides her regular duties she processes additional compensation, staff payroll and student payroll. Extended Programs is charged with being flexible and able to respond to any new program needs, and she has always been a critical part of this effort by providing timely information to help develop budgets for new programs.

Moreover, Ms. Latondress has been significantly reliable over the years with impeccable attendance. Many people faced with the same personal trials would not have the level of dedication she demonstrated day after day, year after year. Her professionalism and dedication is exactly what all EMU employees should aspire to exemplify.

If you need more details supporting why Renelda Latondress should be consider for Emeritus Staff Status, please contact me at 734.487.2332.

Respectfully submitted,

Kristen Krug  
Manager, Program Plan Development  
Extended Programs



**EASTERN MICHIGAN UNIVERSITY**  
**EMERITUS STAFF STATUS RECOMMENDATION**

The Department/Office of College of Education Clinical Suite recommends the awarding of **Emeritus Staff Status** for the following

retiring/retired staff member: Gail Marie Lobbestael

Name of staff member: Gail Marie Lobbestael

Title upon retirement: Senior Secretary

Date of hire at EMU: 9/12/77 Retirement date: 8/31/15

Number of years at EMU: 38 (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: globbesta@emich.edu

Name of spouse: N.A.

Degree(s)/institutions/year: Baccalaureate: \_\_\_\_\_

Masters: \_\_\_\_\_

Doctoral: \_\_\_\_\_

**Please attach 2 letters of support to this application**

<u>Margrit V. Zinggeler</u>	<u>6/21/15</u>	<u>Donald H. Bennion</u>	<u>7/20/15</u>
Recommended by	Date	Recommended by	Date

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

\_\_\_\_\_  
 Executive Council Member Date

\_\_\_\_\_  
 President Date

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

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June 21, 2015

Recommendation for Emeritus Status for Gail Lobbestael

To whom it may concern:

I have known Gail Lobbestael since 1999 when she was employed as senior secretary at the Department of Foreign Languages and Bilingual Studies (FLABS, now the Department of World Languages or DOWL) At that time, I was very warmly welcomed by Gail and other office staff when I arrived at EMU which put me at ease for the upcoming presentations and teaching session. I started my position as Assistant Professor in September 1999 and again it was Gail who helped me with administrative and logistic issues in the new job and also about living in the area. She always made sure that all faculty received what they needed to teach successfully. In those days, copies were made by the office staff, and the secretary completed much of the administrative work for faculty. Gail took personal pride in helping with all sorts of issues in a friendly and professional manner and she was deeply committed to the well-being of the department. She went far beyond her regular duties and work hours. For example, she always remembered all birthdays of faculty and staff and always brought a cake (often baked by herself) to the office and called everybody in to sing "Happy Birthday." This practice added a lot to the collegial and personal atmosphere within the department. When Gail left to work at another EMU unit, this tradition was lost and with it the special personal family-like connection.

Another touch of "going above and beyond" by Gail, was her dedicated help and sincere commitment in professional and private crises situation, be it an illness of a faculty or staff member and their families, or any problem with the facility or classrooms. Many problems were

solved in Gail's office or in John Hubbard's office (then department head), and he fully trusted her advice. He and all department heads in FLABS heavily relayed on Gail's expertise as secretary and knowledge of university where she had worked for many decades. Gail possesses a very keen sense of humor which added tremendously to the everyday operation of FLABS.

Most importantly, Gail was extraordinarily committed to our students. They flocked to her office either just to say "Hi!" to Gail who helped them with course-related questions or even to get her advice with personal issues. She was very much liked by student workers who often invited her to their graduation parties, weddings, and other events.

Many DOWL faculty kept in touch with Gail when she transferred to the College of Education Clinical Suite in 2004.

I am honored to recommend Ms. Lobbestael for Emeritus status after retiring with more than 45 years of dedicated work and service to Eastern Michigan University.

Please feel free to contact me if you wish to receive further information by contacting me at [mzinggele@emich.edu](mailto:mzinggele@emich.edu) or 651-214-8115

Very sincerely yours,

Margrit V. Zinggeler, Ph.D.  
Professor of German

**Recommendation: Emeritus Staff Status for Gail Lobbestael**

**To Whom It May Concern:**

**My recommendation is in reference to the period between December 1988 and May 1995 when Gail served as my Administrative Secretary while I was the Associate Vice President for Academic Affairs. As Administrative Secretary, Gail served with distinction. Major accomplishments for Ms. Lobbestael during her tenure in the Office of the Provost were:**

**The Yemen Audit: In 1984 when I arrived at EMU, I inherited the responsibility for closing EMU's multi-year project in Yemen. In 1989 EMU received notice that an audit conducted in 1983 by USAID concluded that due to a lack of documentation of expenses by EMU, our university owed USAID in excess of one million dollars. Gail's skill in locating documents contributed to the successful resolution of the audit. All of the expenses were documented and EMU did not need to return any money to USAID.**

**Assessment: EMU's regional accrediting agency (the North Central Association) began to require all universities to develop a program-specific assessment of each academic program. Gail was instrumental in helping develop materials for this effort and in arranging meetings with all academic departments. Gail organized a major assessment conference as well as annual assessment days for EMU and our feeder community colleges. Gail also edited the monthly "Assessment Matters" newsletter which I published.**

**The EMU Input System: Gail was responsible for handling all requests for new programs and courses, revised courses and programs, as well as all course and program deletions. This was at a time when over 35 new programs were developed and when all college councils needed to provide input on all curricular matters. To make the system work effectively was a challenge. Gail handled this task extremely well.**

**Gail Lobbestael handled the three areas mentioned above in addition to her regular duties. Her relations with the EMU Board of Regents Education Policies Committee, the Registrar's Office, the World College, University Publications, and all other offices we interacted with were handled in a very professional and effective way.**

**Gail Lobbestael served Eastern Michigan University in an extremely fine manner for 38 years and I strongly recommend that she receive Emeritus Staff Status.**

**Sincerely,**

**Donal H. Bennion**