

# **BOARD OF REGENTS**

## **EASTERN MICHIGAN UNIVERSITY**

SECTION: <b>4</b>
DATE: February 7, 2017

### **RECOMMENDATION**

#### **EMERITUS STAFF STATUS**

#### **ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to Two (2) staff members: Marsha McDonald, Senior Secretary, Office of Housing & Residence Life, who retired June 29, 2016 and Kathleen Graham, Administrative Secretary, Office of Extended Programs, who retired January 6, 2017.

#### **STAFF SUMMARY**

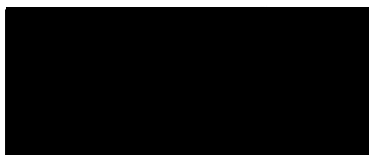
According to University policy, retiring Administration Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years, 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.

  
James M. Smith, Ph.D.  
President

  
Date



# EASTERN MICHIGAN UNIVERSITY

## EMERITUS STAFF STATUS RECOMMENDATION

*Housing & Res. Life*

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

*Residence Life*

Name of staff member: Marsha M<sup>c</sup>Donald

Title upon retirement: Senior Secretary CS-05

Date of hire at EMU: 8/6/1974 Retirement date: 6/29/2016

Number of years at EMU: 28 (Minimum of 15 years of service required)  
(not continuous)

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: [REDACTED]

Home telephone: [REDACTED]

E-mail address: [REDACTED]

Name of spouse: [REDACTED]

Degree(s)/institutions/year: Baccalaureate: EMU 1974

Masters: EMU 1992

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

Please attach 2 letters of support to this application

Ms. Aida Beard

Recommended by

Date

Dr. Irene Allen

Recommended by

Date

12-6-16

X [REDACTED] 12-6-16  
Department Head and/or Supervisor

Date

[REDACTED]  
Executive Council Member

Date

[REDACTED]  
President

Date

1/20/17

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.

*June 17, 2016*

*To Whom It May Concern,*

*I have known Marsha McDonald since 2004. She is a pleasure to work with because of her pleasant and positive attitude. She has been a dedicated and loyal employee to Eastern Michigan University who is willing to go above and beyond her normal required work duties. Marsha's service to our organization has been exemplary.*


*On a personal note, she exhibits good work ethics and loyal dedication to EMU.*

*I would strongly recommend that you grant her Emeritus Staff Status when she retires, June 30, 2016.*

*If you have any questions please feel free to contact me. I would greatly appreciate the opportunity to support my request further.*

*Sincerely,*



*Aida Beard  
Eastern Michigan University  
Facilities Manager, Housing  
Office: 734-487-2278  
Cell: *

December 6, 2016

To Whom It May Concern:

This letter is submitted to endorse and recommend **Marsha McDonald** for emeritus staff status.

I have known Marsha since 1986 when we worked together in the Teacher Education Department. She accumulated a total of 28 years of service to Eastern Michigan University before retiring last June. Her dedication to EMU is exemplified in her willingness to be a volunteer helper for many of the commencement ceremonies, starting in 1991. She tells me she plans to work at the upcoming Winter ceremony as well.

I support Marsha McDonald's application for emeritus staff status.

Sincerely,

Dr. Irene Allen  
Eastern Michigan University  
Teacher Education Department – retired



**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: Kathleen Graham

Title upon retirement: Administrative Secretary

Date of hire at EMU: 01/08/1996

Retirement date: 01/06/2017

Number of years at EMU: 21 (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: [REDACTED]

Home telephone: [REDACTED]

E-mail address: kgraham@emich.edu

Name of spouse: [REDACTED]

Degree(s)/institutions/year: Baccalaureate: Library Science / EMU / 1974

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

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

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

David Clifford

Mary Sue Marz

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

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

Department Head and/or Supervisor \_\_\_\_\_ Date 12-14-16

Executive Council Member \_\_\_\_\_ Date 12-19-16

President \_\_\_\_\_ Date 1/20/17

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.



November 7, 2016

Mr. David Turner  
Vice President for University Human Resources  
140 Mckenny Hall  
Eastern Michigan University  
Ypsilanti, Michigan 48197

Re: Recommendation of Kathleen Graham for Emeritus Status

Dear Mr. Turner:

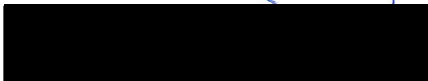
It is with great pleasure that I recommend Ms. Kathleen Graham for emeritus status.

I have known Kathy since 2001. Between October 2001 and September 2004 I had the pleasure of working with her directly, as I served first as Interim Dean of Continuing Education, and then as Interim Associate Vice President for Extended Programs. Kathy served as my Administrative Secretary.

To say that she was an exemplary employee (the main criteria for being granted emeritus status) would be to understate her case. She was my chief organizer, my memory, and the one who saw that I always had the information I needed – for any meeting, report or decision to be made. She maintained a wide network of contacts across the university. She had the respect (and friendship) of everyone who worked in our division. She was invariably prepared, helpful, pleasant and courteous to everyone, and discreet. I would remind you that in this period of time CE and Extended Programs were self-funded, entrepreneurial operations. This meant that real dollars and real relationships over our wide-spread market and educational/training/community engagement operations were more challenging and more demanding of timely and quality work from every employee in the division than typical in other posts. Kathy was exemplary in this setting.

EMU has been fortunate to have such a great employee for so many years. Granting her emeritus status is a small recognition for someone who has made a very real and important contribution to the Eastern Michigan University.

Sincerely,



David L. Clifford, Ph.D.  
Professor Emeritus

December 21, 2016

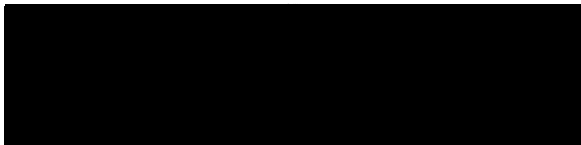
To Whom it may Concern:

I would like to recommend Emeritus status for Kathy Graham. Mrs. Graham served as my assistant during my tenure as Associate Vice-President for Extended Programs which later became the position titled Dean of Continuing Education. During that time she was instrumental in assisting me acclimate to this new position and learn the policies, procedures, and personnel in this large department. She often worked extra to complete projects and help me lead the division to assure continued success.

Kathy's network at EMU was very valuable in assisting CE's work across the campus. She always maintained a professional demeanor and handled difficult situations with tact and understanding. Her organizational skills helped keep the varied entities within Extended Programs on track and move forward toward achieving goals.

Mrs. Graham is very deserving of emeritus status at EMU and I am in full support of this award for her.

Respectfully,

A large black rectangular box redacting the signature of Mary Sue Marz.

Mary Sue Marz, PhD, RN

**Marsha McDonald** retired on June 29, 2016 **after** 28 years of service at EMU. Marsha was a Senior Secretary in the Office of Housing and Residence Life. She has been a dedicated and loyal employee her entire career. Marsha has worked in many areas at the University. She always goes beyond her duties to help the student and the department. Marsha has been a volunteer helper at the commencement ceremonies starting in 1991 and she plans on continuing to volunteer after retirement. We are pleased to award the Emeritus Staff Award to Marsha McDonald.

**Kathleen Graham** retired on January 6, 2017 **after** 21 years of service at EMU. Kathleen was an administrative secretary in the Office of Extended Programs. Kathleen has been an invaluable source of support to the department. She has always maintained a professional demeanor and handled difficult situations with tact and understanding. She provides excellent student customer service helping problem solve quickly and efficiently. Kathleen has been a true ambassador and keeps the department together with professionalism and compassion. We are pleased to award the Emeritus Staff Award to Kathleen Graham.