

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

SECTION: 4

DATE:

June 27, 2017

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to One (1) staff members: Dian Henson, Supervisor of Loan Services, Office of Student Business Services, who retired April 28, 2017.

STAFF SUMMARY

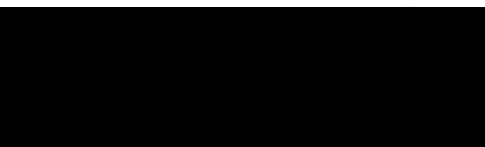
According to University policy, retiring Administration Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years,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

6/7/17
Date

Dian Henson retired on April 28, 2017 **after** 43 years of service at EMU. Dian was a Supervisor of Loan Services in the Office of Student Business Services. She has worked in many offices within the University. She has been a dedicated, loyal employee who is very attentive to the needs of the department and her co-workers. Dian is very organized and has great attention to detail. She is very hard working and an Ambassador for the University. We are pleased to award the Emeritus Staff Award to Dian Henson.



EASTERN MICHIGAN UNIVERSITY
EMERITUS STAFF STATUS RECOMMENDATION

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

retiring/retired staff member:

Name of staff member: Dian F. Henson

Title upon retirement: Supervisor of Loan Services

Date of hire at EMU: 5/1/1974

Retirement date: 4/28/2017

Number of years at EMU: 43 (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: [REDACTED]

Name of spouse: none

Degree(s)/institutions/year: Baccalaureate: BS/EMU/2013

Masters: _____

Doctoral: _____

Please attach 2 letters of support to this application

Recommended by [REDACTED]

Date 4/28/17

Recommended by [REDACTED]

Date 5-17-17

Department Head and/or Supervisor [REDACTED]

Date 5/17/17

Executive Council Member [REDACTED]

Date 5/17/17

President [REDACTED]

Date 6/7/17

6-6-17
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.

May 5, 2017

Re: Emeritus Staff Status for Dian Henson

Dear Board of Regent Members,

It is my pleasure to recommend Dian Henson for Emeritus Staff Status. Dian has been with Eastern Michigan University for the past 43 years; she also earned her Bachelor of Arts and Science degree in 2013.

Dian has worked in many departments within the university, Human Resources, the Budget office and the last six years in the Perkins Loan office of Student Business Services to name a few.

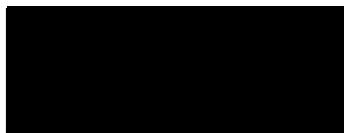
My experience with Dian is a very dedicated employee, always attentive to the needs of her department and her co-workers. She is a very organized individual that has left our department with procedure and instructions of every little detail that she would handle.

I expect that Dian will act as an ambassador for the university and will represent Eastern Michigan University positively for years to come.

Please consider Ms. Dian Henson for this honor, I believe she is truly deserving for this emeritus award distinction.

Let me know if any additional information is needed for the application of emeritus status.

Sincerely,



Dave Wilcox
Manager, Collections
Student Business Services

May 17, 2017

Dear Board of Regents Members,


Subject: Dian Henson Emeritus Staff Recommendation

Greeting! I'm writing this letter to recommend Dian Henson for the Emeritus Staff status. Retiring April 28, 2017 after 43 plus years, Dian served this institution and community with nothing but loyalty, dedication and pride. She's in a way given her life to Eastern.

Dian graced several departments within the University. However, I had the pleasure of working with Dian from April of 2013 to April of 2017 in the Student Business Services Student Loan Collections Department. She is one of the hardest working woman I've had the pleasure of meeting. She did her work with grave detail, and kept a neat paper trail so if you needed to know why, you could easily find the answer behind the work. She kept our office neat and organized and always made sure all the employers in this department were good. She kept us supplied with anything you could think of. Things such as batteries, to zip lock baggies, and even cans of air freshener. She was a pleasure to work with and learn from.

Dian loved Eastern Michigan University. I highly recommend her for the Emeritus Staff status based on her loyal years of service, dedication, support, knowledge, and caring heart she effortlessly gave to EMU.

Sincerely,



Daphane Young
Collection Coordinator
Manager Perkins Loan Services, SBS
Eastern Michigan University
Dyoung13@emich.edu

May 5, 2017

To Whom It May Concern:

I am pleased to write this letter of support for Dian Henson for Emeritus Staff status. Dian's 43 years of outstanding service to Eastern Michigan University is exemplary.

I had the pleasure of working with Dian for 4 years in Human Resources, until she pursued an opportunity for progression in her career at the university. She was a very valuable member of the Human Resources department. Dian processed an enormous volume of personnel action forms, as well as other documentation, for every employee class on the campus and was a wealth of knowledge. She taught incoming staff, like myself, all of the intricacies of staff, academic, student and graduate student business processes and the processing of data. She was detail oriented, extremely organized and very timely in all of her daily work, which affected every type of employee on the campus.

I would highly recommend Dian for Emeritus Staff status for her devotion to our institution and all of teams she has provided her expertise.

Sincerely,
Colleen Glaser

Colleen Glaser
Human Resources
Associate Director of HRIS
Eastern Michigan University