

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION:	4
DATE:	April 23, 2019

**RECOMMENDATION**

**EMERITUS STAFF STATUS**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to Three (3) staff members: Margaret Goodwin, Operations Services Specialist Senior, Office of Information Technology, who retired November 5, 2018, Mark Monarch, Manager, Technical / Mechanical Trades & Utilities, Physical Plant, who retired on January 18, 2019 and Christina Davis, Administrative Assistant, Office of School of Communications, Media & Theatre Arts, who retired on March 1, 2019.

**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

3/27/19  
Date

**Margaret Goodwin** retired on November 5, 2018 **after 40** years of service at EMU. Margaret was an Operations Services Specialist Senior, Office of Information Technology. Margaret start working at EMU in 1978 in a clerical position and then she advanced in a PT position serving the Computer operations. Margaret has adapted too many changes in Information Technologies. She is dedicated and is always willing to help students, staff and faculty. Margaret is known to go above and beyond to get the job done. She is known as a problem solver and will be truly missed by her department.

**Mark Monarch** retired on January 18, 2019 **after 38** years of service at EMU. Mark was a Manager, Technical/Mechanical Trades & Utilities, Physical Plant. Mark has maintained the electrical, HVAC, Plumbing and Energy Center departments. He is very knowledgeable in energy initiatives and building automation. He is a hard worker, very dedicated, highly motivated and exercises good common sense. Mark always makes sure the job gets done with high regard to the least disruptive action for the student, staff and faculty. His knowledge and history will be missed by the whole University.

**Christina Davis** retired on March 1, 2019 **after 15** years of service at EMU. Christina was an Administrative Assistant, Office of Communication, Media & Theatre Arts. Christina was the go to person in the office. She managed all the budgeting for the office, made sure the office ran smoothly. She is a multi-tasker with a calm demeanor with an outstanding problem solving ability. She is professional and dedicated. Christina will be missed by all.



**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: Margaret Goodwin

Title upon retirement: Operations Services Specialist Senior

Date of hire at EMU: 08/14/1978

Retirement date: 11/05/2018

Number of years at EMU: 40 (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: John

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

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

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

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

[REDACTED]	<u>11/2/18</u>	[REDACTED]	<u>12.17.18</u>
Recommended by	Date	Recommended by	Date

[REDACTED]	<u>12/14/18</u>
Department Head and/or Supervisor	Date

[REDACTED]	<u>12/18/18</u>
Executive Council Member	Date

[REDACTED]	<u>3/27/19</u>
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.

November 1, 2018

To Whom It May Concern:

Please accept my recommendation to award Emeritus Staff status to Margaret Goodwin. Margaret has dedicated 40 years of service to Eastern Michigan University.

Margaret began working for EMU in 1978 as a CS employee in University Computing which was located in the basement of Goddard Hall at that time. She then became a PT employee serving as a Computer Operator in 1983. Currently Margaret is employed as an Operations Services Specialist Senior in the Division of Information Technology.

Margaret has seen many changes in Information Technology over the years and was able to adjust accordingly. She is a dedicated employee, always willing to help students, staff and faculty. Over the years Margaret has performed many duties here at EMU and has been willing to go above and beyond to get the job done. Her co-workers have described her as being helpful, nice, friendly, dedicated and able to solve difficult problems

Margaret's family priorities have always been important to her, so it is no surprise that she has decided to retire to spend more time with her elderly parents while assisting with their care.

She will truly be missed by her EMU Family (co-workers).

I have worked with Margaret for 38 years and she has been a pleasure to work with. It is without reservation that I recommend that the Eastern Michigan University Board of Regents award her Emeritus Staff status.

Yours Truly,



Patricia DeSautel  
Executive Secretary  
Division of Information Technology

December 3, 2018

Dear Executive Council:

It is with pleasure that I write a letter for the consideration of Emeritus Staff status for Margaret (Maggie) Goodwin.

I first met Maggie when I worked for University Computing as student employee in 1990. Maggie was always kind to me as I learned my responsibilities. In the two years I worked in University Computing I observed that Maggie was always friendly and supportive.

Six years after I graduated from Eastern Michigan University I found myself working in the Office of Financial Aid as a Systems Specialist. To my great surprise and pleasure I began working with Maggie again. This time my relationship with Maggie was professional and I depended on her knowledge and skills to make sure that Financial Aid was reporting regularly to the U.S. Department of Education.

Throughout the 28 years that I have known Maggie she has remained positive and helpful and I give my support for your consideration of the request for Emeritus Staff status. EMU will miss Maggie and the cheerful help she has given many over the years.

Sincerely,



Jennifer Tremewan  
Assistant Director  
Office of Financial Aid  
403 Pierce Hall  
Eastern Michigan University  
Ypsilanti, MI 48197  
734.487.3547



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

The Department/Office of the Physical Plant recommends the awarding of **Emeritus Staff Status** for the following

retired staff member:

Name of staff member: Mark Monarch

Title upon retirement: Manager, Technical/Mechanical Trades & Utilities

Date of hire at EMU: 08/24/1981

Retirement date: 01/18/2019

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: [REDACTED]

Home telephone: [REDACTED]

E-mail address: [REDACTED]

Name of spouse: Betty Monarch

Degree(s)/institutions/year: Baccalaureate: X

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

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

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

[REDACTED] 1/24/19  
 Recommended by: Bilal Sarsour Date

[REDACTED] 1-24-19  
 Recommended by: Scott Storrar Date

[REDACTED] 1/24/19  
 Department Head and/or Supervisor Date

[REDACTED] 1/25/19  
 Executive Council Member Date

[REDACTED] 3/27/19  
 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.

# **E | PHYSICAL PLANT**

January 24, 2019

Mike Valdes  
Office of the CFO  
101 Welch Hall

Dear Mr. Valdes,

I am honored to nominate and support Mark Monarch for emeritus status. Mark provided 38 years of service as Manager - Technical/Mechanical Trades and Utilities at the Physical Plant.

Mark managed the trade shops, energy center and utility usage and energy purchases with exceptional technical and interpersonal skills that earned him the highest level of respect. He also provided technical support to the Facilities Planning & Construction department on all capital projects. His institutional knowledge combined with his practical problem solving approach afforded solutions that benefited both the capital and operational needs.

His exceptional technical knowledge and innovative ideas earned him the highest praise from our consultants. One of our consultants working on the Co-Generation project commented, "They had never worked with anyone as knowledgeable as Mark. We actually learned from him." Mark wrote the original computer program for the first Co-Generation system 27 years ago. That program was utilized up until the installation of the New Co-Generation system last year. The entire team was amazed with Mark.

I was particularly impressed with Mark's tireless efforts to help in any situation and at any time. A week before his retirement, on a Friday evening, I was leaving my office and noticed Mark's office door was still open. I tracked him down to Quirk where they were having some heating issues. Mark did not have to be there. A technician was on site but Mark wanted to be there. That is what he did his entire career; he was there. He cared, he loved his job and he loved helping and serving EMU.

I cannot say enough about Mark, former employee and great all around human being. He was a great colleague who loved EMU. He did everything in his power to make sure the EMU community was served. We should honor her with emeritus status.

# **E** | **PHYSICAL PLANT**

Sincerely,



Scott Storrar  
Director of Facilities Planning & Construction  
875 Ann Street, Physical Plant



**EASTERN**  
**MICHIGAN UNIVERSITY**  
HOUSING

January 24, 2019

Mike Valdes  
Chief Financial Officer  
101 Welch Hall

Dear Mr. Valdes,

I am honored to nominate Mr. Mark Monarch for emeritus status. Mark retired as Manager- Technical and Mechanical Trades & Utilities at the Physical Plant in January 18, 2019 after over 37 years of service.

Mark maintained our electrical, HVAC, Plumbing and Energy Center departments and coordinated maintenance activities with needs of the University related to maintenance area of expertise and assignment. This is a daunting task and more impressive when you look at the lean staff he had to work with through the year. He also was very knowledgeable in energy initiatives and Building Automation System. Mark knew more about facilities project planning, renovation, maintenance, repairs, utilities planning, generation, distribution, conservation, and code compliance in Eastern's 100 plus buildings than anyone, no matter what trade or specialty it involved. He coordinated multiple projects such as Energy Conservation Measures with TRANE Co. Installation of the new Co-generation system and the list could go on and on.

Mark was a hard - working and ethical employee who always strives for challenging task. He always sought input when making decisions, reaching out to ask "How will this affect your staff and students? When should we schedule it to reduce disruption in their lives?" And for housing and dining projects he seemed to be available 24/7 and able to answer my questions and respond to concerns. And he always made sure projects were expensed correctly and appropriately.

Mark was a diligent, sincere, highly motivated, and exercised good common sense. His knowledge of electrical codes was excellent, and truly he was a model of patience and professionalism.

In addition, Mark spent his time recognizing system deficiencies in the area of maintenance in both new and old systems where he identified and recommended system modifications, provided cost estimate, and implemented repair, maintenance to eliminate operating deficiencies.

I recommend Mark for emeritus staff status and encourage you to approve this request. Please feel free to contact me if you need additional information.

Sincerely,

A black rectangular redaction box covers the signature of Bilal Sarsour. A small handwritten mark is visible to the right of the box.

Bilal Sarsour, PE  
Director, Facilities Maintenance



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

The Department/Office of School of Communication, Media & Theatre Arts recommends the awarding of **Emeritus Staff Status** for the following

retiring/retired staff member:

Name of staff member: Christina M Davis

Title upon retirement: PT06 Administrative Assistant

Date of hire at EMU: October 5, 2003

Retirement date: March 1, 2019

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: [REDACTED]

Home telephone: [REDACTED]

E-mail address: [REDACTED]

Name of spouse: Michael James Davis

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

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

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

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

[REDACTED] 3/1/19  
 Recommended by \_\_\_\_\_ Date

[REDACTED] 3-1-19  
 Recommended by \_\_\_\_\_ Date

[REDACTED] 3/1/19  
 Department Head and/or Supervisor \_\_\_\_\_ Date

[REDACTED] 3/27/19  
 Executive Council Member \_\_\_\_\_ Date

[REDACTED] 3/27/19  
 President \_\_\_\_\_ Date

**REC'D MAR 08 2019**

\_\_\_\_\_  
 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.

February 27, 2019

Dear Members of the Board of Regents:

I am proud to write this nomination letter for Christine Davis' Emeritus status. Chris was an integral part of the School of Health Sciences from October 2003 to October 2017.

Chris Davis served as the senior secretary and then the administrative assistant for the School of Health Sciences. This was no easy feat. The School of Health Sciences houses 8 programs that, in addition to having their own unique issues, includes 20 different majors, concentrations and certificates. In addition to faculty and FTL that our office staff support, the school also has 30-40 PTL that also rely on support from our office. Among our 8 programs 3 are accredited (OT, CLS, DTC) and 2 other programs are currently completing the steps to become accredited in the next two years (CRAD, HLAD). Five of these programs have fieldwork requirements & coordinators who utilize the office staff for a variety of support. In addition to program and faculty support Chris supported the following separate offices and labs:

- Office of Nutrition Services (160 Rackham)
- Office of Aging Studies (107 Roosevelt)
- Dexa Machine (160 Rackham)
- Clinical Lab Sciences Lab (104 Marshall)
- Occupational Therapy Labs (207 & 209 Marshall)
- Occupational Therapy Research Room (211 Marshall)
- Occupational Therapy Equipment Closet (213 Marshall)
- Home Health Lab (247 Rackham)
- Dietetics & Human Nutrition food Lab (5 Roosevelt)
- Demo Kitchen for Dietetics & Human Nutrition (105 Rackham)

Chris was the person in charge of PAF's, offer letters, all of the schools budgets and purchasing. She set up a budget system that worked well for our School. We always knew where we were in terms of our budget.

What a pleasure it is to nominate Christine Davis for Emeritus Status. She is most deserving of this honor to be recognized for all that she has given Eastern Michigan University.

Sincerely,



Colleen L. Croxall, PhD  
Director, School of Health-Sciences

March 1, 2019

Dear Regents,

It is truly me pleasure to write this letter of support for Christine Davis to receive EMU's Emeritus Staff status. I have only directly worked with Chris since July 2018 but am deeply grateful for all she has done for the School of Communication, Media & Theatre Arts.

Chris joined CMTA at a pivotal moment. There was an interim School Director, the previous PTO6 has vacated the position in November 2017, and she joined CMTA in December 2018. Chris was asked to take over all budgeting for a School that has a revenue-producing Theatre season, a Drama Theatre for the Young Touring troupe that goes to k-8 schools, a nationally-recognized Forensics team that travels almost every weekend, and a digital media program that has a numerous equipment expenses to keep the TV and audio studios up-to-date. This is no easy task even if you were in an office where you could focus on concur reports and balancing budgets. Chris was not in a private office instead she was the pivotal person in the main office where she aided in keeping operations running smoothly for 30 faculty, 13 FTLs, and 30 PTLs spread out among 4 buildings. Everyone in CMTA is grateful to Chris for her calm demeanor, her ability to manage budgets and her outstanding problem-solving skills.

When I came back to the School in July, I was impressed with the systems Chris had put in place to track budgets, to update CMTA's system to track enrollment and to work with the other staff to maintain a culture of efficiency, and friendliness.

In closing, I have thoroughly enjoyed working with Christine Davis. I knew she was amazing and my admiration increased tenfold when she worked with me to learn her budget tracking system. Selfishly I wish Christine would not retire – she will be missed.

I hope it is overwhelmingly evident that Christine Davis deserves Emeritus Staff Status for her years of service, dedication and professionalism.

Sincerely,



Kathleen H. Stacey, Ph.D.  
School of Communication, Media & Theatre Arts, Director