

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE: June 13, 2019

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to One (1) staff member: Judy Pokrywki, Senior Secretary, Office of Biology, who retired January 31, 2019.

STAFF SUMMARY

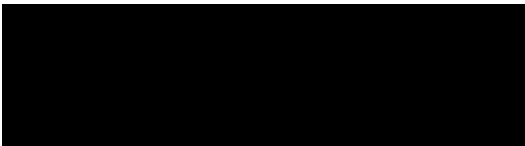
According to University policy, retiring Administration Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years,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

6/13/19

Date

Judy Pokrywki retired on January 31, 2019 **after 28** years of service at EMU. Judy was a Senior Secretary, Office of Biology. Judy started working at EMU in 1990 in a clerical position. She Judy dedicated and is always willing to help students, staff and faculty. She is known to go above and beyond to get the job done. She is known as a problem solver and works long hours to make sure the job gets done. Her outgoing personality, patience and quite competence provide a warm, nurturing environment. Judy will be truly missed by her department.



EASTERN MICHIGAN UNIVERSITY
EMERITUS STAFF STATUS RECOMMENDATION

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

Name of staff member: Judith Pokrywki

Title upon retirement: Senior Secretary

Date of hire at EMU: September 10, 1990

Retirement date: January 31, 2019

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: [REDACTED]

Home telephone: ([REDACTED])

E-mail address: [REDACTED]

Name of spouse: _____

Degree(s)/institutions/year: Baccalaureate: BS/Eastern Michigan University/1990

Masters: _____

Doctoral: _____

Please attach 2 letters of support to this application

[REDACTED] 4/4/19
 Recommended by _____ Date

[REDACTED] 4/4/19
 Recommended by _____ Date

[REDACTED] 4.4.19
 Department Head and/or Supervisor _____ Date

[REDACTED] 5/22/19
 Executive Council Member _____ Date

[REDACTED] 5/31/19
 President _____ Date

 Date Submitted to Board of Regents

REC'D APR 05 2019

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.

Re: Judith Pokrywki, Senior Secretary of Biology – Emeritus status

To: EMU Board of Regents

On January 30, 2019, Ms. Judith Pokrywki retired from EMU after more than 28 years of outstanding service to the students, faculty and administrators of EMU. Her dedication to the Biology Department is legend. Since coming to the Biology Department in March 1996, she served six Department Heads and trained eight front office secretaries all of whom benefited from her tutelage and successfully moved on to CS05 positions.

Ms. Pokrywki's contributions to the department and EMU are numerous and include her efforts to make the department an efficient and welcoming place for students and faculty alike. She worked tirelessly to make sure all faculty had what they needed when they needed it in order to be successful. This included regularly coming in extremely early and staying late to ensure that everything was done correctly.

Her outgoing personality, patience, quiet competence and accessibility provided a warm, nurturing environment that made the Biology Department feel like family. Students and faculty regularly went to see her for assistance. She always gave of her time and talents generously. She is missed.

The Biology department requests Emeritus staff status for Ms. Pokrywki in recognition of her outstanding career and many contributions to EMU. We look forward to Ms. Pokrywki's continued involvement with the EMU community as an Emeritus staff member.



*Department of Biology
441 Mark Jefferson Science Complex
Ypsilanti, Michigan 48197*

Thomas G. Mast, Ph.D.

April 4, 2019

To Whom It May Concern-

It is my pleasure to recommend Ms. Judy Pokrywki for an **Emeritus Staff** appointment. Our relationship as co-workers was both rewarding and positive. Judy was the backbone that made the Biology Department work. She is dearly missed by the faculty and students of the Department. Judy deserves any measure, no matter how large or small, of appreciation for her work with the students, faculty, and administration of Eastern Michigan University.

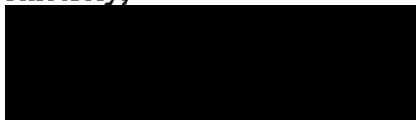
Judy was an active and positive presence in the Biology Department. Judy was very organized. For example, for tenure applications, Judy kept extra new binders ready for distracted professors. For hourly students, Judy had a several-day, multi-pronged approach to help students get time sheets in on time. Judy was organized past typical work duties. For example, Judy kept a master list of all staff and faculty birthdays and made sure everyone got a birthday email regardless of the time of year.

Judy did countless little things for all of us—some of which we are only recognizing now that she is gone. For example, Judy would find out your favorite candy and keep some hidden in her office for you. She was always ready to help with forms or some other University protocol. She had a true open door policy.

As an alumnus herself, Judy made sure to look out for the students. For example, in our department Master's students have to hold a public defense of their research thesis. Judy took great pride in making defense announcement posters. Further, she always printed 2 or 3 extra copies in color so the student could have a 'mint' copy for themselves and one for their parents.

In sum, I urge you to grant Ms. Judy Pokrwki Emeritus status.

Sincerely,



Thomas G. Mast, Ph.D.
Eastern Michigan University Class of 2001
Associate Professor of Biology