

# **BOARD OF REGENTS**

## **EASTERN MICHIGAN UNIVERSITY**

SECTION: 4

DATE:

October 25, 2019

### **RECOMMENDATION**

#### **EMERITUS STAFF STATUS**

##### **ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to Ten (10) staff member: Spencer Schubbe, Coordinator, Library Network Services, Office of Halle Library, who retired August 1, 2019, Ann Klaes, Director Student Center/Conference and Events Services, Office of Facilities and Operations, who retired June 30, 2019, Donna Schubert, Budget Records Administrator, Office of REC/IM, who retired June 28, 2019, Carol Orlowski, Secretary II, Office of Chemistry, who retired September 30, 2019, Joseph Mason, Supervisor of Laboratory Services, Office of Chemistry, who retired September 30, 2019, Michael Malach, Senior Associate AD/Finance & Facilities, Office of Athletics, who retired October 1, 2018, Colleen Glaser, Associate Director Human Resources Information Systems, Office of Human Resources, who retired September 30, 2019, Lorraine McKnight, Senior Career Coach, Office of University Advising Career Development Center, who retired on March 1, 2019, Estela Thompson, Transfer Credits Tabulator, Office of Records and Registration, who retired on September 19, 2019, Michael Drumm, College Technician, Office of DoIT, who retired on August 30, 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.

A black rectangular box redacting the signature of James M. Smith.

James M. Smith, Ph.D.  
President

Date

10/3/19



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

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

Name of staff member: Spencer Schubbe

Title upon retirement: Coordinator, Library Network Services

Date of hire at EMU: July 1973

Retirement date: August 1, 2019

Number of years at EMU: 46 (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: \_\_\_\_\_

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

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

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

[REDACTED]  
Recommended by

9/17/19  
Date

[REDACTED]  
Recommended by

9/17/2019  
Date

[REDACTED]  
Department Head and/or Supervisor

\_\_\_\_\_  
Date

[REDACTED]  
Executive Council Member

10/3/19  
Date

[REDACTED]  
President

10/3/19  
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 16, 2019

Dear Executive Council,


It is with pleasure that I recommend Spencer Schubbe for Emeritus Staff Status at Eastern Michigan University. Mr. Schubbe was a devoted staff member for forty-six years.

Mr. Schubbe managed computer technology and software in the library teaching labs, replacing computers as needed. This included installing software and upgrading computers as necessary. He worked very well with the library faculty and staff to make sure their computers were always up to date and operating. Over the years he developed a strong working relationship with the IT department in the library.

I've worked with Mr. Schubbe for over thirty years and found that he was a person who took pride in his work, was patient whether working on a computer in the lab or a desktop computer belonging to a faculty or staff member. He was very competent in whatever area he was working in. Over the years he developed good working relationships with individuals and departments across the campus.

Not only was Spencer Schubbe a dedicated employee of EMU for forty-six years, he was also someone who cared about EMU as an institution as well as the faculty and staff who work here. It is without reservation that I support Spencer Schubbe as an Emeritus Staff member.

Sincerely,



Rhonda E. Fowler  
University Librarian  
Bruce T. Halle Library

July 22, 2019

To Whom It May Concern:

I have worked with Spencer Schubbe at EMU for over 18 years. It is my pleasure to recommend Spencer for Emeritus status.

Spencer has provided IT assistance to the Halle Library including supporting the library staff, library computer labs and library service desks (Information Desk, Circulation Desk, etc.).

Spencer is always happy to help out where needed and has been an integral part of the Halle Library and of EMU in general. It is fitting for his ties to EMU to continue into retirement.

Sincerely,



William Shell  
Director, IT Business Operations  
Eastern Michigan University



# EASTERN MICHIGAN UNIVERSITY

## EMERITUS STAFF STATUS RECOMMENDATION

The Department/Office of Facilities and Operations: Student Center recommends the awarding of Emeritus Staff Status for the following retiring/retired staff member:

Name of staff member: Ann M. Klaes

Title upon retirement: Director Student Center/Conference and Event Services

Date of hire at EMU: October 1982

Retirement date: June 2019 June 30, 2019

Number of years at EMU: 37 (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: NA

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

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

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

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

Brian Kulpa  
Recommended by \_\_\_\_\_ Date 6/19/19

Meg Castro [REDACTED] 6/20/19  
Recommended by \_\_\_\_\_ Date

Department Head and/or Supervisor \_\_\_\_\_ Date 6/20/19

Executive Council Member \_\_\_\_\_ Date 10/3/19

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.

June 19, 2009

**Emeritus Staff Status Recommendation**

**Ann Klaes**

**Retirement Date: 06/30/2019 from the Division of Facilities and Operations**

It is my extreme pleasure to submit this letter of recommendation for Ann Klaes as the University's Board of Regents considers granting Emeritus Staff honors.

Ann has been an employee of the University for 38 years, starting as a student employee while earning her undergraduate degree from Eastern Michigan University. She then rose up through the ranks as to an Assistant Director of University Dining services, but most recently for the last six years has served as the Director of the Student Union.

Throughout her 38 years with Eastern Michigan University, Ann's passion and determination to impact student success and the University's excellence have driven her career.

It has been a pleasure to work with Ann. It is certainly my honor to be able to recommend that the Board of Regents recognize her 38 years of service by granting Emeritus Staff status.

Sincerely,



**Brian Kulpa**

**Assistant Vice President – Business Operations Student Services**

**Division of Facilities and Operations**

[bkulpa@emich.edu](mailto:bkulpa@emich.edu)

**734-487-4192**

June 20, 2019

**Emeritus Staff Status Recommendation**

**Ann Klaes, Director of Conference and Event Services**

**Retirement Date – 6/30/2019, Division of Facilities and Operations**

I am very pleased to submit a letter of recommendation for Ann Klaes to the University Board of Regents to consider Ann for Emeritus Staff honors.

Ann and I first worked together when she was the Assistant Director of Dining Services and I was hired as the Assistant Director for Event Planning, beginning in 2007. Although we did not work directly with each other, we cultivated a great working relationship that transcended the gaps in Event Planning and Catering.

Six years ago, Ann was promoted to the Director of the Student Center and Event Planning. I could not have asked for a better boss during this time. She has been a teacher and a huge supporter of my growth here at EMU. She is passionate, knowledgeable and a very strong advocate of our department.

It has been a privilege and a pleasure to work with Ann, and it is my honor to recommend that the Board of Regents grants her Emeritus status. Ann is truly TruEMU!!!!

Cordially,



**Meg P. Castro**

**Assistant Director, Conference and Event Services**

**[Mcastro2@emich.edu](mailto:Mcastro2@emich.edu)**

**734-487-2192**





## EASTERN MICHIGAN UNIVERSITY

### EMERITUS STAFF STATUS RECOMMENDATION

Re-IM

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

Name of staff member: Donna Schubert

Title upon retirement: Budget Records Administrator

Date of hire at EMU: 9/4/84

Retirement date: 6/28/19

Number of years at EMU: 35 (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: JERRY Schubert

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

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

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

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

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

Date 6/6/19

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

Date 6/9/19

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

Date \_\_\_\_\_

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

Date 10/2/19

President \_\_\_\_\_

Date 10/3/19

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 27, 2019

To Whom this may concern:

It is my pleasure to write this letter on behalf of Donna Schubert, who is insanely loved by all in this Department and everyone who encounters her. Donna has dedicated much of her life to Eastern Michigan University as she began working here in 1984. Her commitment to this department and the University contribute to her reputation as a hard working person. Donna is always accessible by anyone.

Donna has a truly important responsibility as she is our Budget Administrator and takes tremendous pride and detail in what makes the Rec Center run smoothly. She always follows up to make sure that everything goes as planned, bills are paid and money is collected. She is more than dependable; her loyalty is uncanny. In addition to all her hard work and dedication, Donna has the ability to relate to the students. She has earned the students' respect, which is reflected in the way they perform their job duties. She listens to the students when they have issues and allows them to express themselves. She helps them to realize how important they are to the Rec Center and the University and reassures that their opinions do make a difference. Her work is so rewarding to her, but the advice she shares with our students is priceless. She helps our students foster love, kindness and understanding of others. She encourages healthy lifestyle decisions and to take responsibility for their actions.

She is passionate about the students, faculty and staff she encounters at EMU; as her work history has shown her constantly helping out other Departments with their budgets when they do not have staff to fill the positions. She has taken on a tremendous amount of responsibility in our Department too. She is an amazing ambassador for Eastern Michigan University. She is devoted to the University, inspires excellence in all, and works to make EMU a better place by getting others to buy into the positive energy of always holding all accountable and by doing the right thing. She motivates excellence in each of us and frankly, inspires us every day to be a better person. She has continually met and exceeded our expectations; we feel very fortunate to have had her as a colleague and as a friend. It is without hesitation we nominate Donna for this prestigious emeritus status.

Thank you,

  
Michelle Owens  
Eastern Michigan University, Rec/IM staff

July 2<sup>nd</sup>, 2019

To Whom it may concern:

I am writing today to recommend Donna Schubert, the former Budget Records Administrator for the EMU Rec/IM, for Emeritus status at the University. I have known Donna for a brief period of time, however, Donna has been instrumental during my short time here at the University. During her employment, Donna was helpful to everyone in our office and always went above and beyond her required duties.

Donna did a great job of informing new employees on University policies and passing along historical knowledge that is helpful for planning the near and distant future. Donna was always willing and able to take on a process and see it to completion. She did a fantastic job of filling in the void left by previous employees. Donna also did a great job of managing our memberships software and systems throughout my time here. Her attention to detail and ability to explain things clearly was impeccable and will be thoroughly missed by all of us still working in the Recreation and Intramural Department.

Donna has always been all about supporting Eastern Michigan and will continue to do so long after her retirement. I know that Donna would appreciate the opportunity to visit EMU and attend EMU events on occasion. After her 35+ years of service I believe we owe this small privilege to her. She was an incredible employee, mentor, and colleague. We all aspire to be more like Donna. Thank you for considering this request for Emeritus status. We appreciate your consideration and we'd be happy to answer any further questions you may have.

Thank you,

Wesley Howell  
Director, Recreation and Intramural Department  
Eastern Michigan University



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

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

Name of staff member: Carol Orlowski

Title upon retirement: Secretary II-CS 04

Date of hire at EMU: 4-2-1990

Retirement date: 9-30-2019

Number of years at EMU: 29 (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: N/A

Degree(s)/institutions/year: Baccalaureate:       

Masters:       

Doctoral:       

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

<u>[REDACTED]</u> Recommended by	<u>8/21/19</u> Date	<u>[REDACTED]</u> Recommended by	<u>8/22/19</u> Date
<u>[REDACTED]</u> Department Head and/or Supervisor	<u>8/22/19</u> Date		
<u>[REDACTED]</u> Executive Council Member	<u>10/2/19</u> Date		
<u>[REDACTED]</u> President	<u>10/3/19</u> 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 21, 2019

To the EMU Board of Regents and Others Whom it May Concern:

It is my pleasure to recommend Ms. Carol Orlowski for an Emeritus Staff appointment. Carol has served EMU faithfully and capably for approximately thirty years, fourteen of which were as the office secretary in the Chemistry Department. I was the Chemistry Department Head (DH) for six of those fourteen years and, thus, Carol's immediate supervisor.

When looking through my files to see what I had previously written about Carol's performance, I came across the hiring recommendation that Wade Tornquist (then-DH of Chemistry) wrote when hiring Carol back in 2004. Upon reading it, I was struck by how accurate a picture it painted of Carol and her abilities. A portion of it is reproduced below (with Wade's permission):

*Ms. Orlowski appears to have a happy, friendly, patient disposition. She appears to be well suited to the tasks of the department's primary receptionist. Her vast knowledge of EMU policies and procedures has been confirmed, and her superior problem-solving abilities have been documented. References indicate she is the type of person who could monitor a small team of work-study student office assistants. They recommend her as a team player and one who is willing to learn new office technology.*

First and foremost, Carol did an outstanding job in dealing with students who came into the Chemistry office with questions or problems. She would patiently listen to them and then she used her extensive knowledge of university policies and procedures to either answer their questions or refer them to the appropriate office or faculty member who could help them. She would never send them away without the student knowing the answer or where to go to get the answer. She was always polite, even when the student was not. I found her expertise valuable to me as she was able to address many student questions herself, without the need for me to get involved. However, she would never usurp my authority and always involved me when I was needed or if she was uncertain about how to proceed.

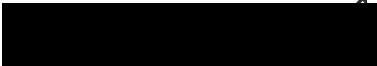
One of Carol's primary functions was dealing with students who had registration issues, such as how to use the online registration system when registering for waitlists or lecture/lab combinations. She would very patiently work with the students and walk them through the registration procedures. One of Carol's responsibilities was entering prerequisite and corequisite waivers for students into the registration system once an advisor had approved them. When doing so, she would double check with myself, or the advisor, if it appeared that the permission did not make sense given the individual student's circumstances. On multiple occasions, this helped ensure that students were in the courses where they belonged.

Carol was equally helpful to the faculty, staff, and student workers who needed her assistance, as she was to the students who came into the department office with questions or problems. Her typically friendly, positive disposition was welcomed and appreciated by everyone who worked

with her. Beyond methodically and capably completing her routine duties, Carol was always up for a new challenge and greatly enjoyed utilizing her problem-solving skills to address unique issues that arose in the office. She also willingly assisted with a number of regular departmental activities including preparing for the annual departmental banquet and serving as the department's United Way representative.

In summary, based upon my observations, Carol Orlowski has been a very valuable member of the Chemistry Department and the Eastern Michigan University family. I very strongly recommend that she be granted Emeritus Staff status.

Sincerely,



Ross Nord, Ph.D.  
Professor of Chemistry  
[rnord@emich.edu](mailto:rnord@emich.edu)  
(734)487-3040

August 18, 2019

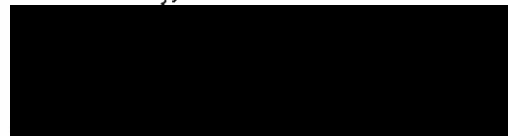
To Whom It May Concern:

I am writing this letter in support of Ms. Carol Orlowski's application for Staff Emeritus status. Ms. Orlowski has worked at EMU for almost 30 years and is retiring on September 30. Fourteen of those years were spent as Secretary II for the Department of Chemistry.

During those 14 years, I had the pleasure to work with Ms. Orlowski both as a faculty member and briefly as Department Head. Carol was a pleasure to work with, always eager to help faculty, staff, and students. She worked efficiently for the smooth functioning of the department, supervising student workers, entering data in Banner, dealing with work-room issues, answering phones, etc. Most importantly, Carol served as the 'face of the department' as she was the person greeting students and any visitors. She was very professional in her interactions and went out of her way especially to help students. She would take the time to direct students who had been bounced around from office to office to the person they needed to see, to help new freshmen navigate the campus, to assist students with registration problems, and in numerous other instances.

Ms. Carol Orlowski dedicated her working life to Eastern Michigan University and was an integral part of the life of the Department of Chemistry for many years. She has been an asset to the University, especially in fulfilling our central role of supporting students through their educational journey. I am in full support of granting her Staff Emeritus status.

Sincerely,



Maria C. Millett  
Professor of Chemistry



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

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

Name of staff member: Joseph Mason

Title upon retirement: Supervisor of Laboratory Services

Date of hire at EMU: 8/9/90

Retirement date: 9/30/19

Number of years at EMU: 29 (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: Sherry

Degree(s)/institutions/year: Baccalaureate: B.S., Eastern Michigan University, Dec. 1976

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

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

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

[REDACTED]	8/26/19	[REDACTED]	8/28/19
Recommended by	Date	Recommended by	Date
[REDACTED]	8/26/19		
Department Head and/or Supervisor	Date		
[REDACTED]	10/2/19		
Executive Council Member	Date		
[REDACTED]	10/3/19		
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.



August 26, 2019

To the EMU Board of Regents and Others Whom it May Concern:

It is my pleasure to recommend Mr. Joseph Mason for an Emeritus Staff appointment. Joe has served the Chemistry Department for twenty-nine years, as supervisor of laboratory services. I was the Chemistry Department Head (DH) for six of those years.

The supervisor of laboratory services is a key member of the Chemistry Department who does the largely thankless, but extremely important, job of prepping the lower-level, multi-section instructional labs (as well as a variety of other duties). This requires training and supervising a large staff of student workers. Too often, a person in this type of position is taken for granted and goes unnoticed, until something goes wrong. This is a difficult job and I remember how often things went wrong in the years prior to when Joe assumed the position. He has done an outstanding job.

Joe brought thirteen years of industrial experience with him to the position. This broadened his lab skills, heightened his safety awareness, and gave him experience working in a variety of environments, all of which he successfully put to use at EMU. Working with students, safety is of the utmost importance and Joe consistently stressed it when working with his student staff. If a safety issue arose in one of the instructional labs, such as a chemical spill, Joe was very helpful in seeing that it was properly cleaned up. If a student had some type of accident in lab, such as spilling a chemical on herself/himself or some type of cut or injury, Joe would willingly step forward and take charge of the situation, leaving the instructor free to continue supervising the lab class.


Working with a student staff brings its own challenges and Joe's organizational skills were invaluable to his success in the position. For each course, he created and maintained detailed procedures for preparing the chemicals and prepping the lab for each experiment. You would always see Joe and his students carrying clipboards with the lab prep checklists with them when they were prepping each lab (or when Joe was checking to make sure it had been prepped properly). He spent a lot of time and effort in recruiting, training, scheduling, and mentoring his students and the high quality of work done by his staff demonstrated the value of the time that he spent.

Another area where Joe excelled was in the attention that he paid to his student workers as individuals. He carefully recruited the students, and worked with them to ensure that they received the financial aid, work-study funds, or other support that they needed. He was very protective of his students and mentored them. As a bonus, he did a remarkable job of staying within a very modest student-help budget by recruiting students who were work-study eligible.

As described above, Joe was always very helpful when unexpected situations arose. Similarly, he could be easy to work with on a day-to-day basis. Whenever I would write a new experiment or change an existing one, I would detail the changes to the lab prep for Joe and he would update his prep sheets and go over them with me to ensure that the prep would go smoothly. If anything did not work, he would be relentless in finding the problem and fixing the system so that the problem would not reoccur. I always appreciated that Joe was straightforward and candid in his communication with me, as it made it much easier to address any situations that arose.

In summary, based upon my observations, Joseph Mason has been a very valuable member of the Chemistry Department and the Eastern Michigan University family. I very strongly recommend that he be granted Emeritus Staff status.

Sincerely,



Ross Nord, Ph.D.  
Professor of Chemistry  
[rnord@emich.edu](mailto:rnord@emich.edu)  
(734)487-3040

August 27, 2019

To Whom It May Concern:

I have worked closely with Joe Mason for many years and am constantly amazed at his organizational skills, patience, and adaptability in keeping the Chemistry Department Laboratories stocked and running from week to week. This may seem a little melodramatic, yet this often over-looked position is crucial to the success of our chemistry program. Joe has done an outstanding job from overseeing and training student workers always promoting safety first to making up a new set of reagents at the last minute due to spillage or contamination of existing materials. He accomplishes this not only for one lab, but for multiple sections of multiple lab courses. Joe Mason is well deserving of Staff Emeritus status.

Sincerely,



Timothy L. Friebe, Professor  
L052 Science Complex  
Eastern Michigan University  
[tfriebe@emich.edu](mailto:tfriebe@emich.edu)  
734-487-1423

# JOSEPH E. MASON



## OBJECTIVE

Chemistry, Electrochemistry, Chemical Process Engineering, Metallurgy

## EDUCATION

Associate of Arts, Schoolcraft College, April 1973

Bachelor of Science, Eastern Michigan University, December 1976

## WORK EXPERIENCE

### **Eastern Michigan University, Chemistry Department**

**August 1990 to Present**

#### **Supervisor of Laboratory Services**

- \* Manage Chemistry Department's Stockroom and Lab Prep Area
- \* Recruit, train and supervise up to forty students per semester
- \* Maintain a balanced budget utilizing primarily financially disadvantaged students
- \* Train students to service over two thousand chemistry students per semester
- \* Train students to prepare solutions and to set up chemistry teaching labs
- \* Develop procedures for the preparation of solutions and the set up of laboratories
- \* Maintain and update student lab preparation manuals
- \* Interface with professors on ways to improve experiments and undergraduate labs
- \* Maintain a large inventory laboratory equipment
- \* Coordinate student's schedules to meet Departmental scheduling needs
- \* Attend safety and compliance seminars
- \* Train students in proper techniques of analysis, solution preparation, standardization and laboratory set-up
- \* Investigate and remediate chemical spills throughout the University
- \* Present demonstrations outside the Department to promote EMU Chemistry

### **Federal-Mogul Corporation, Bearing Group Research**

**February 1984 to June 1990**

#### **Metallurgical Technician**

- \* Responsible for all Metallography
- \* Instrumental in New Metallurgy Lab start-up
- \* Heat Treat Experience
- \* Develop and promulgate Corporate Engineering Standards
- \* Evaluate Foreign and Domestic Steel through Material Fatigue Testing
- \* Establish and promulgate test parameters & procedures
- \* Maintain and calibrate all Metallurgical Test Instruments
- \* Catalog and maintain metallurgical test records
- \* Prepare and send samples to outside services for processing and/or analysis
- \* Experience in NDT test methods
- \* Maintain inventories and order supplies as required
- \* Proficient in Microphotography and Macrophotography
- \* Evaluate Rust Preventatives through Humidity Cabinet Testing
- \* Quality Control: Visit Federal Mogul manufacturing plants and perform Metallurgical evaluations on In-Process components
- \* Quality Control: Visit Federal Mogul Suppliers- evaluate and report on their compliance with Federal Mogul Quality Control In-Process Standards
- \* Quality Control: Perform Metallurgical Evaluations for Plant Quality Audits on finished Federal Mogul Components
- \* Perform laboratory waste treatment simulations of potentially new products to determine their compatibility with existing in-plant waste treatment systems
- \* Conduct Metallographic training sessions with new hires
- \* Perform micro-contamination testing and point source identification

**Federal-Mogul Corporation (cont'd)**

**February 1984 to June 1990**

**Metallurgical Technician**

- \* Perform Metallurgical Evaluations on new or damaged parts and materials, both Foreign and Domestic
- \* Responsible for development of pollution control program for Metallurgy Lab
- \* Experienced in report writing
- \* Extensive experience in Standard Metallurgical Evaluation Techniques
- \* Material Identification through Metallographic and Spectrographic Analysis

**Canton Analytical Lab**

**October 1983 to February 1984**

**Analytical Chemist**

- \* Analyze ground and drinking water for metal and mineral content
- \* Perform E P Toxicity Testing

**Ann Arbor Circuits**

**March 1980 to September 1983**

**Electro-Chemist**

- \* Responsible for start-up and maintainance of all electrolytic solutions
- \* Process Control: Responsible for analysis and maintainance of all chemical baths
- \* Responsible for waste treatment and disposal of all chemical solutions
- \* Quality Control: In-process Material analysis through Metallographic examination
- \* Experience in Electrolytic Copper, Solder, Nickel and Gold plating
- \* Responsible for design and development of pollution control program
- \* Troubleshooting and training programs
- \* Responsible for EPA, State and Local Wastewater licensing and RCRA programs

**National Sanitation Foundation**

**October 1979 to March 1980**

**Wastewater Lab Technician**

- \* Conduct field sampling and inspections of Sanitary, Pilot Test Plants
- \* Perform laboratory analysis of waste water samples. Pipe Pressure Testing

**Eastern Michigan University**

**January 1976 to December 1976**

**Chemistry Stockroom Assistant**

- \* Dispense chemistry laboratory supplies

**Ford Motor Company, Livonia Transmission Plant**

**October 1969 to April 1971**

**Production Worker**

- \* Quality Control: NDT on Finished Shafts: Liquid Penetrant/UV Light
- \* Heat Treat
- \* Production: Burnished gears used in Ford transmissions
- \* Assembly: Assembled transmissions

**Ford Motor Company, Wixom Assembly Plant**

**June 1968 to December 1968**

**Production Worker**

- \* Aligned Headlamps
- \* Drove finished automobiles off the assembly line to the next work station

**SPECIAL ATTRIBUTES**

- \* TEN YEARS EXPERIENCE IN QUALITY CONTROL
- \* TWELVE YEARS LABORATORY EXPERIENCE
- \* FOURTEEN YEARS EXPERIENCE IN INDUSTRY
- \* Experience in Waste Management and Environmental Regulatory Compliance
- \* Wide range of laboratory experience
- \* PC background with spreadsheet and graphics applications
- \* Excellent communication skills, both oral and written

**INTERESTS**

- \* Sailing, fishing, tennis and music.

References available upon request.



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

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

Name of staff member: Mike Malach

Title upon retirement: Senior Associate AD/Finance & Facilities

Date of hire at EMU: Sept. 1998

Retirement date: Oct. 2018

Number of years at EMU: 20 (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: Joan

Degree(s)/institutions/year: Baccalaureate: 1990 - Carroll University

Masters: 1992 - Eastern Kentucky University

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

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

[REDACTED] 4-25-19  
Recommended by \_\_\_\_\_ Date

[REDACTED] 5/10/19  
Recommended by \_\_\_\_\_ Date

[REDACTED] 5/9/19  
Department Head and/or Supervisor \_\_\_\_\_ Date

[REDACTED] 5/9/19  
Executive Council Member \_\_\_\_\_ Date

[REDACTED] 10/3/19  
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.

# EASTERN MICHIGAN UNIVERSITY

## ATHLETIC MEDIA RELATIONS OFFICE

ASSOC. AD/MEDIA RELATIONS: GREG STEINER  
ASST. DIRECTOR OF MEDIA RELATIONS: KATIE GONZALES  
ASST. DIRECTOR OF MEDIA RELATIONS: KYLER LUDLOW  
AMR GRADUATE ASSISTANT: MADDIE HEAPS  
AMR CREATIVE/VIDEO ASSISTANT: FRANK KURTZ  
STUDENT ASSISTANTS: JESSICA CRUSAN & BARRY KEYES



799 North Hewitt Road  
Convocation Center Suite 307  
Ypsilanti, MI 48197  
734.487.0317 / 734.487.0318  
@EMUathletics / #EMUEagles  
EMUEagles.com

April 25, 2019

TO: Whom It May Concern

FROM: Greg Steiner, Associate Athletic Director/Media Relations

RE: Mike Malach Emeritus Staff Status

Please accept my recommendation to award Emeritus Staff status to Mike Malach. Mike dedicated more than 20+ years of service to Eastern Michigan University and the Department of Athletics.

Malach oversaw the department's budget and financial planning, event management, facilities and game operations staff, IT services and was the liaison to the Convocation Center.

Even in retirement he is still helping impact the lives of many in our community as the Executive Director of the Ann Arbor Sports Commission. Additionally, EMU is still in his blood as he volunteers his time as the official scorer at EMU men's and women's basketball games.

Malach joined the EMU staff in September 1998 after a two-year stint as the athletics business manager at Southeast Missouri State University. He was responsible for the development and control of the entire athletics budget at Southeast Missouri and he assumed the same responsibilities at Eastern, as well as overseeing facilities and game operations.

A 1990 graduate of Carroll University in Waukesha, Wis., Malach went on to earn a master's degree from Eastern Kentucky University in 1992. After completing his M.A., he joined the University of Wisconsin-Stevens Point as an assistant athletics director from 1992-95.

I have been lucky enough to work with Mike in the department since 2000, and he has always been a valuable resource to me both professionally and personally. It is without reservation that I recommend that the Eastern Michigan University Board of Regents award him Emeritus Staff status.

April 24, 2019

It is with great pleasure that I offer this letter of reference for Michael Malach. I have known Mike for over twelve years now as a former co-worker, and good friend.

Mike is a special person for many reasons. He is an exceptionally conscientious person whose personal and career judgements I've respected from the beginning. Perhaps through a combination of something in his natural disposition and the influence of a very solid value of family, he has always seemed mature and prepared at any point in time. This maturity, seriousness of purpose in matter that require the same, is not without its human, humorous side. Mike is personable, good spirited and always thoughtful of those around him. I have always admired his relationships with student-athletes, coaches, alumni, fans and campus colleagues alike.

Mike dedicated his life to Eastern Michigan University. Starting out in Athletics in 1998, Mike served as the Assistant Athletic Director, Associate Athletic Director, and Senior-Associate Athletic Director before retiring in 2018. Mike was always a champion of EMU's mission and a key contributor to the growth and development of the Athletic Department. Someone who maintained a high level of character through even the toughest of years, Mike stayed true to his commitment to excellence in his daily tasks to ensure that he was a leader for Eastern Michigan.

Along with his budget work, Mike also had oversight of Game Operations and Facilities departments during his tenure at EMU. Being able to fulfill a number of tasks each day, Mike was also very open to helping grow and foster interns, student staff, and graduate assistants in the field of Collegiate Athletics.

Throughout his career at EMU, Mike had been involved in many capital projects and has served on numerous campus committees to ensure the growth and prosperity of EMU. Being accepted as a lifelong part of this great university, would only cement the fact that the devotion and years of service that Mike had put in to Eastern Michigan hadn't gone unnoticed. It would truly be an honor for Mike, his family, as well as his former colleagues.

Sincerely,

Adam Martin  
Eastern Michigan University  
Department of Athletics  
Director of Facilities and Operations  
(734) 497-4489



May 9, 2019

To Whom It May Concern;

It is with great pleasure that I offer this letter of reference for Michael Malach. Since I joined the EMU staff in 2017, I have had the pleasure of working alongside Mike and consider him a colleague and a good friend.

Mike dedicated his life to Eastern Michigan University, joining the team in 1998 and spent the next twenty years fighting to make our university a better place. As a champion of EMU's mission, he understands the role that athletics played in the larger scope of the university. His character and commitment to that mission served as beacons of light for other members of our staff to follow.

While I have known Mike for a relatively short amount of time when compared to other people at EMU, it is abundantly clear that he is a special person. He is personable, good spirited and always thoughtful of those around him. He spent time mentoring numerous members of our staff and never hesitated to lend a helping hand whenever necessary. Even as his career flourished and he joined to our senior administrative team, his energy and sense of purpose continued to reach throughout the department. Mike truly puts the needs of others in front of his own.

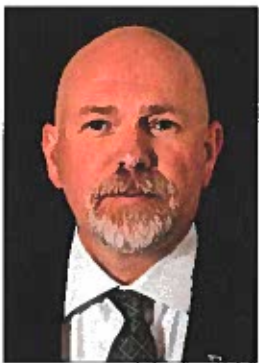
Even after his retirement from the university, Mike continues to promote EMU and the city. Through his new role with the Ann Arbor Sports Commission Mike actively promotes the great opportunities that Ypsilanti and EMU offer to outside groups as hosts for their events. His desire to continue to advocate for our university speaks volumes for his commitment to our overall mission.

I know that granting Emeritus Staff status would truly be an honor for Mike, his family, but it will also show Eastern Michigan employees that their hard work and dedication can be rewarded.

Sincerely,



Andrew Rowdon  
Eastern Michigan University  
Department of Athletics  
Senior Associate Athletic Director for External Affairs  
(734) 497-2327



## MIKE MALACH

SENIOR ASSOCIATE ATHLETIC DIRECTOR/FINANCE AND OPERATIONS

Mike Malach is in his 21st year as a member of the Eastern Michigan University athletics department and his fourth as the Senior Associate Athletic Director for Finance and Operations.

In his role, Malach oversees the department's budget and financial planning, event management, facilities and game operations staff, IT services and

is the liaison to the Convocation Center.

The 50-year-old Malach joined the EMU staff in September 1998 after a two-year stint as the athletics business manager at Southeast Missouri State University. He was responsible for the development and control of the entire athletics budget at Southeast Missouri and he assumed the same responsibilities at Eastern, as well as overseeing

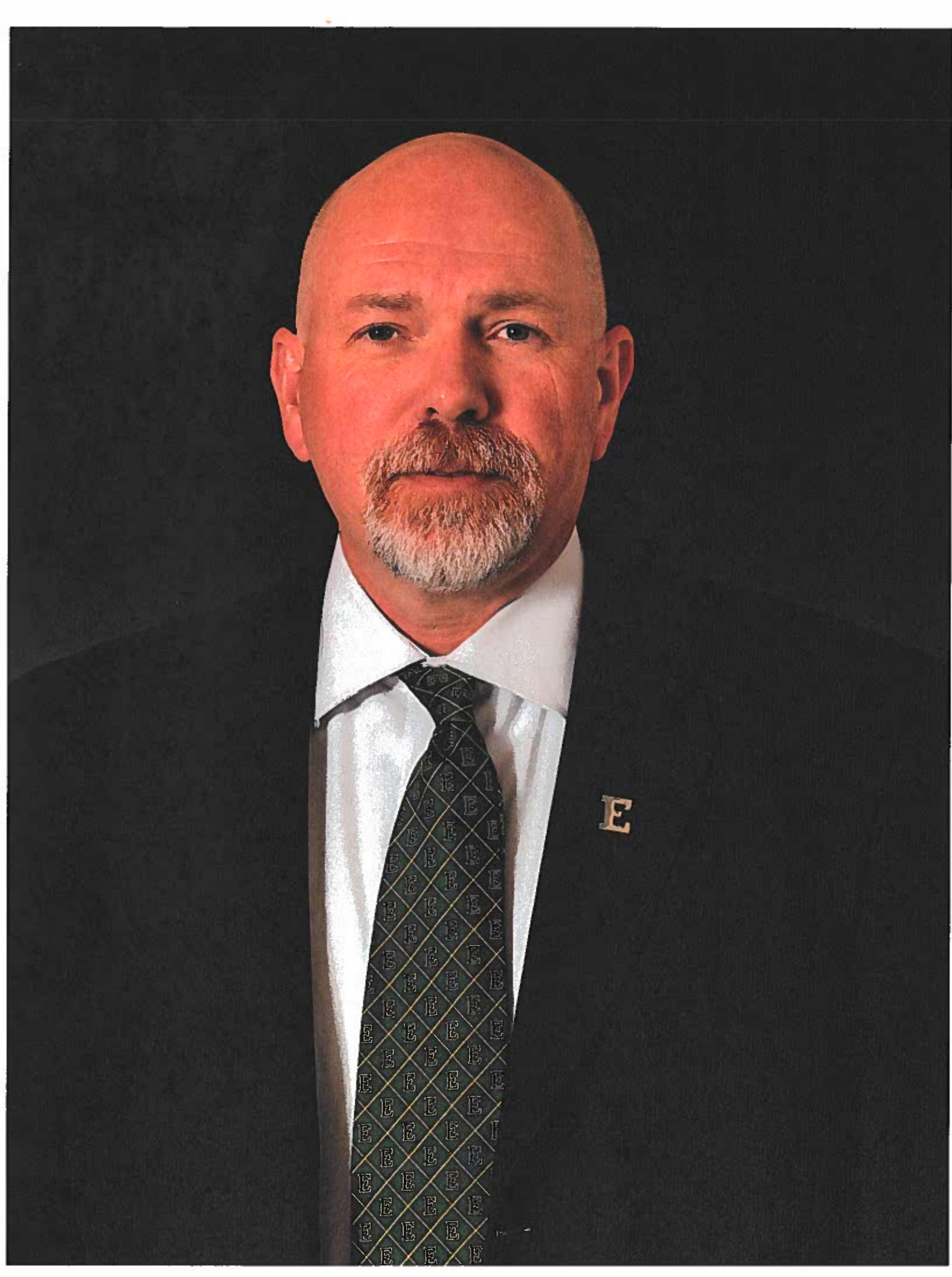
facilities and game operations.

A 1990 graduate of Carroll University in Waukesha, Wisc., Malach went on to earn a master's degree from Eastern Kentucky University in 1992. After completing his M.A., he joined the University of Wisconsin-Stevens Point as an assistant athletics director from 1992-95.

Malach then became a systems engineer with Office Technology Company in March 1995 before moving to Cape Girardeau, Mo., as a member of the Southeast Missouri staff in January 1996.

A native of Denmark, Wisc., Malach attended Denmark High School and was a member of the 1985 boys basketball team that won the Class B state championship. He also participated in baseball and football as a prep.

Malach lives in Milan, Mich. with his wife, Joan, and their son, Brevin, and daughter, Elaina.





**For Immediate Release**

**CONTACT:** Margaret Wyzlic, Director of Public Relations and Communications  
Destination Ann Arbor  
(734) 483-4444  
[mwyzlic@annarbor.org](mailto:mwyzlic@annarbor.org)  
[www.destinationannarbor.org](http://www.destinationannarbor.org)

Bruce Madej, Interim Executive Director  
Ann Arbor Sports Commission  
(734) 323-2283  
[brucemadej@gmail.com](mailto:brucemadej@gmail.com)

## **MIKE MALACH JOINS ANN ARBOR SPORTS COMMISSION AS EXECUTIVE DIRECTOR**

**ANN ARBOR, MICH (September 4, 2018)** – Destination Ann Arbor is proud to announce that Mike Malach will become the first full-time Executive Director of the Ann Arbor Sports Commission.

Malach is a sports management industry veteran, bringing over 20 years of experience to Destination Ann Arbor. The Ann Arbor Sports Commission was founded in 2016 as a division of Destination Ann Arbor, Washtenaw County's premier destination marketing organization.

In 2017, Malach marked 21 years as part of the Eastern Michigan University Department of Athletics staff and four years as the Senior Associate Athletic Director for Finance and Operations at EMU. In his most recent role, Malach oversaw the department's budget and financial planning, event management, facilities and game operations staff, and IT services, and served as the liaison to the Eastern Michigan University Convocation Center. Before joining EMU's Department of Athletics staff in 1998, Malach spent two years as the Business Manager in the Athletics Department at Missouri State University.

"I've been very fortunate to be a part of EMU's outstanding Athletics Department for a great 21 years. Joining the Destination Ann Arbor team to lead the Sports Commission is an incredible opportunity," said Malach. "My career's foundation is in my love for sports, and Washtenaw County is my home. I'm honored and delighted to contribute to the Ann Arbor Sports Commission's success."

Mary Kerr, President and CEO of Destination Ann Arbor, added, "Mike Malach is the perfect fit for this strategic role leading the Ann Arbor Sports Commission. His experience and skills are exactly what we hoped to find in a new Executive Director."

The Ann Arbor Sports Commission was formed in 2016 to attract competitive and recreational sporting events to the Ann Arbor area. One of the many groups which the Sports Commission has recruited since its inception is the 2017 Nations Cup: US Figure Skating Theatre on Ice, which hosted its event in Ann Arbor last year. Skaters attended from across the country, and the event generated an estimated economic impact of \$835,944 from participants and spectators who enjoyed dining, shopping, and overnight stays in Ann Arbor.

Mike Malach lives in Milan with his wife, Joan, and their family.

###

**Destination Ann Arbor** is a 501 (c)6 not-for-profit organization whose mission is to enhance the economy of Washtenaw County through promotion of the area as a destination for day and overnight visitors. [www.destinationannarbor.org](http://www.destinationannarbor.org)

The **Ann Arbor Sports Commission** is a department within Destination Ann Arbor which exists to promote the Ann Arbor and Ypsilanti area as a destination for sports-related tournaments, conferences, meetings, and events.

[www.visitannarbor.org/sportscommission](http://www.visitannarbor.org/sportscommission)



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

University Human Resources

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

Name of staff member: Colleen Glaser

Title upon retirement: Associate Director Human Resources Information Systems

Date of hire at EMU: 12/1/1998

Retirement date: 9/30/2019

Number of years at EMU: 20 (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: \_\_\_\_\_

Degree(s)/institutions/year: Baccalaureate: N/A

Masters: N/A

Doctoral: N/A

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

David Turner 9/24/2019  
Recommended by Date

Joline Davis 9/24/2019  
Recommended by Date

David Turner 9/24/2019  
Department Head and/or Supervisor Date

David Turner 9/24/2019  
Executive Council Member Date

10/3/19  
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.



September 25, 2019

RE: Recommendation for Colleen Glaser for Emeritus Staff Status

Honorable Regents:

I have had the pleasure of working with Colleen Glaser for nearly six years.

I would like to take this opportunity to nominate Colleen for Emeritus Staff Status.

I feel confident that she has demonstrated the exemplary performance expected in her role befitting of this recommendation. In her role, she has proven to be a take-charge leader that has been able to successfully develop and implement plans that have improved the institution.

Colleen had responsibility for the institution's vast human resources information systems (HRIS) functions. She has successfully demonstrated leadership ability by counseling new and prospective staff and faculty. Her advice has been a great help to these faculty and staff members. And her advice has aided me in my leadership role.

It is for these reasons that I offer high recommendations for Colleen without reservation.

Her drive and abilities have truly been an asset to our institution. If you have any questions regarding this nomination, please do not hesitate to contact me.

Sincerely,

**David N. Turner** | SPHR, SHRM-SCP, CCP

Vice President | University Human Resources  
Eastern Michigan University | Ypsilanti, MI 48197  
O: [\(734\) 487-9733](tel:7344879733) | E: [dturne27@emich.edu](mailto:dturne27@emich.edu)



September 24, 2019

**RE: Recommendation for Colleen Glaser for Emeritus Status**

To the Board of Regents:

My name is Joline Davis and I am the Director of Labor and Employee Relations for the University Human Resources ("UHR") division at Eastern Michigan University ("EMU"). I am extremely happy to nominate my colleague Colleen Glaser, Associate Director, Human Resources Information Systems ("HRIS") for your consideration in granting her Emeritus status.

I have known Colleen since I started with EMU in 2016. She has been the epitome of a team player as well as a leader who has carried the HRIS department to new levels of performance and accuracy. Her realm of UHR and EMU historical knowledge is definitely something that the entire division will greatly miss. She has been the go to person for our department as it relates to all computer and technological issues and brings a wealth of insight to any problem that we may have as it relates to the Human Resources Information Systems department and the Human Resources division. She has dedicated 20 years of her work life to EMU and the Human Resources division is heightened due to her commitment to EMU. She is the point of contact for all issues as it relates to technology. She utilized her resourcefulness and contributed to the transformation from paper PAFs to EPAFs utilization for the university. When new software updates are provided for our systems, she is the individual who performs software testing and discovers ways to improve our day to day processes.

Colleen's service to the HRIS department, the UHR division and EMU has been instrumental in University Human Resources remaining in compliance and successful audits inquiries. She has been an asset to our division and will greatly be missed.

Through her dedication to EMU, commitment to finding solutions to problems and her ability to utilize resources effectively she has definitely earned the honor of Emeritus status.

Sincerely,



Joline R. Davis, Esq., SHRM-CP  
Director, Labor and Employee Relations





## EASTERN MICHIGAN UNIVERSITY

### EMERITUS STAFF STATUS RECOMMENDATION

*University Advising & Career Development Center*

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

Name of staff member: Lorraine McKnight

Title upon retirement: Senior Career Coach

Date of hire at EMU: 6/4/2001

Retirement date: 3/1/19

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: Steven

Degree(s)/institutions/year: Baccalaureate: EMU/1993

Masters: EMU/1998

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

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

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

7/29/19  
Date

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

7/29/19  
Date

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

7/29/19  
Date

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

10/2/19  
Date

President \_\_\_\_\_

10/2/19  
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.



EASTERN MICHIGAN UNIVERSITY

## University Advising & Career Development Center

July 29, 2019

David Turner  
Vice President  
University Human Resources  
Eastern Michigan University  
Ypsilanti, MI 48197

Dear Mr. Turner:

It is with great enthusiasm that I recommend Lorraine McKnight for emeritus status. Ms. McKnight started with the University in 2001 and worked all of her nearly 18 years in Career Services (1985-2010 Career Services Center then 2010-2018 University Advising & Career Development Center).

Lorraine started as a Career Development Associate and her first assignment was to coordinate the Career Services satellite office located within the College of Business. Lorraine hired and trained the student staff, assisted students with determining their career directions as well as with preparation for the job and internship search. She made strong connections with faculty members and was a regular presenter in numerous courses at the COB. In this role, Lorraine also planned and implemented the annual College of Business Career Day event where employers and faculty worked together to expose students to career paths for each major in the college and the event then culminating with a job fair. Pulling this event together was no easy task and required organization, persistence and attention to detail in order to create a high quality and well-attended event. Lorraine met this challenge each and every year.

In 2010 Lorraine transitioned from the College of Business to a Senior Career Coach working with students on main campus. In this role, she helped us to develop the 'Prescription for Success' program as well as the Color Interest groups in 2017 which are now utilized at every Fast Track event as well as the annual Eagle Fest event.

Throughout her time at EMU Ms. McKnight was an advisor to numerous student clubs/organizations (at one time 3 at once!) with the most prominent and long-term being to the National Society for Leadership & Success (NSLS). She was recognized by the National Organization President of NSLS for her "exceptional service and leadership".

For her long-standing dedication to students, alumni and all things 'EMU', it is with pride that I nominate Lorraine McKnight for emeritus status. Please let me know should you need any additional information or specifics.

Respectfully submitted,

Sarah Kersey Otto  
Director  
University Advising & Career Development Center



EASTERN MICHIGAN UNIVERSITY  
**University Advising & Career  
Development Center**

July 29, 2019

David Turner  
Vice President  
University Human Resources  
Eastern Michigan University  
Ypsilanti, MI 48197

Dear Mr. Turner:

I am pleased to recommend Lorraine McKnight for emeritus status at Eastern Michigan University. Lorraine served at the University Advising & Career Development Center as a Career Coach in the College of Business satellite office for nine years and then moved to main campus for an additional nine years to assist students with career planning. She supervised and mentored many students in the EMU College or Community Counseling program through their graduate assistantships and internship experiences in our office. She was able effectively plan and organize events such as the College of Business Career Day as well as countless classroom presentations and personality inventory workshops.

Lorraine's counseling background enabled her to offer compassionate guidance to students and alumni who were weighing options related to major selection and possible career changes. She came from a corporate background, which gave her insight into what employers were truly seeking from our candidates. She often helped students identify organizations to assist with adversities they were facing such as food insecurities, disabilities and housing. She was a strong advocate for utilizing all available community and campus resources to ensure student success.

I would like to add that Lorraine set a great example as a student advocate. She consistently put student needs and concerns first and was an outstanding mentor who developed strong relationships with students. She was a great asset to our department who is deserving of emeritus status.

Thank you for consideration.

Sincerely,

Crystal Walrath  
Assistant Director  
University Advising & Career Development Center



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

The Department/Office of Records and Registration recommends the awarding of **Emeritus Staff Status** for the following

retiring/retired staff member:

Name of staff member: Estela Alicia Thompson

Title upon retirement: CS – 05 Transfer Credits Tabulator

Date of hire at EMU: 01/03

Retirement date: 09/19

Number of years at EMU: 16 (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: N/A

Degree(s)/institutions/year: Baccalaureate: 1987

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

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

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

Recommended by

8/6/19  
Date

Recommended by

8/6/19  
Date

Department Head and/or Supervisor

8/6/19  
Date

Executive Council Member

9/5/19  
Date

President

10/3/19  
Date

Date Submitted to Board of Regents

After the Executive Council member signs, please forward this form and letters of support to: Cathie McClure, 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.



Office of Records and Registration  
Eastern Michigan University  
304 Pierce Hall • Ypsilanti, MI 48197  
Phone: (734) 487-4111 • Fax: (734) 487-6808  
registrar@emich.edu

[www.emich.edu/registrar](http://www.emich.edu/registrar)

July 17, 2019

Dear Members of the Board of Regents:

I am pleased to write a letter of recommendation on behalf of Stella Thompson in support of her request for Emeritus Staff Status.

Stella, a two-time Eastern Michigan University alumnus, has been a member of the Office of Records and Registration for the last thirteen years. Prior to her time in our office, she worked in the library for thirteen years. She also spent three years working in Livonia with Continuing Education and also spent a brief period working in Snow Health Center. Through all of these positions, her focus has always been serving our staff, faculty and students. She takes pride in working at Eastern Michigan University and it shows in what she does on a daily basis. She is kind and welcoming and is always going the extra mile to problem solve and establish a rapport with those around her.

Stella has worked hard and I know she is eager to spend more time with her mother and sister. While she will be missed each day, as she has been a wonderful asset to our office over the years, I know she will enjoy all that lies ahead of her. She has embodied the definition of TRUEMU and has given much of her time and energy to our campus and community. She is truly deserving of Emeritus Status.

Sincerely,



Erin Burdis  
Associate Registrar

June 25, 2019

Re: Letter of Support for Emeritus Status

To Whom it May Concern:

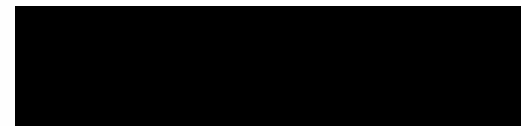
This letter is in support of Estela (Stella) Thompson being awarded Emeritus Status upon her retirement from Eastern Michigan University. Stella has been a valuable member of this campus for over 32 years, and it has been my pleasure to work with Stella for approximately the last 16 of those 32 years. In that time I have come to know what a kind, funny, hard-working employee and person she is who is dedicated to not only her job, but her friends, family, and co-workers, as well.

While there have been many tough times at EMU over the last 32 years, Stella has never failed to contribute to the well-being and overall good of this University and its students. Even during the busiest times in her area, not once has she been unable to help me when I've contacted her – whether it be to immediately post transfer credits for a student trying to register or simply helping me locate a transfer credit equivalency. A willingness to go above and beyond like that for your fellow co-workers is not always easy to find; she will be greatly missed.


As stated above, I am in full support of Stella being awarded Emeritus Status and look forward to her recognition as such.


If I can be of any further assistance in this process, please do not hesitate to contact me.

Thank you,



Amy L. Frady, MS  
Assistant Director, Graduation  
and Transcribing Systems  
Eastern Michigan University  
Records and Registration  
304 Pierce Hall  
Ypsilanti, MI 48197  
734.487.4111  
fax 734.487.6808  
[www.emich.edu/registrar](http://www.emich.edu/registrar)

 MI.gov



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**

Public School Employees Retirement System

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- Logout

**Name:** Estela Alicia THOMPSON

**Account Status:** Applicant / Pending

**Account Owner:** ESTELA ALICIA THOMPSON

[Click here to check the status of Retirement Application](#)

# Account Summary

## Contact Information

Member ID: 95448509

(313)-452-7763

[Edit](#)

ESTELA ALICIA THOMPSON

(734)-487-3556

sthompson@emich.edu

Physical Address

Mailing Address

## Messages From ORS

Retirees:

07/25/2019

The next pension pay date is August 23, 2019.

[Follow us on Twitter!](#)

## Retirement Plan

Current Benefit Structure	Basic
Transition Date	02/01/2013
Healthcare Choice	Premium Subsidy
Election Choice	1.25% Pension Factor



**Service Totals as of [07/04/2019]**

<b>Defined Benefit</b>	
Total <u>Service Earned</u> through [07/04/2019]	30.7505
Service Earned at 1.5% Pension Factor	24.6093
Service Earned at 1.25% Pension Factor	6.1412
<b>Life To Date Total</b>	<b>30.7505</b>

**Current Employers**

- EASTERN MICHIGAN UNIVERSITY



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

*DoIT*

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

Name of staff member: MICHAEL DRUMM

Title upon retirement: College Technician

Date of hire at EMU: 5/27/2008

Retirement date: 8/30/2019

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: \_\_\_\_\_

Home telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of spouse: MARIE BLANAROVA

Degree(s)/institutions/year: Baccalaureate: BBA/EMU/1976

Masters: MA/EMU/1989

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

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

Recommended by: \_\_\_\_\_ Date: 8/23/2019  
Recommended by: \_\_\_\_\_ Date: 8/20/2019

Department Head and/or Supervisor: \_\_\_\_\_ Date: 8/28/19

Executive Council Member: \_\_\_\_\_ Date: 8/28/19

President: \_\_\_\_\_ Date: 10/3/19

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 19, 2019

Michael Valdes  
Chief Financial Officer (CFO) and Treasurer to Board of Regents  
101 Welch Hall  
734.487.2031  
mvaldes@emich.edu

Dear Mike,

I am writing in support of emeritus status for Mr. Michael Drumm, a College of Arts & Sciences IT technologist who is separating from Eastern Michigan University after 17 years of service (please see accompanying email). I have had the good fortune of working with Mike over the last four years in my role as CAS Associate Dean. To say that Mike provides sound advice in planning for the annual refresh of CAS computers for PC computer labs is accurate, but grossly understates the impact he has had on the computer lab refresh program. He attempts to obtain the lowest possible expense for the refresh machines, which allows the college's dollar to stretch a bit further. Moreover, he has a thorough understanding of the capabilities and constraints of all computer labs within his purview, and effectively considers the needs of the faculty and students who use the labs. In addition, he effectively strategizes how the machines that are replaced by new computers in one lab can then cascade to other labs with older machines than those from the lab that are refreshed, thereby leading to an upgrade of the machines in the cascaded lab. This cascade may sometimes lead to upgrades in up to four labs! Fourthly, Mike is willing to work with heads/directors and faculty to identify creative approaches to meeting the needs for computers, such as the assembly of mobile computer carts that can be wheeled from one lab to the next to allow flexibility in the use of the machines, or lockable storage cabinets to secure the computers in multi-purpose rooms.

Mike has always been highly professional in his work with me, and seems to be able to optimize almost any budget that I give to him. I value his advice, wisdom, flexibility and willingness to go back to the drawing board if necessary to develop alternative approaches. He seeks to understand the underlying nature of challenges through creative problem solving and attends to opportunities that may be available through future upgrades to model specifications.

In summary, I believe that Mike Drumm deserves emeritus status based on his dedicated service that goes above and beyond his class specifications.

Thank you for your consideration of this request.



Steve Pernecky

Associate Dean of Budget and Facilities  
College of Arts & Sciences

## Emeritus - update with MPSERS years of service included

1 message

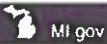
Michael Drumm  
To: Steven Pernecky


Tue, Jun 4, 2019 at 11:56 AM

Wow, ORS (MPSERS) was freeky fast providing my EMU years of service via an encrypted email message.

Attached is the PDF screen shoot of my years of service working at EMU while participating in the MPSERS program. MPSERS does not provide start and end dates of service, but they do provide the fiscal years employed. I count 17 years of service by fiscal year. Emeritus status requires 15 years of service, and this email could be used to support emeritus qualification. I'm expecting August 30/2019 as my effective retirement date because MPSERS needs 2 months to process my pension benefit start after enrollment in Medicare part B. I enrolled in Medicare part B today.

Michael Drumm  
mdrumm1@emich.edu





**MICHIGAN OFFICE OF RETIREMENT SERVICES**

Public School Employees Retirement System

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### View Message

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**Date / Time :** 06/04/2019 11:21 AM

**From :** ORS Customer Service

**Subject :** Re: Need Service History (start and end dates)

**Retirement Account :** MPSERS-Active-Member-Owner

### Response:

Thank you for contacting the Office of Retirement Services (ORS).

Our office is unable to provide detailed printouts of member accounts, nor can we provide exact begin and end dates of your employment with Eastern Michigan University (EMU). Below are the school fiscal years (SFY) that EMU reported earnings and service for you:

1973/74  
1985/86-1989/90  
2007/08-2018/19 (current SFY)

On Jun 4, 2019, at 10:38 AM, Steven Pernecky <spernecky@emich.edu> wrote:

Hi Mike,

This will not be a problem to get done, hopefully in the next day or so. Happy to do it!!

Best,

Steve

On Mon, Jun 3, 2019 at 4:11 PM Michael Drumm <mdrumm1@emich.edu> wrote:  
Hello, Steve,

The Emeritus page <https://www.emich.edu/emeritus/about.php> states I need a nomination letter to be considered for approval by the Board of Regents.



Jada Wester <jwester@emich.edu>

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## **Emeritus for Michael Drumm**

1 message

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**Jada Wester** <jwester@emich.edu>

Mon, Aug 19, 2019 at 4:11 PM

To: Steven Pernecky <spernecky@emich.edu>

Hello Steve,

I will need (2) recommendation letters plus Emeritus Application from Michael to process this Emeritus Staff letter. Please let Michael know.

Thank you,  
Jada



August 21<sup>st</sup>, 2019

Mr. Michael Valdez – VP of Finance

Hello Mike:

I am writing in support of the emeritus status application of Mr. Michael Drumm. I first met Mike Drumm a decade ago when I began my career at EMU in the capacity as Department Head of Geography & Geology. Since then Mike Drumm has been the primary IT support technician for our GIS teaching laboratories. His outstanding work maintaining our PC lab facilities has allowed our GIS programs – both at the graduate and undergraduate levels – to flourish. It is now a great honor for G&G Mike has decided to pursue a Master's in GIS. In addition to his significant work helping the G&G department, I understand Mike Drumm has 15 years of service with EMU – according to Vicky Mitro. Consequently, I fully support Mike Drumm's application for emeritus status at EMU. Please do not hesitate to contact me in the event I can provide additional information in support of his application for emeritus status.

Respectfully yours,

Dr. Rick Sambrook  
Department Head & Professor

**Spencer Schubbe** retired on August 31, 2019 **after 46** years of service at EMU. Spencer was a Coordinator, Library Network Services, The Office of Halle Library. Spencer managed computer technology and software in the library labs. This included installing software and updating computers when necessary. He took pride in his work and was very competent in whatever area he was working in. Spencer had a good working relationship with all individuals across campus. Spencer was very dedicated employee.

**Ann Klaes** retired on June 30, 2019 **after 37** years of service at EMU. Ann was a Director of Student Center/Conference and Event Services, The office of REC/IM. Ann was passionate, knowledgeable and a very strong advocate for her department and EMU. Ann started as a student employee and rose through the ranks to a Director of Conference and Events Services. Ann's drive for success and her ability to cultivated great working relationships made the University a better place. Ann was well respected across campus.

**Donna Schubert** retired on June 28, 2019 **after 35** years of service at EMU. Donna was the Budget Records Administrator, The office of REC/IM. Donna dedicated much of her life to EMU. Her reputation as a hard worker, loyal employee and tremendous pride to detail made her one of a kind. She listened to students and help them if any way she could. She was devoted and an excellent ambassador for EMU.

**Carol Orlowski** retired on June 30, 2019 **after 29** years of service at EMU. Carol was a Secretary II, The office of Chemistry. Carol has

always displayed a friendly, patient disposition. Her vast knowledge of EMU policies and procedure along with problem solving had been documented. She's a team player and is very loyal to the University. Her primary function is dealing with students and she is very helpful. Carol is always up for new challenges that come her way.

**Joseph Mason** retired on September 30, 2019 **after 29** years at EMU. Joseph was a Supervisor of Laboratory Services in the Chemistry Department. Joseph job requires training and supervising a large staff of student workers. While working with students Joseph has safety utmost importance. Joseph is very organized and maintained detail for procedures. He spends a lot of time and effort recruiting, training, scheduling and mentoring his students. Joseph is a valuable employee.

**Michael Malach** retired on October 1, 2018 **after 20** years at EMU. Michael was Senior Associate AD/Finance & Facilities. Michael oversaw the budget and financial planning, event management, Facilities and game operations. He was the liaison to the convocation center. Michael is an exceptionally conscientious person, good spirit and always thoughtful. He's been involved in many capital projects, numerous committees and help foster interns, student staff and grad assistants through his career.

**Colleen Glaser** retired on September 30, 2019 **after 20** years at EMU. Colleen was an Associate Director Human Resources Information Systems in Human Resources Department. Colleen has demonstrated exemplary performance. She is a take charge leader and she has



developed and implemented plans that have improved this institution. She the responsibility for the institutions vast Human Resources information systems. She has helped faculty, staff members across campus. Colleen is a team player and her knowledge will be greatly missed.

**Lorraine McKnight** retired on March 1, 2019 **after 17** years at EMU. Lorraine was a Senior Career Coach in the Office of University Advising Career Development Center. Lorraine hired and trained the student staff, assisted students with determining their career direction as well as preparation for the job and internship search. She made strong connections with faculty. Lorraine also was an advisor to numerous student clubs/ organizations. She had long standing dedication to students, alumni and all things EMU.

**Estela Thompson** retired on September 19, 2019 **after 16** years at EMU. Estela was a Transfer Credits Tabulator in the Office on Records and Registration. Estela is a two-time EMU alumnus. She has forced on always going the extra mile to problem solve and help staff, faculty and students. She is kind, welcoming and a very hard worker. She has embodied the definition of TRUEMU.

**Michael Drumm** retired on August 30, 2019 **after 15** years at EMU. Michael was a College Technician in the Department of DoIT. Michael provides sound advice in planning for annual refresh program. He always attempts to obtain the lowest expense. Michael is willing to work with department heads/ directors and faculty to meet their computer needs. Michael is always professional, flexible and has a willingness to develop alternative approaches.