

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: 5

DATE:  
October 19, 2023

**RECOMMENDATION**

**EMERITUS STAFF**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to one (1) staff member:

- Colleen Marks, Director, Graduate Admissions, retired May 2023.

**STAFF SUMMARY**

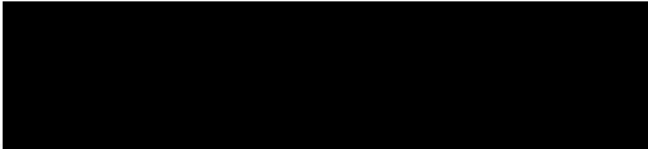
According to University policy, retiring Administration Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT), or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years,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



University Executive Officer

*October 5, 2023*

Date



# EASTERN MICHIGAN UNIVERSITY

## EMERITUS STAFF STATUS RECOMMENDATION

Teacher Education

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

Name of staff member: Colleen Marks

Title upon retirement: Director, Graduate Admissions

Date of hire at EMU: August 2003

Retirement date: May 2023

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: [REDACTED]

E-mail address: [REDACTED]

Name of spouse: \_\_\_\_\_

Degree(s)/institutions/year: Baccalaureate: M.A., Eastern Michigan University, 2007

Masters: B.S., Clearly University, 1988

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

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

Dr. Wendy Burke  
Recommended by \_\_\_\_\_ Date

07-18-23

07-20-23

Dr. Ronald Flowers  
Recommended by \_\_\_\_\_ Date

06-30-23

Date

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

9/8/2023

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

9/13/23

President \_\_\_\_\_ Date

October 19, 2023  
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.

**To:** Dr. Rhonda K. Longworth, Provost and Executive Vice President  
**From:** Dr. Ronald D. Flowers, Professor, College of Education  
**Date:** June 30, 2023  
**Subject:** Nomination of Ms. Colleen Marks for Emeritus Status

It is my sincere honor and privilege to recommend Ms. Colleen Marks for Emeritus status as she retires after an outstanding career at Eastern Michigan University. I have known Ms. Marks since 2005, when I began at EMU as a faculty member in the Department of Leadership and Counseling. I still recall my first encounter with Colleen. At that time, the College of Education offered multiple courses and degree programs at satellite locations throughout Southeastern Michigan. The first class I was scheduled to teach was at the Livonia campus. Not quite sure what to expect, my concerns were eased as Colleen enthusiastically greeted me as I stepped onto the fourth floor of the Livonia Center. As Coordinator of Distance Education Programs, she made the experience of teaching at an off-campus site a pleasure for all. She was always well-prepared, organized, and able to anticipate the needs of the faculty and students. Her most enduring quality was her empathy for and nurturing of our diverse population of distance learning graduate students.

Managing the distance learning locations was a herculean task. From Gaylord, Travis City, Grand Rapids, Detroit, Jackson, Dearborn, and Monroe, Colleen made sure the experiences of the faculty and students were positive and supportive. As the first doctoral program at EMU, the Leadership program was also the first to take our Ph.D. "on the road," developing doctoral cohorts in Gaylord and Grand Rapids. This would not have been possible without Colleen's guidance, coordination, and support.

Over the years, I would come to work with Colleen as the Student Affairs program coordinator, Chair of the Graduate Counsel, and LDCN Department Head. In addition, I had the privilege of having her in class as she is a proud graduate of our Masters of Arts in Higher Education/Student Affairs Program. Through all of these experiences, I found Colleen to have a tremendous work ethic. She has tirelessly worked with faculty and administrators to support and build the quality of our graduate programs.

As distance learning shifted from off-campus locations to hybrid and online offerings, Colleen was at the center of this transition. During this time, she joined the on-campus admissions office as Director of Graduate Admissions. Though she faced many challenges as this transition occurred, she was always upbeat and proactive in advocating for graduate students and faculty. I worked very closely with her in the early stages of our relationship with Academic Partners. I have always been impressed by her understanding of the challenges faced by our graduate students. In part, I believe this empathy came from her own experiences as a graduate student working a full-time job and supporting a family. Her tireless work with the faculty in the College of Education to shift into the online environment with a student-centered focus helped us build quality online programs, enhance our visibility, and was critical in the enrollment growth of our Master's of Art in K-12 Administration.

It has been my privilege to work with Colleen over the years. I could write pages elaborating on the contributions Colleen has made to strengthen graduate education at EMU. I hope that this brief synopsis demonstrates how Colleen is the manifestation of what is best about EMU. It is my privilege and honor to recommend Ms. Colleen Marks for Emeritus status.

July 18, 2023

Dear Provost Longworth and the EMU Board of Regents,

I am pleased to recommend Ms. Colleen Marks for Emeritus Staff Status. I've known Ms. Marks since my early days of joining the faculty in the Department of Teacher Education. My admiration, respect and appreciation for her contributions has continued to grow exponentially as I worked with her in a variety of roles and contexts over the last two decades.


Ms. Marks has been an outstanding EMU colleague since she became the Director of the Off Campus Centers in 2003. I fondly remember all of the many ways she would support me when I taught graduate courses at the Brighton, Livonia, and Monroe sites. Colleen would go the extra lengths to provide administrative support, was incredibly organized, and always ensured that all of us had our needs met before, during, and after full day class sessions. In so many significant ways, Ms. Marks served as the outward and inward facing communications expert and coordinator for our students and for all faculty and instructors as we learned to navigate different aspects of teaching and learning at these extended program campuses.

Years later as a Department Head, I still cannot sing her praises loudly enough. Colleen was always the one to roll up her sleeves and support operations during our Graduate Open Houses, even moving tables, signs, etc. during events! She was gracious and friendly to all students, faculty, and administrators providing directions, support, and a welcoming and helpful, positive attitude. In addition, Ms. Marks was also an incredible support to all of us Department Heads in the College of Education during the onboarding and implementation phases of our partnership with Academic Partners. Not only did she support all of the behind-the-scenes communications and management, but she also went the extra mile when working with students with complicated and challenging concerns. She was a true partner throughout while maintaining regular communication about tuition information, enrollments, staffing needs, admissions, and university policies and guidelines.

Ms. Marks is the consummate professional who is caring and kind, listens with an empathetic ear and heart, remains positive in the face of challenges, serves as a proactive problem solver, maintains an impressive work ethic, and is always responsive to the needs of students, faculty, and staff.

Mere words are not enough to thank Ms. Marks for all that she has done for EMU. My hope is that this recognition of Emeritus Staff Status provides her some level of acknowledgement that conveys my deepest gratitude for her service to our community.

Sincerely,

  
Wendy M. Burke  
Department Head of Teacher Education  
Eastern Michigan University  
Ypsilanti, MI 48197  
[wendy.burke@emich.edu](mailto:wendy.burke@emich.edu)



EASTERN MICHIGAN UNIVERSITY

# Emeritus Staff

October 19, 2023

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## Colleen Marks



Director,  
Graduate Admissions  
20 years

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**E** EASTERN MICHIGAN UNIVERSITY

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