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| SECTION:           |
| DATE:              |
| September 16, 2008 |

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

**RECOMMENDATION**

**EMERITUS STAFF STATUS**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to four (4) staff members: Dawn Clark, Secretary in the Department of Psychology who retired in November of 2001 after 30 years; Donna Heine, Occupational Therapy Fieldwork Coordinator who retired in June of 2008 after 29 years; Marsha Kolar, Office Supervisor in the Division of Information Technology who retired in August of 2008 after 28 years; Karen O'Clair, Staff Nurse who retired in July of 2008 after 17 years.

**STAFF SUMMARY**

According to University policy, retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), 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.

University Executive Officer  
President

9/9/08  
\_\_\_\_\_  
Date

**EASTERN MICHIGAN UNIVERSITY**  
**Division of Academic Affairs**

**EMERITUS STAFF STATUS RECOMMENDATION**

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

Name of Staff Member: Dawn Clark

Current Status at EMU: Retired

Date of Hire at EMU: October, 1971 Retirement Date:  
November 1, 2001

Number of Years at EMU: 30 (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:

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

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

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will  
be kept on file at the EMU Foundation.

Barry Fish  
Recommended by     (please print)

6/13/08  
Date

Department Head and/or Supervisor  
Date    

6/13/08  
Date

Dean and/or Vice President    

6/18/08

Provost    

6/30/08  
Date

September 16, 2008  
Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush  
Academic Affairs, 106 Welch Hall

8/22/06

JUN 17 2008

COLLEGE OF ARTS & SCIENCES  
OFFICE OF THE DEAN



# EASTERN MICHIGAN UNIVERSITY

June 13, 2008

To Whom It May Concern:

I'm writing to nominate Dawn Clark for emeritus staff status in recognition and appreciation of her long and excellent service to Eastern. As the attached form indicates, Dawn was employed at Eastern for 30 years and rendered exceptional service to a number of departments and, during the latter part of her career, to the dean of the College of Arts and Sciences. Dawn served in this last capacity during my entire twelve-year tenure as dean, and prior to that, she worked for dean Donald Drummond and interim dean Ira Wheatley. The quality of her work is attested to by her annual evaluations and the consistently exceptional manner in which she handled the responsibilities of her position and dealt with a variety of difficult problems, situations and people.

Because I left the position of dean five months prior to her retirement, and because emeritus status was not available to clerical staff at that time, she has not been nominated for emeritus status before. I hope it is still possible to accord her this richly deserved recognition.

Sincerely,

Barry Fish, PhD  
Professor of Psychology



**EASTERN MICHIGAN UNIVERSITY**  
**Division of Academic Affairs**

**EMERITUS STAFF STATUS RECOMMENDATION**

The Department of OT PROGRAM SCHOOL OF HEALTH SCIENCES recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: SONIA REINE

Current Status at EMU: Retired

Date of Hire at EMU: 12/29/78 Retirement Date: 06/02/08

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:

Home Telephone:

E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: WMU - B.S., OT 1969

Masters: MA, Rehabilitation 1979  
COUNSELING

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

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Provost's Office.

Recommended by (please print) \_\_\_\_\_ Date 7/10/08

Department Head and/or Supervisor \_\_\_\_\_ Date 7/10/08

Dean and/or Vice President \_\_\_\_\_ Date 7/14/08

Provost \_\_\_\_\_ Date 7-16-08

Date Submitted to Board of Regents September 16, 2008

Please forward this completed form to: **Nicki Banush**  
**Academic Affairs, 106 Welch Hall**

**Narrative Statement to Support the Emeritus Staff Recommendation of  
Donna Heine**

Donna Heine is a passionate educator and occupational therapy (OT) practitioner who has a long history of service to the University and the OT profession. She first became an instructor in the Occupational Therapy Program in 1980 teaching in the undergraduate program. She left five years later to pursue clinical interests in work evaluation and home health, though continued to teach part time within the OT Program. In 2000 she returned full time to EMU as the Occupational Therapy Fieldwork Coordinator. In this position she coordinated all of the clinical placements for our students. She is artful at supporting both the students and the clinical supervisors at over 100 fieldwork sites.

She is active in the professional community of occupational therapy and was nominated to the Roster of Fellows for the Michigan Occupational Therapy Association in 1997. She is the author or co-author on seven publications and has done 16 professional presentations at State and National conferences.



# EASTERN MICHIGAN UNIVERSITY

## Division of Academic Affairs

### EMERITUS STAFF STATUS RECOMMENDATION

The ~~Department of~~ Division of Information Technology recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Marsha Kolar

Current Status at EMU: Office Supervisor

Date of Hire at EMU: July 14, 1980 Retirement Date: August 1, 2008

Number of Years at EMU: 28 years (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: \_\_\_\_\_

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

Please Attach a Brief Statement of Support to this Form See attached from William Shell

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

William Shell

Recommended by: \_\_\_\_\_ (please print) Date

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

Dean and/or Vice President \_\_\_\_\_ Date

Provost \_\_\_\_\_ Date

September 16, 2008  
Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush  
Academic Affairs, 106 Welch Hall

This note is in support of Emeritus Staff status for Marsha Kolar. Marsha has worked for Eastern Michigan University for 28 years. Marsha's welcoming smile has greeted people in each of the positions she has held, from the EMU Pharmacy to the Library, Faculty Development and Information Technology. Whether it was keeping schedules, ensuring that supplies were available or working through a mesh of paperwork, Marsha was a partner in the organization.

Marsha knows people in offices across campus. She knows who to contact for inquiries. She knows who to call on to get something done. Marsha understands and believes in the value of EMU. EMU matters to Marsha and Marsha matters to the people of EMU.

She has been helpful to many faculty through the years, including her time working with the Faculty Development Center. She has also written a children's story book, which is in the Halle Library collection.

Emeritus status would be very much valued and appreciated by Marsha. Granting emeritus status in recognition of her commitment and years of service is an appropriate vestige as she passes from one phase of EMU involvement to another.

Thank you for your consideration.

Sincerely,

William J. Shell  
Director, Academic Technology and Computing Services  
Division of Information Technology



**EASTERN MICHIGAN UNIVERSITY**  
Division of Academic Affairs

**EMERITUS STAFF STATUS RECOMMENDATION**

The Department of University Health Services recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Karen O'Clair, RN

Current Status at EMU: Staff Nurse

Date of Hire at EMU: 09/10/1990 Retirement Date: 7/3/08

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: —

Degree(s)/Institutions/Year: Baccalaureate: —

Masters: —

Doctoral: —

Other: St. Luke's School of Nursing Fargo, N.D. 1964

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

Ellen Gold

Recommended by (please print) Ellen Gold Date 7-29-08

Department Head and/or Supervisor — Date 8/1/08

Dean and/or Vice President — Date 7/30/08

Provost // Date 8/1/08

September 16, 2008  
Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush  
Academic Affairs, 106 Welch Hall



## Emeritus Staff Status Recommendation

Karen O'Clair

I would like to recommend Karen O'Clair for emeritus staff status based not only on her years of service to the EMU community, but on the quality of the services Karen has provided over the past 17 years.

Karen has been a Staff Nurse at Snow Health Center since 1990. She has continually been described as a professional with excellent clinical skills who has a strong customer service focus. Students have completed evaluations that describe Karen as 'that nice nurse' or 'the nurse that was so helpful'. She takes the time to make every patient feel special and important, and truly listens to them. Karen has role modeled professionalism to the other staff.

Karen has led a drug assistance program for students who are uninsured and in need of prescription medications. She has worked with those students through the myriad of paperwork to try to get them support so they can receive the medication they need. She has always been a self-starter who looks for ways to go beyond what is required in her job description in order to best serve our students and University Health Services.

She richly deserves the emeritus staff status and hope you will seriously consider her for this honor.

Submitted by:

Ellen Gold

Executive Director, University Health Services