

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 three (3) staff members: Patricia Hooley, Information Technology Analyst II, who retired April 4, 2010; Stella Switala, Senior Secretary in the Department of Military Science and Leadership, who will retire June 30, 2010; and Daneen Zureich, Administrative Assistant and Licensing Coordinator in the Marketing and Communications Department, who retired June 30, 2002.

STAFF SUMMARY

According to University policy, retiring Administrative 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.

University Executive Officer
President

May 27, 2010
Date



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: Patricia Hooley

Current Status at EMU: Retired

Date of Hire at EMU: 5/3/1993 Retirement Date: 4/30/2010

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: _____

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.

JOHN GELSOMINO 5.10.10
Recommended by (please print) Date

5.10.10
Department Head and/or Supervisor Date

5-12-10
Dean and/or Vice President Date

5-13-10
Provost Date

June 15, 2010
Date Submitted to Board of Regents

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

To Whom It May Concern:

I wish to express my support for the recommendation that Emeritus Staff status be awarded to Patricia Hooley. Patricia has dedicated 17 years of service to Eastern Michigan University.

Although Patricia has encountered a variety of technology changes during her time at Eastern Michigan University, her work ethic has not wavered. She provides first rate customer service to those that we serve and is always pleasant and courteous to our constituents. Patricia is always supportive of her peers and colleagues. I have always found Patricia to be a great person to work with and appreciate all of her work at Eastern Michigan University during her tenure here. Patricia is a valued team member and we will miss her upon her departure for her retirement on April 30, 2010.

It is without reservation that I recommend Patricia Hooley be awarded Emeritus Staff status by the Eastern Michigan University Board of Regents. We in the Division of IT wish Patricia all the best as she moves to her next endeavor.

Sincerely,

John Gelsomino
Associate Director, Enterprise Applications Services



EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of Military Science & Leadership recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Stella Switala

Current Status at EMU: Sr. Secretary

Date of Hire at EMU: 10/5/1987 Retirement Date: June 30, 2010

Number of Years at EMU: 22.6 (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.

DAVID BEOUGHIER 15 APR 10
Recommended by (please print) Date

Department Head and/or Supervisor Date 15 APR 10

Dean and/or Vice President Date 4/16/10

Proyost 4-23-10 June 15, 2010
Date Date Submitted to Board of Regents

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



EASTERN MICHIGAN UNIVERSITY

Stella Switala Emeritus Staff Status Request

Mrs Stella Switala retires in June 2010 with almost 23 years of service to Eastern Michigan University, serving the last eleven years as the Senior Secretary for the Military Science and Leadership Department. Her achievements and contributions have had a significant effect on the cadets, cadre and the program.

Stella is the first impression for the Department. Always pleasant and professional, she handles the scheduling of all scholarship interviews, providing directions and caring for parents while the students interview. First impressions make a difference, and I have received multiple compliments from parents on Stella's professionalism and willing assistance.

She willingly supports the other members of the department. When shorthanded, she stepped up and began managing security clearances. She helps our academic counselor and provides the longevity and experience necessary to wend her way through the policies and procedures at the university to get cadets scheduled for classes and work through challenges with professors and grades. She coordinates training and access for university information systems and processes. Her insight provides much needed background information and has proven important in planning decisions that shape our approach to university affairs. With the military cadre and instructors spending less than two years at Eastern Michigan before being reassigned, her knowledge has proved absolutely essential to this departments functioning. We could not operate without her.

In addition to serving as the 'front office' for the department, Stella coordinates all of our social events to include the military ball, three commissioning ceremonies per year and our awards ceremony. She meticulously reviews the University budget as well. In addition to the operating budget, she also coordinates and manages the endowment account, working with the University fundraising foundation.

I must attest that Mrs Stella Switala has represented Eastern Michigan University with distinction. She is proud of her service and should remain an Emeritus member of the community. I appreciate your time in considering this application and if I can be of any further information, please feel free to contact me at 7-1020 or by e-mail at

Sincerely

David B. Beougher
Lieutenant Colonel, Ph.D.
Professor of Military Science



EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: Daneen L. Zureich

Current Status at EMU: Retired

Date of Hire at EMU: May 25, 1983 Retirement Date: June 30, 2002

Number of Years at EMU: 19 (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.

Pamela Young May 24, 2010
Recommended by (please print) Date

May 24, 2010
Department Head and/or Supervisor Date Dean and/or Vice President Date

5-25-2010 June 15, 2010
Provost Date Date Submitted to Board of Regents

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

May 24, 2010
Academic Affairs

RE: Emeritus Staff recommendation

I would like to nominate Daneen Zureich for emeritus staff status. Daneen began at Eastern Michigan May 25, 1983 and retired June 30, 2002. She was an exemplary employee during her 19 years at Eastern.

I worked with Daneen from 1997 to 2002 and found her to be very loyal to Eastern, a hard worker and a volunteer who gave it her all. She and her were at numerous EMU events and both contributed hours of volunteer work, especially in the area of marketing and communications.

During her years at EMU, Daneen worked for six directors. She worked in the cooperative education office, the department of career services and eventually worked in university marketing from which she retired in 2002.

During her time in marketing, she served as administrative assistant and licensing coordinator. Duties included acting as secretary to the director and staff; coordinating the EMU licensing program; planning and coordinating special events, and worked on two EMU president inaugurations and U.S. presidents' visits. She also helped with the annual campus picnics and assisted with numerous commencements.

To show you how valuable Daneen was, she was presented with the 1989 Department of Student Affairs Gold Medallion Award for Excellence in the secretarial classification.

Having known and worked with Daneen since January 1997, I honestly can say that she was an outstanding and loyal employee at Eastern Michigan and is an excellent candidate for emeritus status.

Sincerely,

Pamela Young
Director
Communications

Daneen L. Zureich

Primary Phone:

E-mail Address:

Employment History:

**Eastern Michigan University
Cooperative Education Office
Ypsilanti, MI 48197**

**Administrative Assistant - CS04 - September, 1982
(Temporary assignment)**

Duties include:

- Acting as customer service liaison between students, staff, professors and employers
- Completing general office duties as assigned

**Eastern Michigan University
Department of Career Services
Ypsilanti, MI 48197**

Administrative Assistant - CS05 - May 25, 1983 - June, 1991

Duties included:

- Department secretary to Director and staff
- Completing general office duties as assigned
- Assisting in problem solving as deemed necessary

**Eastern Michigan University
University Marketing
Ypsilanti, MI**

Adm. Assistant/Licensing Coordinator - CS06 - 06/1991 - 06/2002

Duties included:

- Department secretary to Director and staff
- Coordinated the EMU Licensing program
- Approved the use of EMU signature and logo
- Planned and coordinated EMU special events:
 - EMU President Inauguration (2)
 - US Presidential visits (2)
 - Monthly Campus Birthday staff luncheons
 - Annual campus picnic
 - Commencement exercises
- Completed general office duties as assigned
- Planned and coordinated office celebrations
- Assisted in problem solving as deemed necessary

Skills and Honors

- Excellent interpersonal skills
- Excellent written and verbal skills
- 1989 DSA Gold Medallion recipient for excellence achievement in Secretarial classification

Directors served: Sandy Clarke, Jim Vick, Michael Erwin, Dennis Lefond, Cindy Lawson, Rita Abent