

**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 nine (9) staff members: Brian Anderson, Director, Office of Research Development, who retired July 30, 2010; Glenda Cornette, Senior Account Specialist in Advancement Services at the EMU Foundation, who retired June 30, 2010; Marsha K. Downs, Senior Secretary to the Physical Plant, who retired August 31, 2010; Gerald Hartenburg, Scientific Instrument Tech I, who retired August 27, 2010; Clara Jean Hoedema, Senior Secretary in the University Advising and Career Development Center, who retired August 31, 2010; Beverly Lemke, Parking Administrator, who retired June 30, 2010; Dennis Allen Paul, Plumbing Supervisor, who retired July 30, 2010; Mary Smith, Senior Account Specialist in Student Business Services, who retired August 20, 2010; and Judy Williams, Senior Account Specialist in Advancement Services at the EMU Foundation, who retired June 30, 2010.

**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

*September 8, 2010*  
Date



EASTERN MICHIGAN UNIVERSITY  
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: Brian Anderson

Current Status at EMU: Director, Office of Research Development

Date of Hire at EMU: 06/06/1994 Retirement Date: 07/30/2010

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: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ E-Mail Address: brian.anderson@emich.edu

Name of Spouse: \_\_\_\_\_

Degree(s)/Institutions/Year: Baccalaureate: Accounting/EMU/1981

Masters: MBA, EMU, 1990

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.

ORD Staff 8-10-10  
Recommended by (please print) \_\_\_\_\_ Date

Department Head and/or Supervisor 8-11-10 Date Dean and/or Vice President / 8/12/10 Date

Provost / 8-11-10 Date September 21, 2010 Date Submitted to Board of Regents

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

## **Emeritus Staff Status Recommendation**

### **Brian Anderson**

**Rationale:** Brian Anderson, Director of the Office of Research Development has provided more than 16 years of exceptional service to Eastern Michigan University. During Anderson's tenure, the University increased the volume of grant and contract activity from \$8.9 million in FY1994 to \$16 million in FY 2010. This growth in grants and contracts was realized primarily in federal funding, exceeding \$12.5 million during Brian's final year of service. External dollars for research also grew substantially from \$1.58 million in FY1994 to a record high of \$5.5 million in FY 2009. Anderson has been instrumental in assisting the University develop solid proposals for federal earmark requests that not only build EMU's capacity, but address important needs of the community, such as assisting the Detroit River International Wildlife Refuge manage invasive plant species that threaten the Great Lakes ecosystem. Participating in a collaborative grant from the Michigan Economic Development Corporation lead by Michigan Technological University and involving Central Michigan University, Oakland University, as well as EMU, Anderson initiated a technology transfer capability at EMU so that inventions developed through sponsored research are protected and put into practice through license agreement with private industry.



# EASTERN MICHIGAN UNIVERSITY

August 5, 2010

Robert Neely  
Eastern Michigan University  
Associate Provost &  
Associate VP for Research  
106 Welch Hall  
Ypsilanti, MI 48197

We enthusiastically endorse the nomination of Brian Anderson for the distinction of Emeritus Staff. Throughout the sixteen years Brian has been at Eastern Michigan University, he has served the Office of Research Development, faculty, staff, and students—the entire EMU community—selflessly and very well. He richly deserves the honor.

Under Brian's leadership, ORD has set records as the volume of scholarly and creative efforts by Eastern's faculty, staff, and students has grown. ORD has brought in more grants and contracts than ever before. The number, variety and especially the monetary value of the federal dollars and research support of projects garnered by faculty and staff through ORD have increased markedly. Receipt of federal grant awards in FY10 totaled \$12.98M, with overall grant and contract awards surpassing \$16M. In fact, the value of all research awards in 1994, the year Brian began his career at EMU, was \$1.58M out of a total of \$8.9M in grants and contracts. The advance has been truly significant.

In addition, the range and variety of projects supported is testimony to Brian's leadership and vision. Projects have ranged from support for autism research and various educational services to Historic Preservation field schools to developing alliances with universities in China to worker-retraining efforts to support for single-parent students and crime-prevention and safety issues to GIS expansion to securing high-tech lab instrumentation to more protective fabrics for military uniforms to studies on the Indiana bat, to name just some. These amply testify to Brian's knowledge of the research-administration field and ability to respond and inspire.

Equally significant, everyone who has worked with Brian has high praise not only for his professional ability but also for his people skills—he is an effective and caring leader. He is not only sincere about doing a good job, but also, and this is the essence of his success, he is genuinely concerned about the people with whom he works—faculty, staff, his coworkers. He appreciates them as people and does his best for everyone with whom he comes into contact. One of the

three EMU alums in his family, he has always kept the best interests of the University and its people in mind and heart.

We strongly recommend Brian Anderson for the distinction of Emeritus Staff. The honor will serve as a reward for him, and, for the rest of the EMU family, a reminder of his long, meritorious, and selfless service.

Sincerely,  
The Office of Research Development Staff



# EASTERN MICHIGAN UNIVERSITY

## Division of Academic Affairs

### EMERITUS STAFF STATUS RECOMMENDATION

The Department of Advancement Services at the EMU Foundation recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Glenda Cornette

Current Status at EMU: Retired

Date of Hire at EMU: 01/07/80 Retirement Date: 06/30/10

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: gcornette@emich.edu

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.

Cathy Cart 06/29/10  
Recommended by (please print) Date

8/20/10 8/25/10  
Department Head and/or Supervisor Date Dean and/or Vice President Date

8/26/10 September 21, 2010  
Provost Date Date Submitted to Board of Regents

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

June 29, 2010

Laura Wilbanks, CFO  
Eastern Michigan University Foundation  
1349 S. Huron Street  
Ypsilanti, MI 48197

Dear Laura,

This letter is to request that you, or a representative from the Advancement Division of the University, consider Glenda Cornette for emeritus status upon her retirement.

Glenda has been a true asset to the Advancement Services department at the Foundation. Her knowledge of the systems, procedures, and especially of the donors has been particularly helpful in the processing of donor gifts and also in the proper recognition of those gifts.

Glenda has been a true fan of Eastern throughout her 31 years with the university, and I'm sure she will continue that support in the future.

Please let me know if there is anything else you need from me.

Yours truly,

~  
Cathy Cart, former Advancement Services Director



# EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

## EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: Marsha K. Downs

Current Status at EMU: CS-05 Senior Secretary

Date of Hire at EMU: 1-16-85 Retirement Date: 8-31-10

Number of Years at EMU: 25+ (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: mdow0918@comcast.net

Name of Spouse: \_\_\_\_\_

Degree(s)/Institutions/Year: Baccalaureate: N/a

Masters: N/A

Doctoral: N/A

### 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.

Marge Taylor 8/19/2010  
Recommended by (please print) Date

8/23/10  
Department Head and/or Supervisor Date

8/23/10  
Dean and/or Vice President Date

8/21/10  
Provost / Date

September 21, 2010  
Date Submitted to Board of Regents

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



TO: EMU Division of Academic Affairs

DATE: August 19, 2010

It is my pleasure to nominate Marsha Downs for Emeritus Staff Status after her dedication and service to EMU for 25+ years. She will be retiring on August 31, 2010.

I worked with Marsha in the College of Technology for a few years and witnessed her work ethic and how she interfaced with many departments, individuals, and evolving University processes. She had taken on challenges with the ability to offer recommendations and solutions to make the processes flow smoothly, all the while keeping the policies and procedures of the University in place.

When Marsha moved to the Physical Plant, she played a significant role in helping to facilitate better communication between the COT and the Physical Plant. As the building administrator in Sill Hall, she has helped me perform my duties and responsibilities more effectively. Marsha was always cooperative and willing to help resolve problems and come up with solutions.

In my opinion, Marsha's performance has been beyond reproach; she has worked hard and deserves to receive Emeritus Staff Status.

Best Regards.

Marge Taylor  
Administrative Manager  
College of Technology  
150 Sill Hall  
487-0206

cc: Professor John Boyless, STS School Director



EASTERN MICHIGAN UNIVERSITY  
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: GERALD HARTENBURG

Current Status at EMU: RETIRED

Date of Hire at EMU: 06/15/1970 Retirement Date: 08/27/2010

Number of Years at EMU: 40yrs (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: gerry.hartenburg@emich.edu

Name of Spouse: \_\_\_\_\_

Degree(s)/Institutions/Year: Baccalaureate: EASTERN MICHIGAN UNIVERSITY - B.S. /1982

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.

Recommended by (please print) MARIANNE LAPORTE Date 8-27-10  
Department Head and/or Supervisor  
Dean and/or Vice President Date 9-2-10  
Date 9-3-2010 Date Submitted to Board of Regents September 21, 2010

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

Jerry Hartenburg has been a Superhero, capital 'S', in the Biology Department for nearly forty years. Jerry left Media Service's TV Department and joined Biology as an Instrument Technician in May, 1977. A man of few words but remarkable capabilities, he treated us to years of his magic and spoiled us with his quiet competence. If a staff member would describe something needed for a course or research project, Jerry could design it and make it. Wails of angst when a computer crashed would attract Jerry, our intra-department responder to '911' calls, ... and he'd lay hands on the computer, and it would work. He regularly maintained and repaired equipment from ditto machines (remember those?) to electron microscopes without fanfare. A simple note stating 'done' would be affixed to the item needing attention. A graduate student once noted that half the faculty could be absent without anyone really noticing, but if Jerry was missing for half a day the department dissolved into angst. These qualities won him the first Institutional Values award for his "Support Role in Teaching, Learning, Scholarship, Research, and/or Creative Activity" in 2003. This award recognized his contributions in enhancing the content and delivery of undergraduate and graduate programs. As the "technical soul" of the department, he largely shoulders the responsibility and credit for much of our success. Now we have to deal with life without Jerry in our midst, and it won't be much fun.



**EASTERN MICHIGAN UNIVERSITY**  
Division of Academic Affairs

**EMERITUS STAFF STATUS RECOMMENDATION**

The Department of University Advising and Career Development Center recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Clara Jean Hoedema

Current Status at EMU: Senior Secretary, CS-05

Date of Hire at EMU: August 4, 1981 Retirement Date: August 31, 2010

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: clara.hoedema@emich.edu

Name of Spouse: \_\_\_\_\_

Degree(s)/Institutions/Year: Baccalaureate: none

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.

J. Michael Erwin, Ph.D., Emeritus Staff - August 13, 2010

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

Department Head and/or Supervisor 8/27/10  
\_\_\_\_\_ Date \_\_\_\_\_

Dean and/or Vice President 8/27/10  
\_\_\_\_\_ Date \_\_\_\_\_

Provost 8/27/10  
\_\_\_\_\_ Date \_\_\_\_\_

September 21, 2010  
\_\_\_\_\_ Date Submitted to Board of Regents \_\_\_\_\_

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

It is my pleasure to nominate a former co-worker, Clara Hoedema, for emeritus status. I have known Ms. Hoedema since the 1980s and, for about fifteen years served as her supervisor as director of the Career Services Center at Eastern Michigan University. Reflecting on the people I know who have been granted emeritus status, it seems to me that the most common and, perhaps, most important attribute is how well they have represented Eastern Michigan University. I believe Ms. Hoedema has represented EMU as well or better than any of my fellow emeritus faculty and staff.

Ms. Hoedema's twenty-nine years at EMU have been spent in clerical positions where she served as the initial point of contact for the various segments of the University's external constituency. During her four years in Alumni Relations, Ms. Hoedema was the friendly, welcoming voice alumni heard when they telephoned and one of the first people to welcome them at alumni events, which she was often instrumental in planning. Ms. Hoedema's five years in Communication & Theatre Arts saw her play a similar role: dealing with theatre patrons and planning and coordinating such events as the Beaux Arts Ball. Recognizing Ms. Hoedema's outstanding customer service skills and efficiency, I hired her in 1990 to serve as the principal secretary at the Career Services Center where her duties included responding to calls from employers interested in hiring EMU graduates.

In each of the above positions, Ms. Hoedema was selected to represent EMU to the public because she represents the University so incredibly well. Ms. Hoedema is a warm, caring person who makes people feel welcome and valued the instant they speak to or meet her. She reinforces that positive initial impression by demonstrating extraordinary competence and determination in following up on requests and in problem-solving. Long before it became a technique taught in the University's customer service training for staff, Ms. Hoedema was someone who told callers, "I don't know, but I'll find out for you." And, she did. As an administrator concerned with EMU's image and how it affected the employment opportunities of our students, I could not have been more pleased with the image Ms. Hoedema presented of EMU as a place of caring, helpful people.

While her supervisors may have valued Ms. Hoedema's role with the external public, the same qualities that made her so effective with our external constituencies made her an incredible asset to her department, co-workers and students. Ms. Hoedema's competence and helpfulness to others throughout the University and her work with students were acknowledged in 2004 by the Division of Student Affairs when she was recognized with its Gold Medallion as the outstanding clerical in the division. Back in the 1980s, Ms. Hoedema's warm, caring and helpful manner were undoubtedly factors in making her one of the few clerical staff to team-teach a course for freshmen designed to ease their transition to college. Ms. Hoedema continued for the next two decades to help students adjust to being away from home and on their own by serving as a mentor and friend to the student employees who reported to her.

In closing, I can say with confidence that, regardless of their position within Eastern Michigan University, no one I had the pleasure of working with represented the University to its internal and external constituencies better than Clara Hoedema.

 J. Michael Erwin, Ph.D.  
Emeritus Staff



# EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

## EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: Beverly Lemke

Current Status at EMU: Parking Administrator CS07

Date of Hire at EMU: 11/25/1992 Retirement Date: 06/30/2010

Number of Years at EMU: 18 (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: blemke@emich.edu

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.

Martita Lawson 08/18/2010  
Recommended by / (please print) Date

Department/Head and/or Supervisor 8/18/10 Date

Dean and/or Vice President 8/27/10 Date

Provost 8/1 Date

September 21, 2010  
Date Submitted to Board of Regents

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

I would like to take this opportunity to recommend Beverly Lemke for Emeritus Staff Status.

Over the past 18 years, Beverly has worked in various positions at Eastern Michigan University. Her many roles across campus has given her the opportunity to service faculty, staff and students. Beverly has always been very dependable and willing to lend a hand when necessary.

Before transferring to the parking area, Beverly worked with collections, Perkins, payment plans and other loan activity in the Student Business Services area. She enjoyed working in SBS and always delivered customer service with a smile. Eventhough she enjoyed working in SBS, an opportunity to advance and still service students became available in the parking area. So, she moved over to the parking area. As a parking records administrator, Bev always made sure that faculty and staff received their parking tags in a timely manner. She was available during orientation/ move in day to make sure students could pay for and pick up their parking tags.

Overall, Beverly is an outstanding EMU employee who is dedicated to the mission and values of this institution. And, again I recommend that Beverly is granted Emeritus Staff Status.



EASTERN MICHIGAN UNIVERSITY  
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

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

Name of Staff Member: Dennis Allen Paul

Current Status at EMU: Plumbing Supervisor

Date of Hire at EMU: 3-22-78 Retirement Date: 7-30-10

Number of Years at EMU: 32 (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: dpaul@emich.edu

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.

Robert W. England  
Recommended by (please print) \_\_\_\_\_ Date \_\_\_\_\_

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

Dean and/or Vice President \_\_\_\_\_ Date 6/29/10

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

September 21, 2010  
Date Submitted to Board of Regents

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





# EASTERN MICHIGAN UNIVERSITY

June 9, 2010

This is a recommendation for Dennis Paul to become an Emeritus staff person. On the attached form it asks for degrees held. In Mr. Paul's 30 plus years here at EMU he has earned a doctorate in the plumbing of EMU. I understand all of our retirees are difficult to replace and leave with an awful lot of knowledge. Dennis will definitely be very difficult to replace, not just in plumbing knowledge but in EMU knowledge. He leaves with the knowledge of where every valve, nozzle, and pump is located and how it works. It will take many years for his replacement to acquire what Dennis has in his head.

Dennis has serviced EMU well and is very deserving of this award.

Robert W. England  
Director



**EASTERN MICHIGAN UNIVERSITY**  
Division of Academic Affairs

**EMERITUS STAFF STATUS RECOMMENDATION**

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

Name of Staff Member: Mary M. Smith

Current Status at EMU: Sr. Account Specialist CS06

Date of Hire at EMU: 12/01/1980 Retirement Date: 08/20/2010

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: msmith@emich.edu

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.

Martita Lawson 07/14/2010  
Recommended by / (please print) Date

7/14/10  
Department Head and/or Supervisor Date

7/27/10  
Dean and/or Vice President Date

7/28/10  
Provost Date

September 21, 2010  
Date Submitted to Board of Regents

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



# EASTERN MICHIGAN UNIVERSITY

July 14, 2010

I would like to take this opportunity to recommend Mary Smith for Emeritus Staff Status.

Over the past 30 years, Mary has worked in various positions in Student Business Services. . Her many roles, in SBS, have given her the opportunity to service faculty, staff and students. Her service has always been delivered with a smile and a positive attitude. Mary is very dependable and always willing to help her co workers even if it means coming in early or staying late.

One of Mary's roles in Student Business Services is balancing the cash drawers. If there are any errors or out of balance conditions in any of the drawers, she will work diligently to find and correct the error. Typically, the first two weeks of Fall and Winter semester are very busy for the front line cashiers. Mary is always willing to open a cashier window to answer student question during lunch hours.

Overall, Mary is an outstanding EMU employee who is dedicated to the mission and values of this institution.

Martita Lawson

Assistant Director, SBS



# EASTERN MICHIGAN UNIVERSITY

## Division of Academic Affairs

### EMERITUS STAFF STATUS RECOMMENDATION

Foundation

The Department of Advancement Services at the EMU recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Judy Williams

Current Status at EMU: Retired

Date of Hire at EMU: 10/01/80 Retirement Date: 06/30/10

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: jwilliams@emich.edu

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.

Cathy Cart 06/29/10  
Recommended by (please print) Date

Department Head and/or Supervisor 8/20/10 Date Dean and/or Vice President 8/27/10 Date

Provost 8/26/10 Date September 21, 2010 Date Submitted to Board of Regents

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

June 29, 2010

Laura Wilbanks, CFO  
Eastern Michigan University Foundation  
1349 S. Huron Street  
Ypsilanti, MI 48197

Dear Laura,

This letter is to request that you, or a representative from the Advancement Division of the University, consider Judy Williams for emeritus status upon her retirement.

Judy has been a true asset to the Advancement Services department at the Foundation. Her knowledge of the systems, procedures, and the donors has been particularly helpful in the processing of donor gifts and also in the proper recognition of those gifts.

Judy has always conducted herself in a professional way and has always been a team player.

Please let me know if there is anything else you need from me.

Yours truly,

Cathy Cart, former Advancement Services Director