

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE: December 14, 2018

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to One (1) staff members: Debra Craig, Senior Secretary, College of Business Marketing Department, who retired June 30, 2017.

STAFF SUMMARY

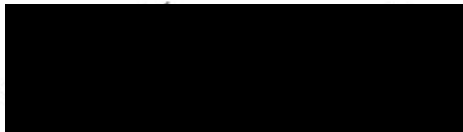
According to University policy, retiring Administration Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years,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



James M. Smith, Ph.D.
President

12/14/18
Date

Debra Craig retired on June 30, 2017 **after 27** years of service at EMU. Debra was a Senior Secretary, Office of Marketing at the College of Business. Debra was the go to person for the office. She was dependable and had a positive, professional and calm attitude. She helped guide students and was a problem solver. Debra had loyalty and dedication throughout her whole career. Debra will be missed at the University.



EASTERN MICHIGAN UNIVERSITY

EMERITUS STAFF STATUS RECOMMENDATION

The Department/Office of Marketing, COB recommends the awarding of Emeritus Staff Status for the following retiring/retired staff member: Debra Craig

Name of staff member: Debra Craig
Title upon retirement: Senior Secretary

Date of hire at EMU: 1/1990 Retirement date: 6/30/2017

Number of years at EMU: 27 (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: BGS, EMU, SU 2018
Masters: _____
Doctoral: _____

Please attach 2 letters of support to this application

Recommended by [Redacted] Date 9/19/2018
Recommended by [Redacted] Date 10/4/2018
Department Head and/or Supervisor [Redacted] Date 10/5/18
Executive Council Member [Redacted] Date 11/15/18
President [Redacted] Date 11/16/18

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.

Judy Foster Davis
Professor of Marketing
469 Owen, College of Business
Eastern Michigan University

October 4, 2018

Dear President Smith and the Board of Regents:

It is my pleasure to recommend Ms. Debra Craig for Emeritus Staff status at Eastern Michigan University. Prior to her retirement, Debra served as secretary in the Department of Marketing for nine years, working under four different Department Heads after coming to the College of Business from main campus. During that time, she was a valuable asset to the department, often helping to orient a new Department Head to EMU and getting him/her acclimated to the College. At the same time, she also maintained a good rapport with more than 30 full-time and part-time department faculty and was known for her helpfulness and cheerful disposition.

During her tenure at EMU, Debra consistently showed hard work, initiative, loyalty and dedication and took on extra responsibilities beyond her job description. For example, she was adept with computer software which she would use to publish booklets, flyers and other materials used to promote programs and issue awards from the department, offering a cost savings compared to outsourcing those items. Debra also served for a very long time as Secretary of the EMU Black Faculty and Staff Association (BFSA), keeping the campus-wide membership informed of meetings, events, fundraisers and programs, such as the Annual MLK/Malcolm X Scholarship, the Mentor – Mentee program and other worthwhile efforts. She also played a key role in organizing and hosting BFSA events and served as an all-around cheerleader for the group. At the same time, Debra was also furthering her own education while working full time - and recently completed her Bachelor's Degree at EMU.

I have met many people during my 26 years at Eastern. Over that time, I am grateful to have had the opportunity to know Debra through the BFSA and the Marketing Department. She was an asset to the organizations and departments she served and is missed by many in her retirement. I am pleased to recommend her without reservation, for Emeritus Staff status. Please contact me if you have need of any additional information.

Sincerely,



Judy Foster Davis

Eastern Michigan University
Board of Regents,
President,
Ypsilanti, Michigan
48197

September 19, 2018

Emeritus Staff Status Recommendation for Debra Craig

Dear Board of Regents, President:

I am writing this letter of support recommending Emeritus Staff Status for Debra Craig, former Department Secretary for the Marketing Department of the College of Business.

My name is Sandra Defebaugh and I am one of the professors in that department that had the privilege of having Debra support my academic service, teaching needs and students by consistently providing high quality administrative support throughout the time she worked in the department. Debra was someone that I counted on to get the work or assignment done in a timely and proper manner and she did. Moreover, whatever that task or assignment, Debra completed it with a positive, professional, calm and "can do" attitude.

Debra Craig's years of service were very appreciated by those faculty and students she supported and assisted at the College of Business and I am hereby enthusiastically recommending that she be granted Emeritus Staff Status.

I would be happy to answer any questions that you might have about Debra and I can be reached at sdefebaug@emich.edu.

Sincerely,


Professor Sandra Defebaugh, JD.