RESOLUTION FOR

Donna Spencer

WHEREAS, Donna Spencer dedicated over fourteen years of outstanding service to Southeast Missouri State University; and

WHEREAS, she began her career in 2000 at Southeast in Human Resources and fulfilled many important roles including Secretary, Benefits Technician, Human Resources Generalist, and Senior Administrative Assistant; and

WHEREAS, she has helped countless numbers of faculty, staff, and retirees with various needs concerning their benefits plans, ranging from researching and resolving insurance claims, providing plan interpretation to assist with optimum usage of plan benefits, assisting those with annual benefits open enrollment processing, and being a confidant and friendly resource; and

WHEREAS, she provided outstanding customer service in her role as a Human Resources Generalist in assisting faculty, staff, and retirees with a wide range of general human resources needs; and

WHEREAS, she was instrumental in the automation of the employee fee waiver and dependent tuition reimbursement program application processing, providing assistance with developing system needs and conducting system testing; and

WHEREAS, for many years she has served as the resident expert on work visa applications and processing for international faculty and staff, having prepared and submitted countless numbers of visa applications to successfully assure legal work status for employees; and

WHEREAS, she provided excellent administrative support to the Human Resources Director as the Senior Administrative Assistant for the department, and managed departmental needs to assure resources were available to all staff, as well as supervision of department front desk and student staffing, all of which was vital to the effective and efficient delivery of services to faculty and staff; and

WHEREAS, she has been affectionately considered by her Human Resources colleagues as the office party coordinator while assuring that no staff or student’s birthday or holiday celebration went unrecognized; and

WHEREAS, she leaves behind colleagues and friends at Southeast who hold her in the highest regard for her many years of faithful service, dedication, commitment, and compassion;

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Regents expresses its appreciation and congratulations on behalf of the University and its students, faculty, staff, and administration on this first day of May, Two Thousand Fifteen.

Jay B. Knutson

President, Board of Regents
Southeast Missouri State University