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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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FILE COPY

FOR IMMEDIATE RELEASE:

JAKE ZANE PLANS RETIREMENT

CHARLESTON, IL.--Eastern Illinois University's Associate Vice-President for Business Services and Treasurer Marion "Jake" Zane of Charleston will begin administrative leave Feb. 28 and retire Aug. 31 after more than 30 years at the University.

While a student at Eastern in the late 1950s, the Edgar County native began working part-time in the business office. After graduating in 1958 with a bachelor's degree in education, he joined the staff as a full-time accountant and completed his master's degree at Eastern in 1960.

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Since then he has held a variety of administrative positions, including assistant director of business services, purchasing agent, controller, and acting vice-president for administration and finance.

When asked what has kept him interested in the business services area for so many years, he said, "I like the variety that has been associated with the jobs I have held in the business services area. It is never boring. There are always new and challenging tasks. I've also enjoyed working with the faculty, staff and students."

Zane, who supervises 50 staff and 35 students, has primary responsibility for the administration of University operations related to receiving, expending and accounting for all funds in accordance with specific rules and regulations. These include the areas of accounting, purchasing, property control, mail service, records management and freedom of information.

In addition, he substitutes for the vice-president for business affairs during her absences and completes special assignments.

"I spend a good part of my time advising staff in the different administrative areas I oversee, including informing them about laws, rules and regulations the University is required to follow," Zane said.

He noted that his job has become more complex over the years, due in part to stricter mandates from external agencies. His areas of responsibility have also grown, including the number of staff he oversees.

In 1989, he received the EIU Distinguished Service Award for Administration. He is an active member of the Eastern community and is currently serving on the Charleston Chamber of Commerce Small Business Committee.

After retiring, Zane plans to spend an increased amount of time with his wife, Wilma, on their farm in Jasper County. He also plans to visit his daughters, Debra Roberts of Lily Lake, Illinois, and Julie Zane of Boynton, Florida, and five grandchildren.

"I will miss the routine and the many good people whom I have met and had a close working relationship," he said.