

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 7
DATE:
November 27, 2007

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Lolitia Jackson and Tammy Smith to three-year terms on the Board of Directors of the Academy for Business and Technology; Valerie Mates and Carol Treat Morton to three-year terms on the Board of Directors of Ann Arbor Learning Community; Solomon Spann to a three-year term on the Board of Directors of Commonwealth Academy; Timothy Doyle and Robert Gard to three-year terms on the Board of Directors of Gaudior Academy; and Mary Elizabeth Spademan to a three-year term on the Board of Directors of Grand Blanc Academy.

STAFF SUMMARY

According to the resolutions which establish these public school academies (charter schools), vacancies on the Boards of Directors shall be filled by the Eastern Michigan University Board of Regents.

Academy for Business and Technology

Lolitia Jackson is an administrative assistant at Livingston Family Dentistry, Highland Park. She has worked in two dental offices prior to her current position. She will earn a degree in business administration from the University of Phoenix in 2008. Jackson is the parent of a child attending the Academy for Business and Technology.

Tammy Smith is a forward planning analyst at the Ford Motor Company, Dearborn, where she develops and tracks her department's operating budget. She has worked for the Children's Learning Institute, Detroit, as a school leader/office manager. Smith earned a Bachelor of Arts degree from Davenport University, Dearborn in 2003. She has a child attending the Academy for Business and Technology.

Ann Arbor Learning Community

Valerie Mates is a free-lance computer programmer providing her services to organizations like the Ann Arbor Observer where she has been their web master for the past 11 years. She previously worked for Ann Arbor Computer for several years writing programs for automated warehouse storage systems. Mates currently volunteers for the Huron Valley Community Network, a local non-profit, building web sites for local non-profit organizations including the Ann Arbor Learning Community where her children attend school. She graduated from the University of Michigan earning a Bachelor of Science degree in computer science in 1988.

Carol Treat Morton is consultant/owner of UsefulByDesign in Bloomfield Hills, a company that provides analysis and design for software and web site developers. Prior to this venture, she was content and curriculum manager for Libraries for the Future, a Gates Foundation national training program. Morton earned a Master of Science degree in information, human computer interaction from the University of Michigan in 2002; in 1994, she earned a Bachelor of Science degree in organizational behavior from the University of San Francisco.

Commonwealth Academy

Solomon Spann is a director for Radio One, Inc., in Detroit, where he markets and sells special events for WHTD. Prior to this, he was an account manager for Clear Channel Radio, Detroit. Spann has worked for Richland County Schools in South Carolina as an in-school suspension supervisor, a security monitor and basketball coach. He earned a Bachelor of Science degree in Broadcast/Journalism from Georgia Southern University, Statesboro, Georgia in 1997.

Gaudior Academy

Timothy Doyle is a retired instructor from the College of Technology at Eastern Michigan University (EMU). In addition to his years spent at EMU, he has worked as a consultant for Aviation Technical Consultants, Ypsilanti, and was vice president at Airway Underwriters in Ann Arbor from 1967 to 1972. Doyle earned a Bachelor of Arts degree from the University of Detroit in 1965 and a Master of Arts degree in history from Eastern Michigan University in 1970. He is certified by the Federal Aviation Administration as a commercial pilot.

Robert Gard is a field auditor with Iannuzzi & Darling LLC, Troy. Prior to this, he worked for Bank One, Inc., Detroit as a field analyst. Gard earned a Bachelor of Accountancy from Walsh College in Troy and is a Certified Fraud Examiner. He is the parent of two children attending Gaudior Academy.

Grand Blanc Academy

Mary Elizabeth Spademan was a substitute teacher for Flint (Michigan) Community Schools in 2004-05. Currently she is busy raising three children who attend Grand Blanc Academy after having earned Bachelor and Master of Music degrees in flute performance from the Peabody Conservatory of the Johns Hopkins University and pursuing doctoral studies at Ball State University in Muncie, Indiana. Spademan has performed solo throughout the United States, Canada and Scotland. She is a member of Phi Beta Kappa.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive *Officer*

Date

Lolitia T. Jackson

26121 Annapolis Street, Dearborn Heights, MI 48125

313-220-3198

tlc7798@yahoo.com

Objective	To become a member of the Board of Directors for the Academy for Business & Technology Schools.
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Professional Skills	<ul style="list-style-type: none">• Microsoft Office• Microsoft Windows• Lotus 1-2-3• WordPerfect• Insurance Billing	<ul style="list-style-type: none">• Filing/Editing• Typing (45+ wpm)• Office Procedures• Telephone Skills• Appointment Setting	<ul style="list-style-type: none">• Accounting• Business Math• Business English• Management Skills• Customer Service Skills
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Education	Business Administration / Bachelor of Science University of Phoenix - Southfield, MI Completion Date: 06/2008
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Employment Skills	<ul style="list-style-type: none">• Developed ability to work in a fast-paced atmosphere• Effectively developed telephone communication skills• Maintained excellent customer relations and developed customer rapport• Diplomatically resolved customers complaints on as-needed basis• Accurately calculated and made daily deposits• Ability to follow instructions well and make decisions with no supervision• Motivated and trained employees as-needed• Maintained all record-keeping procedures• Delegated responsibilities to employees to meet company's expectations• Electronically billed insurance claims• Gained knowledge of CPT codes and HIPAA regulations• Maintained operatories, instruments, and equipment• Greeted patients and provided friendly customer service• Updated patient charts and medical backgrounds• Coordinated fundraisers, activities, and scout related programs• Delegated responsibilities to cubscouts and adult volunteers• Assessed advancements of cubscouts individually
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Employment History

Cubmaster/ Pack 1121 Volunteer Boy Scouts of America	Detroit, MI	2006 – Present
Administrative Dental Assistant/ Insurance Biller Dr. R. Livingston	Highland Park, MI	2003 – Present
Dental Assistant Dr. Millard Jordan	Detroit, MI	2001 – 2003
Dental Receptionist The Tooth Doctor	Detroit, MI	1999 – 2001

Tammy A. Smith

OBJECTIVE

A self-motivated, result oriented organizer seeking a position with a company offering challenges and career opportunities.

EMPLOYMENT

2004 – Current Ford Motor Company. Dearborn, Michigan

Forward Planning Analyst

- Develop and track Department's Operating Budget (Training, Travel & Overtime)
- Provide security access and support for CPARS, E-room, and other financial systems
- Assist in daily operations of CPARS and Financial Costing Process (WERS/MEARS/PFR)

1999 - 2000 Computer Horizons, Inc/Ford Motor Company, Michigan

WERS (World Wide Engineering Release Systems) Financial Coordinator

- Coordinate and implemented WERS Process for Department
- Maintain and audit department expenditures per New Vehicle Program
- Create, track and update matrix to process Change Control for all New Vehicle Program

1996 - 2004 Computer Horizons, Inc/Ford Motor Company, Michigan

PCA Assistant/Change Specialist/ Administrative Assistant

- Assist DEW98/ FN145/ M205 Body Launch Leader w/ daily operations of Bodyshop.
- Create, track and update matrix to process Change Control System
- Create, track and update Engineering Changes/Issues in WERS
- Support Body Closures Manufacturing Engineering Launch Staff

1995 - 1996 Children's Learning Institute, Detroit, Michigan

Office Manager/School Leader

- Supervise daily operation in school office
- Audit and distribute employee payroll
- Collect tuition and post ledgers
- Design School forms/ Write school newsletters
- Input children's financial records and genral data in computer system
- Effectively communicate with staff, parents and students

EDUCATION

June 2003

Bachelor of Arts, Business Administration- General Business

- Davenport University, Dearborn, MI

COMPUTER SKILLS

Microsoft: Word, Excel, Outlook, Publisher, PowerPoint/ PageMaker/ Ford Motor Company: WERS, CPARS, GPAS/ PFR/ AIMS/ FEU

References Available Upon Request

Informal Resumé and Non-Profit Board Member and Volunteer History

Valerie Mates

October 18, 2007

Personal History:

I was born in New York City, where I graduated from Stuyvesant High School. From there I moved to Ann Arbor, where I attended the University of Michigan, earning a Bachelor of Science degree in Computer Science in 1988.

Work History:

From 1987-1988 I worked as a summer intern at Schlumberger, a computer company in Ann Arbor. My job was to polish up a file transfer program called Kermit and update the company's documentation for it.

From 1988-1993 and 1993-1996 I worked at Ann Arbor Computer, which was located on Ellsworth road, a short distance from the current AALC building. I wrote programs for automated warehouse storage systems that automatically move inventory around warehouses, and programs for other systems that track inventory in warehouses. My responsibilities included following a job from beginning to end -- writing the programming, writing manuals for it, flying out to the customer's location to train them to use the computer system, and then doing telephone support when the customer had questions. This job sent me all over the world, including Clearwater, Florida; Bombay, India; Pago Pago, American Samoa; Puerto Rico; Hawaii; and Independence, Missouri. I loved getting to see the internal operations of big companies whose products you can buy in stores. I've been inside the plant where Progresso soup is made, watched the ladies stacking Old El Paso corn tortilla shells by hand before putting them into boxes, tracked furniture for Wells Fargo Bank, and seen the production line that makes Whitman's chocolates. My specialties with computers include an ability to explain complicated computer concepts in simple terms that make sense to people; and writing programs that do complicated tasks while being easy for an ordinary person to use.

In 1993 I briefly worked at Siemens in Auburn Hills. My job there was writing computer programming that tracked inventory in warehouses.

In the late 1990s, I taught Rec & Ed classes for "Introduction to Computers" and "How to Write Web Pages that Work."

From 1996 to the present, I have worked as a free-lance computer programmer. My specialty is writing powerful computer systems that regular people can use to update their own web pages without needing to know a lot about computers. I am the webmaster for the Ann Arbor Observer, and have been for the past 11 years. I wrote the computer programming that various organizations use to update their websites, including the Ypsilanti Library, the Canton Library, and The Ark. I wrote the computer programming that the Ann Arbor Learning Community uses to update the content of our school's website.

Non-Profit Board of Directors History

In 1990, I was one of twelve co-founders of a non-profit computer system called Cyberspace Communications Incorporated. CCI runs a computer system called Grex. Back in 1990, before anybody had heard of the Internet, CCI's mission was to bring low-cost computing to people who wanted to learn about computers and to use computers to connect with other local people. In about 1993, CCI's computer was first connected to the Internet. Tens of thousands of users flooded in, from all over the planet, including many from India and Romania. I was a member of the Board of Directors of Cyberspace Communications for about six years. I've been the treasurer, the secretary, and for about four of those years I was the organization's president / chair of the board. I was also on the staff of the system from 1990 until 2003, spending many unpaid volunteer hours to keep the computer system running well. I ran the organization's staff meetings. I believe I did a good job of keeping both board and staff meetings on-track and productive, while also being very strongly committed to making sure that everybody's voice was heard.

In 1993, I served for a year on the board of directors of the People's Food Co-op, here in Ann Arbor.

In 1987, the Ann Arbor chapter of the Association for Women in Computing was about to be de-chartered for inactivity. So I re-started the local chapter. I organized meetings where I asked the public to describe what they wanted to see the organization do so that it would meet their needs. Then we built a chapter that fit the description that the people at the meeting had requested. I was the president of the chapter for several years. Today I am not active with the group anymore. It is run by a group of wonderfully dedicated hardworking women. Today the Ann Arbor chapter is among the largest in the nation.

In early 2000 I founded the Ann Arbor Parenting e-mail list, called ArborParents. Today it has 1,200 members. It averages 30 to 50 e-mail messages per day, but it is known as a peaceable place where parents can discuss their parenting concerns -- or ask where to find a good plumber. It has spun off in-person playgroups, databases of local service contractors, a children's resale swap group, and others. I run several other e-mail lists too, on topics ranging from gardening in Ann Arbor to parenting local kids with food allergies. I am a co-moderator on the AALC parent-teacher-staff e-mail group.

For several years I was the volunteer webmaster for the local La Leche League groups.

I am a volunteer on the staff of the Huron Valley Community Network (hvcn.org) - a local non-profit computer system that uses a shoestring budget and all-volunteer labor to host hundreds of websites, for free, for local area non-profits -- including the AALC website. I'm the secondary volunteer at HVCN, so mostly I fill in when the main volunteer staff-member is on vacation or unavailable. My duties there include setting up websites and e-mail groups for nonprofit organizations, answering e-mailed questions about how their websites and computer systems work, and troubleshooting computer problems. I've been doing this from 2003 to the present.

Honors and Awards:

2002 -- Thank-you from La Leche League for work on their website

1998 -- Award for Outstanding Service to the Ann Arbor Chapter of the Association for Women in Computing

1983 -- National Merit Scholarship

Other Personal Information:

I am expecting a baby in March of 2008. When I was on the People's Food Co-op board of directors in 1993, one of my fellow directors gave birth while she and I were serving on the board. I don't think she missed a meeting or did less work than any other director. She brought her baby along to meetings, where it was generally not disruptive at all. With my own children, I took about three weeks off from work when my first child was born, and about three days when my second child was born. I do anticipate being less productive in the immediate time when the baby is a newborn, but if I am on the AALC board of directors, I don't expect the baby to be a big disruption to my duties there.

Overall, I believe I would be an asset to the AALC board of directors. When an issue comes up, I study it to learn everything I can about it. I listen well to people's input. I am good at helping to facilitate a discussion where everybody's voice is heard, to come to a consensus solution that meets people's needs and which everybody can live comfortably with.

Valerie Mates
October 18, 2007

CAROL TREAT MORTON
248. 212.1176 (Business)
248.723.2287 (Home)

4821 Keithdale Lane
Bloomfield Hills, Michigan 48302
ctmorton@umich.edu

SUMMARY

Innovative user-needs analyst and designer focuses on making on technology useful and accessible. Extensive experience working with diverse teams in tight-deadline projects. Comfortable with high levels of uncertainty and change. Quick study and self-starter with excellent communication skills. Solid background in usability, information design, presentation, writing and managing both projects and people.

PROFESSIONAL EXPERIENCE

UsefulByDesign, Bloomfield Hills, MI

Current

PRINCIPAL, CONSULTANT

Provide usability analysis and user-centered design for software and web site developers

- Client engagements include:
 - Senior High-Tech Anthropologist™ for Menlo Innovations, Ann Arbor, MI
 - Web content development for TechnologyOnPremises, NY, NY
 - Site design and content development for ePodunk, Rochester, NY

Libraries for the Future, New York, NY

2002-2005

CONTENT AND CURRICULUM MANAGER

Developed Equal Access Libraries, a Gates-Foundation funded national training program to help public librarians to develop community responsive libraries.

- Designed curriculum, all workshop materials and ran workshop training teams.
- Participated in strategic planning for non-profit organization, particularly around implementing technology solutions for organization and clients.

Americorps Detroit, Detroit, MI

2001-2002

COMMUNITY TECHNOLOGY CONSULTANT

Redesigned use of technology by neighborhood-based community technology center.

- Updated network, hardware and software.
- Created and implemented new technology access programs for center users.
- Recognized by Ginzburg Center for Community Service and Learning for Service and Local Action, Michigan Neighborhood Americorps Program

Commerce One (formerly AppNet), Ann Arbor, Michigan

2000-2001

SENIOR BUSINESS ANALYST

Analyzed user needs and business processes for web-based software application development. Defined specifications, designed user interfaces and coordinated large projects with clients and software developers.

- Acted as lead analyst on project developing application to centralize customer and supplier communications online for major energy company.
- Analyzed usability for project to develop new websites for large accounting software company, resulting in streamlined and customized partner and customer relations.
- Represented customer in new short-cycle development methodology (XP). Resulting web-based application enabled communication across multinational performance units.

Detroit Free Press, Detroit, Michigan

1996-2000

DEPUTY DIRECTOR, NEW MEDIA

Designed, developed and directed daily operations for two web sites (www.freep.com and www.auto.com) at a major metropolitan newspaper. Responsible for all phases of process, from content to user-needs analysis.

- Grew sites to over a million daily page views.

- Developed and continually streamlined production process to meet the needs of both existing sites and partner relationships.
- Created innovative solutions for working with scarce resources, including training traditional newsroom staff in web-based production processes.

DEPUTY DESIGN DIRECTOR, NEWS (1995-1996)

Restructured department devastated by ongoing strike. Worked with extremely scarce resources in turbulent environment to implement long-range production changes as well as design daily news sections and coordinate major projects.

- With design director and features design deputy, rebuilt design department while maintaining newspaper's design style and meeting tight deadlines.
- Introduced and implemented pagination technology.

Long Beach Press Telegram, Long Beach, California

1988-1995

RISK EDITOR (1994-1995)

"Editor in charge of doing things differently" for mid-sized daily newspaper in highly competitive, multi-cultural urban market. New position responsible for working across all newsroom departments in managing projects to reach "at risk" readers.

- Coached writers and editors in translating information from traditional text presentation to photos and infographics to be more accessible to reader.

FEATURES EDITOR (1993-1994)

Managed writers, copy editors and designers for all features sections of newspaper.

- Key member in major newspaper change initiatives, including zero-base restructuring and implementation of strategic plan to attract the growing market segment of Hispanic readers.
- Restructured department to use cross-functional work teams to do more work with less staff.

Carol Treat Morton (248) 212.1176

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GRAPHICS, DESIGN & PHOTO EDITOR (1989-1993)

Managed all newsroom visual departments for mid-sized daily newspaper in highly competitive, multi-cultural urban market.

- Redesigned newspaper and introduced broad use of color photos and graphics. Worked across news and production departments to develop policies and processes for color reproduction.
- Key member of cross-departmental team that researched and selected new computer system for newsroom and production.
- Streamlined and automated television book production, providing readers with more content in less space, resulting in both staffing and newsprint savings.

California State University at Long Beach, Long Beach, California

1987-1990

LECTURER, PHOTOJOURNALISM (1988-1990)

Combined lecture, critique and hands-on projects to teach photo techniques and photojournalism methods to journalism majors in large university environment.

- As member of Journalism Advisory Board, suggested curriculum changes, especially in technology, to better prepare students for future jobs.

Orange County Register, Santa Ana, California

1987-1989

PHOTO EDITOR

Coordinated photo coverage for all areas of news, sports and features for rapidly expanding Southern California daily newspaper. Managed projects, scheduled and coached photographers, and worked with multi-disciplinary teams in tight-deadline environment.

- Organized and coordinated photo coverage of major events like the Papal visit to Los Angeles and Seoul Winter Olympics.

EDUCATION

Masters of Science, Information, Human Computer Interaction. 2002
University of Michigan, Ann Arbor, Michigan

Bachelors of Science, Organizational Behavior. 1994
University of San Francisco, San Francisco, California

SKILLS

Analysis: Scenario and persona development; XP; Rational; heuristic analysis;
task analysis; observation and interviewing

Presentation: PowerPoint; brainstorming and workshop leadership

Publication/web design: HTML; Photoshop; Quark; excellent writing, editing, design and photo

Basic computing: PC & Mac literate; MS Office

SOLOMON SPANN, III

20181 Klinger St.
Detroit, Michigan 48234
(313) 516-1325
Spann3@comcast.net

OBJECTIVE: Seeking a career-oriented position in Media Sales where my education and experience will be fully utilized while providing opportunity for advancement based on accomplishments.

SUMMARY OF QUALIFICATIONS:

- Motivated self-starter with more than five years of successful business to business sales and marketing experience.
- Highly skilled in building, cultivating, and maintaining quality client relationships.
- Goal and results-oriented professional with a proven track record of achievements in generating new business, developing existing accounts, expanding company market share, and consistently exceeding sales goals.
- Working knowledge of MS Windows, MS Office, and Adobe applications.
- Strong organizational, time management and problem solving skills.

EDUCATION: **Bachelor of Science in Broadcast/Journalism, 1997**
Georgia Southern University, Statesboro, Georgia
CCU Collaborative Negotiations and Perfect Projections Workshop 2005

EXPERIENCE: **NTR Director, 2007 to present**
Radio One Inc, Detroit, Michigan

- Hired to market and sell special events for WHTD
- Drive the fiduciary focus on special events and internet/interactive marketing
- Prospect for new business while servicing and developing existing client base
- Create innovative and turnkey promotions for new business opportunities

Account Manager, 2005 to 2007
Clear Channel Radio, Detroit, Michigan

- Hired to market and sell local cluster stations. WJLB, WMXD, WKQI, WDFN and WDTW. Primary stations, WMXD Mix 92.3 and FM 98 WJLB.
- Prospect new business while servicing and developing existing client base
- Market Special Event sales to new and existing clients
- Market Internet opportunities to expand business opportunities for clients
- Create innovative turnkey promotions for current clients to generate new branding opportunities and new business.

Account Executive/Marketing Consultant, 2001 to 2005
Liberty Cooperation (Cable Vantage), Columbia, South Carolina

- Hired to market local cable television advertising representing 35 cable networks.
- Prospect new business while developing existing accounts via customer focused sales process.
- Develop new and innovative marketing promotions aimed at increasing client's market share.
- Act as in-house advertising agency to plan, avail, and place advertising dollars in nine outer markets.

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20181 Klinger St.
Detroit, Michigan 48234
(313) 516-1325
Spann3@comcast.net

- Work closely with network affiliate account executives to bring individual network promotions to life and close business.
- Consistently exceed marketing budget goals

Account Executive/Marketing Consultant, 1999 to 2001

Rainbow Radio, L.L.C./Inner City Broadcasting, Columbia, South Carolina

- Hired to market and sell radio advertising to businesses for two new radio stations in the Columbia, SC area.
- Generate new business and develop existing accounts through a consultative sales process.
- Prospect for potential clients, consult with businesses on their advertising and marketing objectives, research and develop marketing strategies, and develop and present marketing proposals to clients.
- Maintain accounts and develop additional promotional opportunities to diversify the business relationship.
- Recognized as the company's Top Salesman for the past two years.
- Consistently exceed monthly sales goals.
- Received "Salesman of the Month" award for superior sales performance.

In School Suspension Supervisor, 1998 to 1999

Richland County School District One, Columbia, South Carolina

- Hired to supervise the In School Suspension program
- Provided and executed corrective behavior modification education for problem students
- Developed and restructured the school discipline handbook and school video demo, provided the voice over for project
- Served as lead substitute teacher
- Execute designed lesson plans from Vocational program

Security Monitor, 1997 to 1998

Richland County School District One, Columbia, South Carolina

- Hired to monitor and control the school grounds as needed
- Developed and supervised the attendance tardy control system
- Conduct and maintain clerical duties regarding student records

Head Junior Varsity Basketball Coach/Assistant Head Coach, 1997 to 1999

Richland County School District One (Eau Claire H.S.), Columbia, South Carolina

- Hired to coach the Girls Junior Varsity Basketball team and to be the Head Assistant Coach for the Girls Varsity
- Developed and conducted practice schedule and execute player development
- Lead Lady Shamrocks Junior Varsity to a two-year record of 25-8
- Assist the head coach in conducting practice, team travel, and player development

SOLOMON SPANN, III

20181 Klinger St.
Detroit, Michigan 48234
(313) 516-1325
Spann3@comcast.net

- Helped lead Lady Shamrocks to 1997 3A State Championship Game
- Helped lead Lady Shamrocks to 1998 3A Lower State Final

On-Air Personality/Promotions Assistant, 1997 to 1998

Clear Channel Communications, Inc., Columbia, South Carolina

- Produced an efficient and audience appealing air program.
- Participated in special promotions and provided information to the community.

WNBA Promotions Assistant, 1997

Charlotte Sting Promotion, Charlotte, North Carolina

- Served as a liaison between the Charlotte' Women's National Basketball Association team and the public.
- Assisted in developing and coordinating special projects and promotions.
- Distributed literature advertising upcoming Sting and WNBA events.

Internship, 1997

Jefferson Pilot Communications, Charlotte, North Carolina

- Served as an intern in the production department
- Rip scripts
- Floor director
- Camera Operator

TIMOTHY J. DOYLE

2411 Carriage Way
Ypsilanti, MI 48197

PROFESSIONAL EMPLOYMENT:

1986- Instructor, College of Technology, Department of Interdisciplinary
2006 Technology, Eastern Michigan University, Ypsilanti, MI

Served as Program Coordinator of Aviation Management Program. Taught undergraduate aviation business courses including Introduction to Air Transportation, Aviation Operations and Maintenance Management; Basic and Advanced Ground Instruction; Aviation Safety; Aircraft Accident Investigation and Reconstruction; Senior Seminar in Aviation Management. Retired in January, 2006. Elected to the Executive Committee of the EMU Emeritus Faculty Association in 2007.

1972- Consultant, Aviation Technical Consultants
2007 Ypsilanti, MI

Provided aviation accident investigation and reconstruction services for manufacturers, insurance companies, and law firms. Provided expert witness testimony at trial and by deposition in areas of pilot and mechanic standards and duties, aircraft accident reconstruction and causation, and aviation systems safety. Conducted Fortune 500 corporate flight department operational and safety audits. Clients have included the Honeywell Corporation, Piper Aircraft Corporation, Whirlpool Corporation, Bendix Corporation, AVCO Lycoming Division, Teledyne Continental Motors, and numerous insurance companies and law firms. Retired from this business in summer, 2007.

1967- Vice President - Claims, Airway Underwriters
1972 Ann Arbor, MI

Investigated accidents and managed claims (3M annual budget). Lectured on flight safety at FAA Safety Clinics. Piloted new aircraft for underwriting evaluation. Made annual safety inspections and claims reviews at large corporate flight department, manufacturer, FBO and airport insureds.

1965- CGIT (College Graduate In Training) Program, Chevrolet Division
1967 General Motors Corporation, Ypsilanti, MI

Served on a rotation through Assembly, Quality Control, Work Standards, Vehicle Scheduling, Production Control, EDP and Traffic.

EDUCATION: GENERAL

1970 M.A., History, Eastern Michigan University, Ypsilanti, MI
1965 B.A., History, University of Detroit, Detroit, MI

EDUCATION: TECHNICAL

Course in Aircraft Accident Investigation given by the Institute of Aerospace Safety and Management of the University of Southern California (1968).

Course in Light Aircraft Magneto Systems given by the Bendix Corporation, Sidney, New York (1974).

Lycoming Service School given by the AVCO Lycoming Division, Williamsport, Pennsylvania (1975).

PRESENTATIONS/PUBLICATIONS:

Co-sponsored (with Wayne County) a seminar titled "Emergency Preparedness, Management and Response for Aircraft Disasters", June 28-30, 1988.

Co-authored (with Dr. Thomas McDole), Adjunct Faculty Handbook in 1987; revised September, 1990.

Presented (with Gregory W. Walker), General Aviation Aircraft Populations and Usage at the United States Environmental Protection Agency, Nonroad Engines and Vehicles: Public Workshop, April 3-4, 1991.

Co-authored (with Anthony Adamski, Ph.D.) Introduction to the Aviation Regulatory Process (Hayden-McNeil Publishing Co., 1993, 5th Edition 2003).

FAA CERTIFICATES HELD

Commercial Pilot (Single and Multi-engine land)
Instrument rating
Basic, Advanced and Instrument Ground Instructor
Airframe and Powerplant Mechanic

Robert J. Gard

Professional Experience:

Iannuzzi & Darling, L.L.C., Troy, MI

Field Auditor (April 05 – April 07)

(Position eliminated due to a decline in business.)

- Performed on-site audit, as requested by local area lenders, of commercial loan customer's accounting records and controls, which included accounts receivable, inventory, accounts payable, cash, and taxes.
- Formulated an opinion as to the liquidation value of collateral, accounts receivable and inventory, supporting bank debt.
- Discussed with representative of audited company any concerns or issues identified during the audit and the potential risks to collateral.
- Prepared report on findings and submitted to audit manager for review and approval and then distributed a final copy to the audit manager of the lending institution.

Bank One, Inc., Detroit, MI

Field Analyst II (February 03 – December 04)

(Position eliminated as part of an overall reorganization related to the merger of Bank One and JP Morgan Chase.)

- Performed on-site audit of commercial loan customer's accounting records and controls, which included accounts receivable, inventory, accounts payable, cash, and taxes. Approximately 30% of the audits required overnight travel.
- Formulated an opinion as to the liquidation value of collateral, accounts receivable and inventory, supporting bank debt.
- Discussed the potential risks to collateral with representative of audited company.
- Prepared report on findings and submitted to exam manager for review and approval and then distributed a final copy to internal customers such as the relationship banker, credit department, and underwriter for review.

Visual Services, Inc., Livonia, MI

Senior Accountant (March 01 – February 03)

(One of approximately twenty key employees, from an original workforce of 1,100, to be retained during the company's bankruptcy filing and eventual liquidation.)

- Prepared journal entries and account reconciliations for month end closing.
- Reconciled accounts payable and accounts receivable.
- Reconciled bank statement for the general account.
- Assisted in the fiscal year end audit.
- Handled special projects such as reconciling accounts payable and accounts receivable back 1 year because of system upgrade problems.
- Selected as part of a team of five people to analyze and recommend new system reporting procedures for automobile extended warranty finance program, with \$40 million in receivables, to meet bank loan requirements.

Stahls' Inc., St. Clair Shores, MI

Senior Accountant (March 98 – March 01)

- Prepared journal entries, account reconciliations, and budget reports for month end closing.
- Maintained fixed asset inventory.
- Reconciled bank statements for the general account, payroll account, and foreign account.
- Assisted in the fiscal year end audit and worker's compensation audit.
- Filed annual personal property tax assessments for the company with locations in multiple districts.
- Participated in the implementation and problem resolution of Great Plains accounting software.

Hays Home Delivery Service, Livonia, MI

Owner Operator (December 96 – March 98)

- Loading, delivering, and setting up of new furniture for a major retailer.
- Providing superior customer relations in order to resolve customer concerns.
- Performed all administrative duties such as hiring, training, payroll, financial reporting, and tax filing.
- Maintained professional image and dependability by keeping commercial vehicle up to D.O.T. specifications.

Interstate Brands Corp., Detroit, MI

Staff Accountant (August 93 – December 96)

- Assisted in the supervision of 25 clerical personnel.
- Prepared journal entries and account reconciliations for month end closing.
- Reconciled bank statement for the general account.
- Prepared monthly analyses and graphs for sales management meetings.
- Assisted in the fiscal year end audit.
- Participated in TEAM (Together Employees and Management), trained clerical personnel to use Lotus SmartSuite, and filled in for the Accounting Manager, A/R Supervisor, and clerical personnel when on leave or absence.

Education/Certification:

Bachelor of Accountancy, GPA-3.3

Walsh College, Troy, MI

Certified Fraud Examiner (CFE)

Technical Expertise:

Great Plains, FRX, MS Word, MS Excel, MS Outlook, and BNA Fixed Assets

Mary Elizabeth Spademan B.M. M.M.

Education

1993-1998: Doctoral Studies, ABD, Ball State University (Muncie, IN), Major in Flute Performance/Education with a Minor in Music Theory. Dissertation Topic: "Teaching Visually Impaired Students to Play the Flute."

1989-1991: Peabody Conservatory of the Johns Hopkins University (Baltimore, MD). Master of Music (Flute Performance).

1986-1989: Peabody Conservatory of the Johns Hopkins University (Baltimore, MD). Bachelor of Music (Flute Performance).

Work History

2004-2005: Substitute Teacher, Flint Community Schools (Flint, MI).

1998-present: Proud to be a Full Time Stay-At-Home Mom to Graeme, Ruby, and Kate.

1997-1999: Flute Instructor, Arkansas Community School of Music.

1993-1996: Graduate Flute Instructor and Music Theory Instructor, Ball State University (Muncie, IN).

1993 (Summer), 1994 (Summer): Flute Instructor, Belvoire Terrace Fine Arts Camp (Lenox, MA).

1991-1993: Director, Mountainview United Church Children's Choir (St. Catharine's, Ontario Canada).

1991-1993: Flute Instructor, Brock University (St. Catharine's, Ontario Canada).

1986-2000: Private Music Teacher (Flute and Piano).

Performance Experience

- Solo performances throughout the United States, Canada, and Scotland.
- Orchestral Experience: Principal Flute with the Peabody Symphony Orchestra, Fayetteville Symphony Orchestra.
- Chamber Music: Performances and recordings with *Glissandi* (Flute, Harp, and Violin).
- Carnegie Hall Performance, 1989.

Special Skills

American Sign Language--Skill Level "Intermediate Plus."

Awards and Honors

- Outstanding Graduate Student Award, Ball State University (Muncie, IN).
- Graduate Assistantship in Flute and Music Theory, Ball State University (Muncie, IN).
- Merit Scholarship, Peabody Conservatory of the Johns Hopkins University (Baltimore, MD).
- Member, Phi Beta Kappa.

Personal References

Dr. Amanda Kurzman -- 810.606.0368

Maureen Dutra -- 989.624.7255

Chafali Hugo -- 734.255.6152