

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 20
DATE:
June 21, 2011

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Bernard Geter to a three-year term on the Board of Directors of the Academy for Business and Technology; Richard Hamme, Curtis Robinson and Cynthia Smith to three-year terms on the Board of Directors of Commonwealth Community Development Academy; Peter Sinclair and Mary Spademan to three-year terms on the Board of Directors of Grand Blanc Academy; Randy McNeil to a three-year term on the Board of Directors of Hope Academy; and Jasmine Fields to a three-year term on the Board of Directors of the Dr. Joseph F. Pollack Academic Center of Excellence (PACE).

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

Bernard Geter is a retirement specialist at GLP and Associates in Farmington Hills. Prior to this he worked for State Farm Insurance as an account representative. Geter attended Kentucky State University and is currently a student at Baker College pursuing a business administration degree. He is a member of Phi Beta Lambda business fraternity.

Commonwealth Community Development Academy (CCDA)

Richard Hamme is employed at the State Farm Mutual Automobile Insurance Company (since 1995) in Livonia as a claim representative. Hamme earned a Master of Business Administration degree in 1995 as well as a Bachelor of Business Administration degree in 1993, both from Eastern Michigan University. He has served on the Board of Directors of CCDA since 2005.

Curtis Robinson is retired from Ford Motor Company, Livonia, having worked for Ford for 35 years. He volunteers his time with organizations such as the Junior Achievement, Adopt-A-Child, and NAACP as well as serves on the Board of Directors of Commonwealth Community Development Academy. Robinson earned a Bachelor of Science degree in agribusiness from Tuskegee University and studied accounting at Lawrence Technological University, Southfield.

Cynthia Smith is the vice president and branch manager of PNC Bank in Oak Park. She has been employed at the bank since 1979. Smith is seeking reappointment to the Board of Directors of Commonwealth Community Development Academy. She is involved in community outreach in a feed the hungry lunch program and serves as a youth trainer in her church.

Grand Blanc Academy

Peter Sinclair has served on the Grand Blanc Academy Board of Directors since 2002. Sinclair is employed at Georgetown Logistics in Saginaw. He is a member of the Flint YMCA Board of Directors. He graduated from Arizona State University with a Bachelor of Science degree in 1969.

Mary Spademan is a self-employed flute instructor having earned Bachelor and Master of Music degrees from the Peabody Institute of the Johns Hopkins University, Baltimore, Maryland, in 1989 and 1991. In addition, she is a Certified Nurse Assistant. Spademan has been volunteering in nursing homes for many years performing music for their residents. She has three children attending Grand Blanc Academy and has served on the Board of Directors since 2007.

Hope Academy

Randy McNeil was the president of the Youth Development Commission, a non-profit organization that implements youth sports and recreation initiatives in Detroit, Highland Park and Hamtramck for the Skillman Foundation. He served in this position from 1995-2009. He is currently an instructor at Wayne County Community College. McNeil earned a Master of Business Administration degree from the University of Phoenix in 1998. In addition, he earned two degrees from Wayne State University, Detroit, in computer science (1991) and mathematics (1974). He is a volunteer coach and president of Inner-City Games Detroit.

Dr. Joseph F. Pollack Academic Center of Excellence (PACE)

Jasmine Fields is a customer service representative for Blue Care Network of Michigan. She earned a Bachelor of Arts degree in sociology from Michigan State University in 2005 and is currently pursuing a Master of Arts degree from Marygrove College, Detroit. Fields has two children attending PACE. She currently serves on the PACE Parent Advisory Committee as its vice president.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer U

6-2-11

Date

BERNARD W. GETER II

SUMMARY

Financial Services Professional with hands-on experience in data tracking, all aspects of internal and external customer service and account management. Knowledgeable in financial planning, estate planning, retirement planning and business succession planning. Ability to successfully work in a fast-paced, changing work environment and able to handle multiple projects.

EXPERIENCE

GLP & Associates, Farmington Hills, MI **2010-current**

Retirement Specialist

Meet with public school educators in order to provide pension information as well as ways to save for retirement with the use of qualified savings plan, 403b.

Flen Baker State Farm Agency, Detroit, Michigan **2009-2010**

Insurance Account Representative

Build and protect the wealth of individuals and business owners by educating and servicing their insurance needs be it, auto ,fire, life, commercial and other financial service products.

The Bernard Geter Agency, Detroit, Michigan **2003-2008**

Insurance Agent

Major duty for this position is to meet with prospective clients and obtain specific information in order to create a financial plan for them to follow. Also, to sell insurance and equity products that are needs based and that will help build and protect their wealth.

Waddell & Reed, Southfield, Michigan **2002 - 2003**

Financial Advisor

Major duty for this position is to meet with prospective clients and obtain specific information in order to create a financial plan for them to follow. Also, to sell insurance and equity products that are needs based and that will help build and protect their wealth.

Aon Consulting - Southfield, Michigan **1997 - 2001**

CLIENT SERVICE ACCOUNT COORDINATOR (1999 – 2001)

Major duty for this position is data tracking and client contact. I make sure all test data is logged-in and submitted to the Data Center for processing. The data is returned to me for review then is sent to the prospective client. Assist the Account Leader in the day-to-day operations of our department as well as assist our clients with setting up testing schedules and other services they may require.

- Promoted to Other Automotive Accounts as Client Service Account Coordinator.
- Promoted to Client Service Account Coordinator (DaimlerChrysler team).

CALL CENTER ASSOCIATE (1997 – 1999)

Responsible for scheduling candidates for various stages of testing process they were going through for employment. This was done by inbound and outbound calls and scheduled by computer.

- Chrysler Vehicle Engineering Client Service Coordinator.
- Piloted new computer program for the Call Center.
- Replaced Call Center Supervisor while on an extended vacation.

Internal Revenue Service – Detroit, Michigan **1995 - 1997**

TAX EXAMINING ASSISTANT – Currency and Banking Division

Processed bank and currency forms for judicial review. Also, Code & Edited individual tax and business tax returns for possible tax audit.

EDUCATION / COURSE WORK

Senior Status - Public Administration - Kentucky State University, Frankfort, Kentucky
Public Administration Course Work:
Research Methods - Organizational Theory
Management Information Systems
Current a Student at Baker College in pursuit of a Business Administration Degree

TECHNICAL SKILLS

Microsoft Word, Excel and Access
Series 6 and 63 (previously held), Life/Health/Accident licensed (current) Property and Casualty licensed
Customer Service Skills, Supervisory Skills and Process Improvements

AFFILIATIONS

Ancient and Accepted Scottish Rite Freemason
Ancient Arabic Order of the Noble Mystic Shrine (Shriner)
Board of Directors Academy for Business & Technology Charter School, President
Past President and Sergeant of Arms for KAPPA KAPPA PSI Fraternity
PIII BETA LAMBDA Business Fraternity

Ottowai Richard Hamme, IV

Education

Eastern Michigan University, Ypsilanti, Michigan
M.B.A., December 17, 1995

Eastern Michigan University, Ypsilanti, Michigan
B.B.A., Real Estate December 15, 1993

Employment History

State Farm Mutual Automobile Insurance Company, Livonia, Michigan
Claim Representative 1995 - Present

- Investigate and evaluate property damage and personal injury claims
- Negotiate settlements with policyholders, claimants and attorneys
- Analyze medical records and complete reports documenting care and treatment of injured parties
- Review and pay bills from auto body facilities, rental companies and medical providers
- Take recorded statements from policyholders, claimants, injured and witnesses to complete an liability analysis

Volunteer

School Board member of Commonwealth Community Development
Academy Detroit, Michigan
Vice President June 2005 - Present

United Way Coordinator for State Farm Insurance Company
2002 - 2003

Curtis Warren Robinson

WORK EXPERIENCE

Perform accounting and tax services for selected clients. Advise on preparation of Business plans and budgets for the clients.

Retired from Ford Customer and Service Division, Ford Motor Company, Livonia, Michigan on January 1, 2006 after 34.5 years of service.

Work experience included supervisor and manager in Parts Supply and Logistics Accounting. Manager of an accounting contractor, Automated Media, Inc. Managed budget of \$1.5 billion. Electronic supplier payments and audit responsibilities for purchases from 125 supplier sites for approximately 25,000 service part numbers shipped to over 5000 Ford and Lincoln Mercury Dealers in the United States, Canada and Mexico. Also responsible for review of Departmental Expenses and Budget for Headcount for the manager of Supply Chain and Logistics Department.

Other Ford experiences in prior years have included work in various financial positions to include accounts receivable, accounts payables, inventory accounting, budgets and analysis and accounting systems.

VOLUNTEERISM AND LEADERSHIP

Performed Community Service with Ford Motor Company, Junior Achievement, Adopt-A-Child, NAACP, Tuskegee Alumni and Member of Association of Manufacturing Accountants.

Board of Directors for Commonwealth Development Academy.

EDUCATION

*Agri-Business, Tuskegee University, Tuskegee, Alabama.
Accounting and Systems Lawrence Technological University, Southfield, Michigan.*

Cynthia D Smith

Objective: To continue service as a Board member of the Commonwealth Community Development Academy

Employment History
PNC Bank formerly National City (Detroit Market) October 15, 1979- Present

Vice President \ Branch Manger Detroit Michigan

- Manage team duties scheduling, produce written correspondence to reflect changes
- Hire train sponsor employee and new managers
- Promoted and scheduled sales appointments for Licensed Financial Consultant, Business Banker Officer, Merchant Services and Mortgage officer.
- Facilitate monthly manager workshop

Job held at National City currently P N C
Assistant Vice President/ Branch Manager
Bank Officer / Branch Manager
Consumer Banker
Head Teller
Teller

Community involvement:

- Bibleway outreach full gospel feed the hungry lunch program
- Get smart about credit youth trainer

PETER SINCLAIR

Employment	Georgetown Logistics – Flint Recycling Saginaw, MI
Education	Bachelor of Science degree from Arizona State University Graduated 1969
Memberships	Flint YMCA Board of Directors Grand Blanc Academy Board of Directors

Married to JoAnn Sinclair with two children.

Mary Spademan B.M., M.M., C.N.A.

Education

- **2010 (Aug. - Sept.):** Nurse Assistant Training Program, American Red Cross, Genesee-Lapeer Chapter, Flint, MI. Program is a State of Michigan Approved Training Program For CNA (75 hour minimum) with a clinical practicum completed at the Lapeer County Medical Care Facility, Lapeer, MI.
- **1991:** Master of Music (Merit Scholar, Flute Performance), Peabody Institute of The Johns Hopkins University, Baltimore, MD.
- **1989:** Bachelor of Music (Merit Scholar, Flute Performance), Peabody Institute of The Johns Hopkins University, Baltimore, MD.

Work Experience

- **2000-present:** Self-employed Flute Instructor, Silver Branch Flute Studio. Responsible for teaching flute lessons to private flute students of all skill levels and managing the business of running a music studio.
- **1997-1999:** Flute Instructor, University of Arkansas, Little Rock Community School of Music. Taught private flute students and directed the Community School's flute choir.
- **1993-1996:** Graduate Teaching Assistant, Ball State University. Taught flute to music majors and music minors. Taught undergraduate music theory and aural skills classes.

Certifications

- **Certified Nurse Assistant** -- Registry Document Number 230015252951110, issued Nov. 29, 2010.
- **CPR**--Adult certification completed Sept. 23, 2010.
- **Standard First Aid**--certification completed Sept. 23, 2010.
- **AED**--Adult certification completed Sept. 23, 2010.
- **Bloodborne Pathogens Training**--certification completed Sept. 23, 2010.

Special Skills

- American Sign Language--Intermediate level of proficiency.
- Type approximately 65 words per minute.
- Microsoft Word--proficient.

Volunteer Experience

- Many years volunteering in nursing homes--visiting and doing music performances.
- Lions World Services for the Blind -- volunteered as a reader.
- Arkansas School for the Blind -- Taught visually impaired students to play the flute.

Organizations

- **2007-present:** Board Member, Grand Blanc Academy, Grand Blanc, Michigan.

References

- Mary Bolcer, RN, Nurse Assistant Training Program Coordinator,
American Red Cross, Genesee-Lapeer Chapter.
1401 S. Grand Traverse
Flint, MI 48503
Tel. (810) 257-0723
[Bolcer@genesee-lapeer-redcross.org](mailto:bolcer@genesee-lapeer-redcross.org)
- Pat Barkiewicz, RN, TTT
American Red Cross, Genesee-Lapeer Chapter.
1401 S. Grand Traverse
Flint, MI 48503
Tel. (810) 257-0723
- Patty Wood, MA, Chief Administrative Officer, Grand Blanc
Academy.
5135 E. Hill Rd.
Grand Blanc, MI 48439
Tel. (810) 953-3140

RANDY C. MCNEIL

Professional Objectives: To utilize my skills and experiences in the areas of financial management, training, and staff development in a professional position with an organization with opportunities for growth and advancement.

Employment Experience:

1995 - 2009 **President - Youth Development Commission**

Major Responsibilities

Organize a new not for profit organization to implement a Youth Sports and Recreation initiative for the cities of Detroit, Highland Park and Hamtramck for the Skillman Foundation. Create the necessary infrastructure for this organization including establishing office space, organizing a board of Commissioners and conducting a variety of projects. Set up personnel and office procedures, hire staff and all other aspects needed to operate the company. Conduct and implement projects and activities that will lead to successful implementation of recommendations outlined in the needs assessment report "Re-Creating Recreation".

Key Accomplishments

- Secured \$3.5 million annually to fund Commission programs over nine year period
- Secured \$7.5 million for youth employment program over eight year period
- Provided support to organizations that served more than 400,000 children
- Established initial Board of Commissioners
- Conducted various citywide events that served 20,000 people annually
- Implemented technical assistance and training activities for community based agencies
- Conducted summer youth employment program that served more than 8,000 youth
- Established coalitions for organized youth sports programs and leagues
- Coordinated renovation project for public recreation centers - secured \$18 million of funding
- Coordinated development of community advisory groups for 25 neighborhood parks
- Secured approval of policy for community use of Detroit Public Schools
- Established all employee procedures including fringe benefits package

1991 -1995 **District Vice President and Executive Director, Highland Park YMCA
YMCA of Metropolitan Detroit**

Major Responsibilities

Supervise branch directors and coordinate program services at four (4) branches of the YMCA of Metropolitan Detroit. Supervise the Director of Housing and coordinate services related to conducting a transitional housing, emergency shelter, and residential housing programs with 700 rooms. Provide

direct leadership for the Highland Park branch. This position has a total budget responsibility of \$4.2 million, 22 professional staff, 125 full and part time employees, and more than 200 volunteers.

Key Accomplishments

- Secured \$450,000 in funding for the transitional housing program from the city of Detroit.
- All operating units in the district met or exceeded budget expectations.
- Increased program and fund raising income by 93.5% over 1992 levels at the Highland Park branch.
- Developed pre-school and school age child care programs at two new sites.
- Increased program enrollments at the Highland Park branch by 80% over 1991 levels.
- Developed collaborative programs with three (3) community groups that provided tutoring, values development and recreational services for 1700 youth.
- Implemented staff training program and designed department procedures that increased staff productivity and morale.

1987 - 1991 **Vice President, Program Services - YMCA of Metropolitan Detroit**

Major Responsibilities

Develop, implement, and coordinate procedures for annual program planning and evaluation process; statistical collection and reporting; and conduct training for program staff for sixteen (16) branch operations. Through the various branch operations - develop and implement new program activities. Supervise the organization's transitional housing program which included a staff of seven (7) professionals, four (4) full time employees and 25 volunteers and student interns.

Key Accomplishments

- Redesigned the procedures and forms for the organizations annual program planning process.
- Program participation grew by 18.6% and program revenue increased from \$3.3 million to \$5.2 million in a 4 year period.
- Conducted staff training events for the organization that improved quality, increased certification, and trained over 350 employees annually.
- Refined and implemented program guidelines for key program areas including aquatics, health enhancement, and child care.
- Coordinated activities for our homeless and transitional housing programs that served 1356 individuals and generated over \$500,000 annually in supplemental funding.

1980 - 1987 **Executive Director, Eastside Branch YMCA - YMCA of Metropolitan Detroit**

Major Responsibilities

Administration and direction of a full service YMCA. Responsibilities included coordinating physical and recreational programs ranging from licensed child care to senior citizens center. Develop and manage annual budget, supervise staff of four (4) professionals, thirty (30) full and part time employees, and over seventy (70) volunteers.

Key Accomplishments

- Successful in raising \$40,000 annually in fund raising campaign.

- Developed staff team that improved quality resulting in a 15% increase in program participation.
- Managed annual operating budget that met or exceeded budgeted plan.
- Developed collaborative programs with various agencies that produced seven (7) new programs serving 1200 participants annually.
- Generated \$50,000 of supplemental funding through program proposals.
- Conducted capital fund raising campaign that generated over \$100,000 including United Way support for building renovation projects.

1975 - 1979 **Youth Director - Senior Program Director , Fisher Branch YMCA**
 YMCA of Metropolitan Detroit

Major Responsibilities

Supervise and conduct all aspects of the branch youth and physical education activities. Provide direct leadership for programs and classes such sports leagues, swimming, day camps youth clubs, etc. Supervised staff consisting of two (2) professionals, 21 full and part time employees, and over 70 volunteers. Managed department budgets that exceeded \$200,000.

Key Accomplishments

- Initiated Branch program committee and Mother's club.
- Developed family program for single parents.
- Secured \$65,000 in grants for building renovation.
- Established Inter - Agency forum consisting of over 100 agencies.
- Exceeded department income expectations each year.

Other Employment:

2004 - Present **Instructor**
 Wayne County Community College

1972 - 1974 **Program Coordinator, Northwestern YMCA**
 YMCA of Metropolitan Detroit

1969 - 1974 **Assistant Football Coach, Cass Technical High School**
 Detroit Public Schools

1969 - 1970 **Intern - Virginia Park Rehabilitation Project**
 City of Detroit Housing Department

Education and Training:

Masters of Business Administration	1998	University of Phoenix - Southfield, MI
Bachelor of Arts - Computer Science	1991	Wayne State University - Detroit, MI
Bachelor of Science - Mathematics	1974	Wayne State University - Detroit, MI
Salzburg Fellow	2003	Salzburg Seminar - Salzburg, Austria

National YMCA Faculty
Core Competency 1995

Financial Development Certification 1991

National YMCA Trainer
Career Development Program 1990

YMCA Senior Director Certification 1978

Community Involvement:

- Member, 007 Community Center Board 2004 - Present
- President, Inner-City Games Detroit 2000- Present
- Member, New Detroit Inc. – Board of Trustees 1999- 2003
- Secretary, New Hope Charter School Board 1999 - Present
- Vice President, Communities in Schools Board of Directors 1995 - Present
- Member, Project Hope Steering Committee 1995 - 2004
- Member, Grass Roots Leadership Round Table 1995 - 2001
- Volunteer Coach/Official RosdalePark - Grandmont Youth Sports 1992 - Present

Jasmine S. Fields

EDUCATION

Bachelor of Arts, Sociology August 2005
Michigan State University, East Lansing, MI

- Dean's List (Spring 2004 and Fall 2004)
- Office of Supportive Services, Outstanding Leadership Award (April 2005)

Master's of Arts, Social Justice September 2008-current
Marygrove College, Detroit, MI

CORE KNOWLEDGE & SKILL AREAS

Problem Solving Skills	Health Care Delivery Systems
Verbal & Written Communication Skills	Analytical & Quantitative Skills
Relationship Building	Strategic Research & Analysis

EXPERIENCE

Customer Service Representative II June 2007-current
Blue Care Network of Michigan, Southfield, MI

Investigate, process, resolve, and respond to provider and member inquiries received via telephone regarding claims, benefits, eligibility, materials, forms, and PCP changes. Educate new and existing members and beneficiaries concerning policies, procedures, and benefits through daily telephone inquiries. Record pertinent facts regarding inquiries and update appropriate files. Contract employee from July 2006-June 2007.

- Routinely meet or exceed departmental servicing goals
- Training & experienced in multiple BCN product lines including commercial, Medicare Advantage, Bluecaid, Health Blue Living, Self Referral Option, & Meijer Premier Health Network
- Served as a subject matter expert and provided valuable input in developing policies, procedures, and training materials for the BCN Advantage product

Child & Family Worker, Foster Care September 2005-June 2006
Orchards Children's Services, Southfield, MI

Assessed and diagnosed the functioning of youth entering the foster care system and their biological family. Created and implemented treatment goals with youth and their family. Identified community resources and coordinated delivery of services to meet goals of treatment plan. Evaluated progress of family as related to treatment goals on a quarterly basis and reported findings to the court. Provided support, assistance, and consultation to the foster families.

- Demonstrated ability to work with multiple external partners to ensure progress related to the treatment plan

Assistant Manager March 2004-August 2005
Metro Music & Cellular, Lansing, MI

Reduced customer complaints and retained customer base by providing excellent customer service and satisfaction. Maintained and updated inventory database on a weekly basis to identify discrepancies. Entered financial transactions in QuickBooks to verify accuracy.

- Initiated an efficient tracking system for cellular phone activations and music orders
- Collaborated with management to develop a marketing campaign that increased traffic by 25%

RELEVANT EXPERIENCE

Vice President December 2009-current
PACE Parent Advisory Committee (PPAC)

OPAC Representative, Strategic Planning Committee February 2010-current
Dr. Joseph A Pollack Academic Center of Excellence (PACE Academy)

Executive Board Member September 2003-May 2005
Student Parents On a Mission (SPOM), Michigan State University

COMPUTER SKILLS

- Experienced in all MS Office applications, Outlook, electronic research systems (including Internet, CMS applications)