

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 22
DATE:
June 10, 2014

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; Yolanda Curry to a three-year term on the Board of Directors of The James and Grace Lee Boggs School; Curtis Robinson to a one-year term, Richard Hamme to a two-year term and Cynthia Smith to a three-year term on the Board of Directors of Commonwealth Community Development Academy; Peter Sinclair to a three-year term on the Board of Directors of Grand Blanc Academy; Elaine Miller and Bettie Shaw-Henderson to three-year terms on the Board of Directors of Great Lakes Academy; and Randy McNeil to a three-year term on the Board of Directors of Hope 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

Bernard Geter has served on the Board of ABT since 2005. He is currently the board President. He is the Supervisor of the P & C Department of Dialogue Marketing in Troy, Michigan since 2011. He 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.

The James and Grace Lee Boggs School

Yolanda Curry is the owner and designer for Yolanda Nichelle Jewelry Design, LLC. Detroit, Michigan. She earned a Bachelor of Fine Arts in Industrial Design, Metalwork and Jewelry Design from The University of Michigan in Ann Arbor, Michigan in 2001. She is a professional affiliate of the Michigan Silversmiths Guild and Detroit Artists Market.

Commonwealth Community Development Academy

Richard Hamme has served on the Board of CA since 2005. He is employed at the State Farm Mutual Automobile Insurance Company 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.

Curtis Robinson is a retired Ford Motor Company employee having worked there for 35 years as a Financial Executive. He volunteers his time with organizations such as the Junior Achievement, Adopt-A-Child, and NAACP. He has served on the Board of Directors of Commonwealth Community Development Academy since 2005. Robinson earned a Bachelor of Science degree in

Agri-Business from Tuskegee University and studied accounting at Lawrence Technological University in Southfield, Michigan.

Cynthia Smith has served on the Board of CA since 2005. She is the vice president and branch manager of PNC Bank in Oak Park. She has been employed at the bank since 1979. Ms. Smith attended Michigan State University. 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. He is currently the board President. Sinclair is employed at Georgetown Logistics in Saginaw, Michigan. 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.

Great Lakes Academy

Elaine Miller retired from General Motors Corporation in Pontiac, Michigan in 2003 where she held the position of Program Manager-Engineering Operations since 1972. She earned a Bachelors in Business Administration from Alcorn State University in Lorman, Mississippi in 1969 and attended Michigan State University from 1974-1975.

Bettie Shaw-Henderson has served on the Board of GLA since 2012. She is a Transition Consultant at the Walnut Grove Youth Correctional Facility since 2007. She has retired after 36 years from Deputy Director of Michigan Rehabilitation Services for the State of Michigan. She has earned both her Master of Arts in Guidance & Counseling in 1978 and Bachelor of Science in Criminal Justice & Psychology in 1976 from University of Detroit, Michigan.

Hope Academy

Randy McNeil has served on the Board of Hope Academy since 2002. He is the retired 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 Bachelor's degrees from Wayne State University, Detroit, one in computer science (1991) and the other in mathematics (1974). He is a volunteer coach and president of Inner-City Games Detroit.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer)

Date

SUMMARY

Financial Services Professional with hands-on experience in Supervision, data tracking, all aspects of internal and external customer service, account management and recruiting. 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

Dialolgue Marketing **2011-present**
Supervisor of P & C department

Responsible for the coaching and motivating of 45 agents, 15 of which are on my team. Record results of call metrics for our department every two hours for our client as well as upper management. Make sure my team's Scheduled Adherence is at 95% on a daily basis. Ensure that my team has attained its KPI's on a daily basis and if not coach appropriately.

GLP & Associates, Farmington Hills, MI **2010-present**
Retirement Specialist

Major duty for this position is to educate public school educators and staff on the Michigan Public Schools Retirement System (state pension) and how combined with qualified savings plan will allow the educator to properly prepare for retirement.

The Flen Baker State Farm Agency, Detroit, Michigan **2009-2010**
Insurance Account Representative

Major duty for this position is to meet with prospective and existing clients in order to obtain specific information that will provide a quote for auto, fire, and or life/health insurance.

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 Student – Business Administration – Baker College, Online

Relevant Course Work:

Principles of Accounting I and II – Computer Applications – Strategies for Success

TECHNICAL SKILLS

Microsoft Word, Excel and Access

Series 6 and 63 (previously held), Life/Health/Accident license, Property & Casualty License

Customer Service Skills, Supervisory Skills and Process Improvements, Certified Call Center Coach, 45 day

Leadership Challenge

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

PHI BETA LAMBDA Business Fraternity

PROFICIENT

INNOVATIVE
COMMUNICATION

YOLANDA N. CURRY

PROFICIENT
PERSONABLE
DIVERSE

PROFESSIONAL

PROFILE

Innovative and diverse in skills, including leadership, oral and written communication, social and interpersonal, and, effective critical thinking. Professional and positive demeanor, excellent work ethic, detail-oriented, independent self-starter, team player. Passion for education, art, and design.

PROFESSIONAL EXPERIENCE

Detroit Waldorf School, Early Childhood Assistant, Detroit, MI. 2010-2013
Assisted lead Early Childhood teacher with daily class operations.

Yolanda Nichelle Jewelry Design, LLC, Owner/Designer, Detroit, MI. 2008-Present.
Design and create Detroit themed jewelry, sold in area boutiques, galleries, and online.

University Preparatory Academy, Instructor, Detroit MI. 2007-2008.
Instructed in various methods of jewelry art to grades K-6, emphasizing different historical and cultural references.

Darakjian Jewelers, Sales Associate, Southfield, MI. 2004-2006.
Facilitated the acquisition of luxury items by clients through effective selling and exceptional customer service.

Young Artists & Company, Inc., Art Instructor, Detroit, MI. 2002-2004.
Instructed youth art classes introducing students to a variety of media and techniques. Taught elements of shape, color, design, art history, and self-expression.

EDUCATION

The University of Michigan, Ann Arbor, MI.
BFA Design, Industrial Design, 2001.
BFA, Metalwork and Jewelry Design, 2001.
Gemological Institute of America, 2004.
Waldorf Institute of Southeastern Michigan, 2010-2012.

RELATED SKILLS

Proficient in Adobe Photoshop, Illustrator,
CorelDraw, OS X, Microsoft Office,
Customer Service/Sales
Communication
Creative

PROFESSIONAL AFFILIATIONS

Michigan Silversmiths Guild
Detroit Artists Market

CONTRIBUTUIONS/VOLUNTEER

James & Grace Lee Boggs School, COTS, MAPP, Alternatives For Girls

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

Claris Warren Robinson, Sr.

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 payable, 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 Annual 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

Career Summary

Vice President Branch Manager with 10 year background in branch management, 34 years banking experience, vast knowledge of finance, regulatory requirements and bank operations.

Employment History

PNC Bank October 15, 1979-Present

Vice President/Branch Manager Oak Park, Michigan

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

Positions held at PNC

- Assistant Vice President/Branch Manager
- Bank Officer
- Consumer Banker
- Head Teller
- Teller

Accomplishments

Manager of a high volume driver branch. Created strategies to develop and expand existing customer sales.

Education

Michigan State University

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.

Elaine Miller

Objective To obtain a position that will allow me to utilize my professional and personal experiences to advance the vision and mission of the organization.

Experience **1972-2003 (Retired)** **General Motors Corporation** **Pontiac, MI**

Positions Held

- Program Manager – Engineering Operations
- Administrative Coordinator – Correspondence Center - Engineering
- Office Administrator – Engineering Specifications
- Administrative Secretary to Manufacturing Director

Responsibilities Included

- Coordination and facilitation of workshops and seminars for large groups
- Provided Administrative support to managers and Directors of Programs Management Office.
- Supervision of several Administrative Centers
- Providing structure and organizational resolutions
- Development and maintenance of effective and manageable budgets
- Development of effective concepts in project management

1989-present **New Mount Moriah MBC** **Pontiac, MI**

Positions Held

- Executive Administrator
- Administrative Coordinator for the Full Gospel Baptist Church Fellowship
- Christian Education Instructor
- Member, Bishop's Cabinet
- Responsibilities included Payroll Coordinator as well as HRM Facilitator
- Substitute Teacher – All levels – Pontiac School System

Responsibilities Included

- Coordination of the day-to-day operations of the ministry
- Supervision of ministry staff & volunteers
- Coordination of major events to include Conferences, Workshops, and Seminars
- Providing the Bishop with information needed to make informed decisions regarding the administrative needs of the ministry

1978-1990 **Pontiac School System** **Pontiac, MI**

Instructor

- Part-time instructor for Accounting and Shorthand

1969-1971 **Central High School** **Liberty, MS**

Administration

- Handled administrative needs of the Principal

Education **1965-1969** **Alcorn State University** **Lorman, MS**

- B.A., Business Administration

1974-1975 **Michigan State University** **Troy, MI**

- Skills**
- Extension courses in Counseling and Administration
 - Extensive Workshop in management and Administration
 - Strong leadership and management skills including the ability to direct others and make wise decisions based on technology and economics
 - Extensive background in counseling, instruction and program development.
 - Benchmarking and comparative organizational evaluation studies
 - Proficient in Microsoft Office Suite and Quickbooks
 - Experienced in Accounting and Finance0

BETTIE G. SRAW-HENDERSON, MA

EMPLOYMENT HISTORY

Walnut Grove Youth Correctional Facility

Oct. 2007 - Present

Transition Consultant

Job Responsibility

- Serve as a lead member of Transition Specialist Team.
- Assist Transition Team in transition of inmates from incarceration back to community life.
- Train transition staff on working with outside programs to provide resources and services to inmates that will decrease the possibility of them returning to the correctional facility setting. The professional development efforts focus on four areas; employment, education, transportation and community living.
- Provide direction to the program manager and transition team in the development of Audit Process policies related to management of the Inmate Transition Program.
- Provide direction to the program management team on services to inmates with special needs, inmates with disabilities
- Assist in the development of the Transition Program strategic plan.
- Develop procedures and process for following up on inmates after leaving the facility

MDLEG/Michigan Rehabilitation Services

Sept. 2000 - May 2007

Bureau Deputy Director

Job Responsibility

- Served as a member of the Senior Managers Team.
- Served as deputy director to the agency with 469 staff.
- Managed agency as Chief Operations Officer. Based on state and strategic plans for the agency and leadership of agency director, develops and manages agency work plan with division directors.
- Allocate funds for case services, human resources, and operations. Redistribute funds as necessary.
- Conduct performance appraisals with division directors as a back up for the Bureau Director.
- Establish an internal management system using concepts of business engineering, learning organizations, and productive work places, among other contemporary methods.
- Responsible for promoting the coordination of the agreements between field delivery of service and technical assistance and compliance at the state level.
- Assures customer and public complaints and/or inquiries are addressed in a timely and effective manner.
- Represent agency at state and national conferences and/or delivers speeches on behalf of the bureau director.

MDLEG/Michigan Rehabilitation Services

Sept. 2003 -- August 2004

Division Director

Job Responsibility

- Served as a member of the Senior Managers Team.
- Responsible for Agency Case Service budget of \$37M and Operational Budget statewide.
- Agency policy and procedures and casework operations, also oversee the agency state plan.
- Provide direction to business service and small business initiatives.
- Provide oversight to fourteen offices with approximately 230 staff.
- Served on National and State advisory committees.

MDCD/Michigan Rehabilitation Services

1995-2003

District Manager

Job Responsibility

- Plan, organize, and administer all phases of the Workforce Development/Vocational Rehabilitation programs.
- Ensure all vocational rehabilitation and human resources programs are delivered with quality and respect for all consumers and employees of Kent/Ionia Counties.
- Select, recruit, train, and provide on-going supervision to staff.
- Develop and maintain a program evaluation and disseminate evaluation results internally and externally to obtain recommendations for improvement of service delivery to consumers.
- Review policies and procedures annually, and forward recommendations to the Quality Assurance Division.
- Provide oversight to all Client Assistance Programs that are pending hearing.
- Develop and manage Grand Rapids Annual Budget.
- Responsible for all staff performance reviews.
- Responsible for the Oversight Case Record Review quarterly.
- Supervise supply requisition and on-going departmental expenditures.
- Conduct regular district meetings.
- Conduct meetings for consumer for input of Vocational Rehabilitation Services and supervised system of consumer follow-up to obtain additional consumer input.
- Ensure adequate staffing for services delivered and expansion of services.
- Commission on Accreditation (CARF) renewal -- by meeting with CARF Surveyor, as requested.
- Complete annual strategic business plan defining goals and objectives to contribute to the agency/department.
- Assists in employee corrective action investigations, arbitration, and up to dismissal.
- Work collaboratively with other Agency Directors/President & CEO in joint planning, problem resolution and facilitation of on-going programs.
- Initiate, approve, and evaluate budget allocation for Grand Rapids District.
- Serve on Advisory Committees at national and state levels as a consultant in the field of vocational rehabilitation development.
- Complete all special projects, as directed by agency.
- Responsible for ensuring employee compliance with the department policy/procedures as defined in the Employee Handbook, Civil Service Rules, and union contracts.

MDCD/Michigan Rehabilitation Services
Flint/Saginaw Districts

1984-1996

Services Supervisor

Job Responsibility

- Develop district performance and budget plans, management of case service budget, managing services to approximately 1200 consumers.
- Evaluated individual performance plan and implement correction action.
- Assessed performance needs and manage related staff.
- Conducted routine and special reviews.
- Monitored time/attendance of employees and approved leave.
- Participated in employment interview and conducted grievance hearings.
- Develop and implement collaboration agreements and other community organizations.

MDCD/Michigan Rehabilitation Services
Warren, MI

1980-1984

Rehabilitation Counselor

Job Responsibility

- Provided analysis and implementation diagnostic testing and evaluations.
- Implement services through on-going counselor/consumer activities (career exploration, personal counseling, referrals, vocational selection, job placement, job readiness skills, and health care concerns).
- Worked closely with employers as a consultant in a variety of work environments.

Michigan Employment Security Commission
Detroit, MI

1977-1980

Employment Counselor

Job Responsibility

- Provided group educational/vocational guidance services such as job clubs.
- Matching employers with applicants/job development for applicants.
- Certified applicants for targeted Job Tax Credits. Conducted motivational training.
- Acted as liaison to such agencies as EIA, MRS, and The Goodwill Industries.

PROFESSIONAL EXPERIENCE

Workforce Development

- Kent-Allegan SDA Board Member.
- Job Corp Center -- acquisition.
- Genesee County SDA -- reorganization of infrastructure.
- Work-First Cooperative Agreement with the Michigan Jobs Commission and Job Partnership Training Act (JPTA).
- Customized training agreements between Genesee County Service Delivery Area and the private sector, funded by an Economic Development Grant of \$385,065.

Leadership

- National Rehabilitation Association (NRA) President, 1998.
- Michigan Rehabilitation Association (MRA) President, 1989-1991.

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- Manage Grand Rapids District office which provides vocational rehabilitation services to approximately 1900 customers with disabilities and business services to the employer community.
 - Michigan State University Advisory Board, Member.

Community Partnerships Initiatives

- Initiate and implement collaborative agreements with community organizations.
- Collaborated with team responsible for gaining federal approval for Flint Job Corps Center.
- Created and managed Genesee Job Placement Consortium.
- Conduct presentations relating to affirmative action, disability awareness, and motivation training.
- Manufacturing Technology Partnership - School to Work.
- Strategic Multi-Funding Initiatives for the Genesee County Service Delivery Area including a \$3,164,107 Mott Foundation Grant and a \$305,000 Community Development Block Grant.
- Assisted in the funding/development of the Sylvester Broome, Jr. Training Technology Center.

Human Resource Management

- Chaired NRA nationwide search for an executive director, 1997.
- Provided practicum/internship opportunities for a number of universities' rehabilitation counseling programs.
- Interview, hire, train, and manage professional and clerical staff and blended staff members.
- Administer labor agreements.

Financial Management

- Develop and manage Grand Rapids District Office budget up to \$4.2 million.
- Provide direction to the NRA's budget of \$1.1 million, 1997-1998.
- Co-developed grants for varied community initiatives.
- Provide oversight of Genesee/Shiawassee Workforce Board budget of \$12 million, 1994-1996.

Customer Service Initiatives

- Created NRA legislative training and mentoring opportunities to develop public awareness of disability issues for shaping public policy.
- Established the Greater Grand Rapids Business Service Center.
- Established multi-county employer network expanding customer service.

EDUCATION

University of Detroit

Masters of Arts Major: Guidance & Counseling 1978

Bachelor of Science Major: Criminal Justice & Psychology 1976

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:

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

Major Responsibilities

Primary responsibilities included all aspect of teaching courses in Non-Profit Organizational management. Taught courses in Grant writing, Non-Profit organization start-up, Strategic Planning, Fund development, Staff Supervision, and Budget Development.

Major Responsibilities

- Design curriculum, course materials, and syllabi for Non-Profit management courses
- Trained and certified 120 students in Grant writing
- Increased class enrollment by 24%

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:

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/Chairman, ARISE!Detroit 2007 – Present
- Member, 007 Community Center Board 2004 - 2006
- President, Inner-City Games Detroit 2000- 2005
- 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