

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: **19**

DATE:

June 27, 2017

**RECOMMENDATION**

**APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS**

**ACTION REQUESTED**

It is recommended that the Board of Regents re-appoint David Vincent to a three year term on the Board of Directors of the Academy for Business and Technology; re-appoint Leseliey Welch and Yolanda Curry to three year terms to the Board of Directors of The James and Grace Lee Boggs School; re-appoint Cynthia Smith and Grace Vereen to three-year terms 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; re-appoint Elaine Miller and Kema Johnson to three-year terms on the Board of Directors of Great Lakes Academy; re-appoint Chedrin Chambers to a three-year term on the Board of Directors of Hope Academy; and appoint Courtney Lockhart and Tina Poole to three year terms on the Board of Directors of the Dr. Joseph F. Pollack Academic Center of Excellence.

**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**

David Vincent is currently a Laboratory Manager at KAMAX L. P. in Troy, Michigan. He has four children attending the Academy for Business and Technology. Mr. Vincent is a product of the Southgate Community Schools System. This is a re-appointment.

**The James and Grace Lee Boggs School**

Leseliey Welch is the Chief Strategy Officer, Detroit Department of Health and Wellness Promotion at Southeast Michigan Health Association in Detroit, Michigan since 2014, and Lecturer II, Women's Studies Department at University of Michigan in Ann Arbor, Michigan since 2001. She earned a Master of Business Administration, a Master of Public Health, and a Bachelor of Arts all from the University of Michigan in Ann Arbor, Michigan. Ms. Welch is a parent of a student at the James and Grace Lee Boggs School. This is a re-appointment.

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. She is a professional affiliate of the Michigan Silversmiths Guild and Detroit Artists Market. She is a parent of a child at The James and Grace Lee Boggs School. This is a re-appointment.

#### **Commonwealth Community Development Academy**

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. This is a re-appointment.

Grace Vereen is employed at Michigan State University as an Elementary Education Field Instructor. She earned an Administrative Certificate in Elementary Administration and a Master Degree of Education in Elementary Education both from Wayne State University in Detroit, Michigan. She currently serves as assistant dean of Christian Education in Calvary District Congress of Christian Education and as Superintendent of Sunday School in Mt. Zion Baptist Church in Ecorse, Michigan. This is a re-appointment.

#### **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. This is a re-appointment.

#### **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 and attended Michigan State University. This is a re-appointment.

Kema Johnson is an Intake Coordinator at Affinity Home Care Agency, Inc. in Commerce Township, Michigan since 2007. She earned a Bachelor Degree in Business Administration in and an Associate Degree in Human Resources both from Baker College in Auburn Hills, Michigan. This is a re-appointment.

#### **Hope Academy**

Chedrin Chambers is a Restoration Service Specialist for Lowes of Southfield, MI since 2005. He attended trade school studying Flight Science at Western Michigan University in Kalamazoo, Michigan. He is certified as a Private Pilot and a Notary. This is a re-appointment.

**Dr. Joseph F. Pollack Academic Center of Excellence**

Courtney Lockhart is a Group Account Liaison at Blue Cross Blue Shield of Michigan in Detroit, Michigan since 2012. She earned a Master of Arts in Social Justice from Marygrove College in Detroit, Michigan and a Bachelor of Arts in Sociology from Oakland University in Rochester, Michigan. She is a member of Delta Sigma Theta Sorority and on the Keith Institute Board of Directors. She is a parent of a child at the Dr. Joseph F. Pollack Academic Center of Excellence. This is a new appointment.

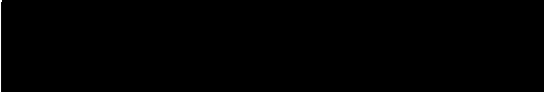
Tina Poole is a Conference & Event Manager at Wayne State University, School of Medicine, Continuing Medical Education in Detroit, Michigan since 2015. She earned a Master of Education in Educational Leadership and Policy Studies and a Bachelor of Arts in Communication both from Wayne State University in Detroit, Michigan. This is a new appointment.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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

  
University Executive Officer

6/5/17  
Date

David M. Vincent

## CAREER SUMMARY

Laboratory Manager/Test Technician/Environmental Health and Safety Coordinator with broad experience in all levels of product testing seeking rewarding employment in the industrial, aerospace or automotive industries. Substantial experience in adapting and designing test setups to suit needs of each individual customer for the global automotive markets. Areas of proficiency scheduling, budgeting, adapting to rapidly changing customers requirements hazardous waste management and test setup design. I enjoy a challenge, able to learn quickly and work with others. I am customer service orientated and quality driven.

## PROFESSIONAL EXPERIENCE

KAMAX L.P.

Laboratory Manager

October 2013 - Present

- Managed the Corporate Test and development Laboratory where Design Verification, Production Validation, Annual Validation, and R & D evaluation of our worldwide offering of products was conducted for automotive fasteners.
- Manager team of 8 direct report employees.
- Work within and maintain compliance to all ESH guidelines and directives regarding set worth by MIOSHA, DOT, and KAMAX policies.
- Work with wide variety of test equipment including but not limited Durability Testers, Tensile/Compression frame, Data Accusation Systems, and Hand Force Gages.
- Work on cross functional team on 8D investigations and root cause analysis
- Calibration coordinator responsible for scheduling and maintaining all records for the test lab, engineering, quality, and the production departments in compliance with TS 16949 procedures.
- PPAP coordinator for the corporate lab for all customers.
- Maintain lab metrics for generating internal reports on tracking departmental efficiency through equipment utilization, productivity, employee hours worked and other related issues.
- Maintain supply of common use materials for lab i.e.- consumable test supplies, tools , safety products and internal resources from plants.
- Trained in metallurgical sample prep, durability testing, life cycle testing, Rockwell hardness on metal, durometer testing, corrosion testing, cleanliness testing, tensile and compression testing to customer requirements, Rockwell and Brunel hardness testing, leak testing, tensile and compression testing, dye penetration testing, impact testing, rub wear, block on ring, abrasion testing, reflective cavitation testing, and surface finish testing.

KOSTAL Kontakt Systeme, Inc (KKS-A)

**Laboratory Technician and Calibration Coordinator**

April 2013 – October 2013

Work on all aspects of electrical connector testing.

- Testing on Design Verification, Production Validation, Annual Validation, and R & D evaluation of our worldwide offering of various multi pin connectors.
- Work within and maintain compliance to all ESH guidelines and directives regarding set worth by MIOSHA, DOT, and KOSATAL policies.
- Work with team to build and prove out new test equipment for emerging product to meet and exceed customer specifications.
- Work with wide variety of test equipment including but not limited to Electro Mechanical Shaker, Environmental chambers, Durability Testers, Tensile/Compression frame, Data Accusation Systems, and Hand Force Gages.
- Design and build test fixtures and specialized test setups for non-standard components.
- Work on cross functional team on 8D investigations and root cause analysis
- Calibration coordinator responsible for scheduling and maintaining all records for the test lab, engineering, quality, and the production departments in compliance with TS 16949 procedures.

Infotree Services working at - Eaton Corporation

**Laboratory Technician – Contract short term assignment**

Oct 2012 – April 2013

Work on all aspects of in Tank product testing for worldwide customers of Eaton Corp.

- Testing on Design Verification, Production Validation, Annual Validation, and R & D evaluation of our worldwide offering of various in tank products – e.g. roll over valves, shut off valves, flapper valves, liquid trap drain valves, fill line vent valves.
- Build, test, and certify proto type parts prior to delivery to customers.
- Work within and maintain compliance to all ESH guidelines and directives regarding set worth by MIOSHA, DOT, and Eaton policies.
- Work with team to build and prove out new test equipment for emerging product to meet and exceed customer specifications.
- Work with wide variety of test fuels and certified fuels
- Design and build test fixtures and specialized test setups for non-standard components.
- Conduct fuel tank and related product testing, including but not limited to fill test, slosh test, roll over leak test, shut off height test, reopening pressure test, flow rate test, life cycle test, liquid leak test, air leak test, pivot slosh and drain test.

TI Automotive

**Laboratory Technician – Contract short term assignment**

July 2012 – Oct 2012

Oversee all aspects HVAC testing for worldwide customers of TI Automotive.

- Work with R134a and new HFO1234ya refrigerants for air conditioning assemblies and components.
- Operate and maintain refrigerant gas reclamation systems and control emissions.
- Testing on Design Verification, Production Validation, Annual Validation, and R & D evaluation of our worldwide offering of products was conducted for fuel connectors, adaptors, EOC / TOC hose assemblies, Injection molded thermoplastic components, and stamped metal brackets.
- Work within and maintain compliance to all ESH guidelines and directives regarding set worth by MIOSHA, DOT, and TI Auto policies and ISO 14001 recordkeeping.

Our Lady Queen Of Angels – Catholic Church

**Chairman of Parish Finance Counsel**

Nov 2011 – Present

Oversee all aspects of parish financial operations including, but not limited to budget, cost estimating, soliciting and review of bids, and commissioning work.

- Chair five member counsel overseeing parish budget and spending.
- Direct fundraising activities and solicit donations for food pantry, shelter for the homeless, and other charitable functions.
- Manage all aspects of bi-annual rummage sale, Christmas wreath sale, back to school event, mom to mom sale.
- Final approver for all expenses for parish over \$2000.
- Champion waste reduction, cost saving initiatives, and environmental green programs.
- Lead Archdiocese Parish Merger Team.

Hutchinson FTS

**Laboratory Manager – Contract short term assignment**

Feb 2011 – Nov 2011

Oversee all aspects of day to day operation of lab resources and management for 4 technical employees.

- Managed the Corporate Test and development Laboratory where Design Verification, Production Validation, Annual Validation, and R & D evaluation of our worldwide offering of products was conducted for radiator hose, water hose, air conditioning assemblies and components.
- Stepped in and took over total operation of corporate lab on short notice when previous manager left the company.
- Managed all chemical inventory and waste disposal in compliance with Michigan Department of Environmental Quality, DOT & EPA requirements.
- Maintain lab metrics for generating internal reports on tracking departmental efficiency through equipment utilization, productivity, employee hours worked and other related issues.
- Maintained supply of common use materials for lab i.e.- consumable test supplies, tools, safety products and internal resources from plants.
- Designed and implemented systems for data collection, reporting, and preventive maintenance program.
- Coordinated, facilitated, and oversaw all aspects of laboratory relocation from corporate offices in Troy, MI. to new location in Livingston, TN.
- Oversee cost estimating of internal testing and review of quotes from out source testing. Coordinate off site testing to insure compliance to all test requirements.
- Worked extensively with internal quality department on suspect defective customer returned parts for warrantee and related issues. Coordinated out side test analysis when needed.
- Trained current employees and coop students on lab practices and testing procedures.
- Streamlined test setup and portable equipment using universal connector system (multi pin) to eliminate confusion and assure desired results first time – every time.

U.S. Census Bureau - Department of the U.S. Camber of Commerce

**Crew Leader**

2009-2010

Oversee all aspects of day to day operation of field enumeration and management for 27 enumerators.

- Supervised 24 enumerators and 3 crew leader assistants during field operations.
- Located space for training, and notified new employees of training locations, dates, and times.
- Conducted training sessions for 25 trainees.

- Implemented mandatory training by using classroom instructions, practice interviews, and on-the-job guidance.
- Provided instruction on enumeration procedures and familiarized trainees with reports and forms used to collect data.
- Performed preparatory duties such as checking boundaries and becoming familiar with the areas where employees would work.
- Assigned duty areas to employees, observed employees in the field, and provided on-the-spot assistance and supervision.
- Reviewed and certified daily payroll and progress reports and ensured that work was completed within established time schedules.
- Advised supervisor of progress and performance, and made recommendations for dismissal of those who could not or would not perform required duties.

COOPER-STANDARD AUTOMOTIVE, Auburn Hills, MI

1997-2009

NVH control sealing and fluid systems supplier; 72<sup>nd</sup> largest tier 1 global automotive supplier.

ITT Industries FHS was purchased by COOPER STANDARD in 2006

**Lead Technician/Lab Supervisor**

2006-2009

Oversee all aspects of day to day operation of lab resources and management for 12 technical employees.

- Supervised the Corporate Reliability Test Laboratory where Design Verification, Production Validation, Annual Validation, and R & D evaluation of our worldwide offering of products was conducted for fuel connectors, adaptors, EOC / TOC hose assemblies, injection molded thermoplastic components, and stamped metal brackets.
- Managed all chemical inventory and waste disposal in compliance with Michigan Department of Environmental Quality, DOT & EPA requirements.
- Facility officer for approval of all new chemicals brought in to corporate lab.
- Maintained MSDS data base and reviewed all old documents for updated as required.
- Coordinated all safety and environmental training for all key lab personnel.
- Emergency responder/Fire Captain for building fire and safety committee and business continuity plan team. 24 hour on call person for the facility, primary contact for building emergencies.
- Trained as hazmat spill response commander, onsite waste management and prepared hazardous and nonhazardous materials for transport to disposal sites.
- Moved the corporate lab from a low quantity waste generator to a conditionally exempt location meeting MIDEQ and EPA requirements.
- Worked with and trained staff on proper use of lab equipment, including but not limited to VOM, oscilloscope, soldering station, data acquisition equipment, proprietary software systems, specialized hand tools, custom test equipment.
- Maintain lab metrics for generating internal reports on tracking departmental efficiency through equipment utilization, productivity, employee hours worked and other related issues.
- Maintained supply of common use materials for lab i.e.- consumable test supplies, tools, safety products and internal resources from plants.
- Designed and implemented new lab layout for maximum efficiency in support of lab move and expansion due to consolidation of related facilities. Lab went from 48,000 to 76,000 square feet and absorbed equipment from multiple locations throughout North America.
- Worked extensively with and served as local liaison in support of production facilities in South America, Europe, Asia, and Pacific Rim to meet O.E.M. global testing requirements.
- Responsible for cost estimating of internal testing and review of quotes from out source testing. Coordinate off site testing to insure compliance to all test requirements.
- Specify requirements, collect bids, review, recommend, and purchase new lab equipment and services.

ITT Industries FHS, Auburn Hills, MI  
Global fuel and break systems supplier

**Lead Technician/Lab Supervisor (ITT Industries FHS)**

1997-2006

Oversee all aspects of day to day operation of lab resources and management for 25 technical employees.

- Implemented a 24 hour monitoring and data acquisition system for the electromechanical shakers, eliminating the need for a 2<sup>nd</sup> and 3<sup>rd</sup> shift.
- Conducted testing on fuel and break lines, connectors, couplers, tubes, hoses, adapters, and assemblies for all phases from design verification, PPAP, production validation, and annual validation.
- Designed and implemented new test fixture for long term test that doubled equipment efficiency and a cost avoidance of 2.5 million dollars.
- Trained in metallurgical sample prep, durability testing, life cycle testing, Rockwell hardness on metal, durometer testing on elastomeric products, permeation of multi layer polymer tube, leak testing, burn through testing, corrosion testing, cleanliness testing, VLD testing, tensile and compression testing to customer requirements.
- Trained new employees co-op students and interns in operation of all lab test equipment, maintained training records in compliance with internal audit and TS16949 procedures.
- Environmental, Health and Safety coordinator for facility trained in hazardous and non hazardous material handling & storage, preparation for transport in compliance with D.O.T. requirements. Maintained MIDEQ and ISO14001 records.
- Preventative maintenance coordinator for facility responsible for performing, scheduling and maintaining records and logs in compliance with TS16949 audit procedures.
- Member of building fire and safety committee and business continuity plan team. 24 hour on call person for the facility, primary contact for building emergencies.
- Started a PPE program in the building, creating and defining zones that required specific PPE.
- Instated industrial hygiene monitoring program, a hearing conservation program, and annual training for all affected employees.
- Emergency responder/Fire Captain for building fire and safety committee and business continuity plan team. 24 hour on call person for the facility, primary contact for building emergencies.
- Created and implemented a multi-level training system for lab and non-lab personnel related to hazmat and PPE awareness.
- Worked extensively with internal quality department on suspect defective customer returned parts for warrantee and related issues. Frequently on FEMA teams.
- Worked with internal and external customers to substantially reduce volume of annual testing for cost savings for all involved.
- Specify requirements, collect bids, review, recommend, and purchase new lab equipment and services.

Climax Research Services, Farmington Hills, MI  
Metallurgical test and analysis laboratory

**Lead Technician and Project Coordinator**

1995-1997

Responsible for conducting tests to meet specification requirements. Work independently and direct other technicians to meet goals and deadlines.

- Originally started in lab as associate technician and worked up through promotions to lead technician and project coordinator.
- Trained in metallurgical sample prep, Rockwell and Brunel hardness testing, leak testing, tensile and compression testing, dye penetration testing, impact testing, rub wear, block on ring, abrasion testing, reflective cavitation testing, and surface finish testing.
- Preventative maintenance coordinator for facility responsible for performing, scheduling and maintaining records and logs in compliance with A2LA audit procedures.
- Trained new employees and interns to meet lab standards on test procedures and equipment.

**ADDITIONAL TRAINING**

Team Leadership, 8D investigation, MS Office 2003, D.O.T. Haz Mat & R.C.R.A certified, familiar with ISO, and TS audit procedures and record keeping.  
Enhanced Michigan Drivers License with Chauffeur Endorsement  
Powered fork truck operator.

**MEMBERSHIPS / AFFILIATIONS**

Society of Automotive Engineers, Associate Member

2003 to present

[www.linkedin.com/pub/dave-vincent](http://www.linkedin.com/pub/dave-vincent)

## LESELIEY ROSE WELCH

*Higher Education • Business • Public Health*

Strategic thinker, skilled project manager, creative course and program developer, and experienced grant administrator with over 10 years of local and international experience. Nonprofit and multilevel public sector leadership experience in strategy, fund development, direct service, coordination, supervision, program management and evaluation in public health. Significant transferable skills in management, program and fund development, fiscal management, team leadership and public communications. Teaching and research interests include gender, diversity and leadership; nonprofit management, community engagement, and feminist practice; social entrepreneurship; and race, gender and health. Interdisciplinary academic background in Business Administration (MBA), Public Health (MPH), and Women's Studies (BA). Demonstrated commitment to working with underserved communities to improve health and wellbeing, and to integrating theory and practice in higher education. Organized and efficient program coordinator, respected facilitator, lecturer and writer. Competencies include:

- Program development
- Grant writing
- Public speaking
- Program management
- Education and training
- Action learning
- Quality improvement
- Cross-sector collaboration
- course development

### PROFESSIONAL EXPERIENCE

SOUTHEASTERN MICHIGAN HEALTH ASSOCIATION, Detroit, MI

2014 - Present

#### Chief Strategy Officer, 2014-Present

- Provide support to the Detroit Department of Health and Wellness Promotion Director, Deputy Director and leadership team peers in assuring quality essential local public health services, addressing emerging needs, leveraging new opportunities, articulating a strategy for local and national leadership in priority public health issue areas, and maximizing public health outcome improvement. Supervise Community Health Planning and Policy, and Maternal Child Health Department management. Support Ryan White Part A Program community planning.

#### Program Development and Compliance Officer, 2014

- Assured Detroit Department of Health and Wellness Promotion Ryan White Part A Program compliance with federal, state and local requirements, assisted with administration of the \$8M federal grant, and led Grantee's Office engaged community planning efforts.

UNIVERSITY OF MICHIGAN, Ann Arbor, MI

2001 - Present

#### Lecturer II, 2010-Present

#### Lecturer I, 2004-2010

- Teach action-learning course for Women's Studies majors, facilitating 60-75 student-community partner service site placements per year and the application of course content examining nonprofit management, community engagement and feminist practice.
- Developed and now teach *Leading Feminism*, a course exploring feminist practice and individual-level organizational leadership in the context of action-learning-mentorship partnerships across sectors. Awarded Center for Research on Learning and Teaching Investigating Student Learning Grant (2012-2013) with double funding for alignment with University of Michigan President Mary Sue Coleman's Third Century Initiative.
- Awarded Global Intercultural Experience for Undergraduates (GIEU) Teaching Fellowships in 2013, 2011, 2010, and 2005. Directed GIEU Detroit. Assisted in direction of GIEU Jamaica, 2005.
- Served as Senior Program Assistant for the Pedagogy of Action Study Abroad Program to South Africa (2001-2003). Trained and supervised students conducting HIV/AIDS education in South African townships. Program awarded Ginsberg Center for Community Service & Social Action's Outstanding University Program Award, 2004.

#### Research Assistant, 2004

- Assisted with a national HIV/AIDS training course for Tanzanian nurse educators on HIV/AIDS and antiretroviral medication administration, designed in collaboration with Muhimbili University College of Health Sciences, Dar es Salaam, Tanzania.

INSTITUTE FOR POPULATION HEALTH, Detroit, MI

2012-2014

**Community Innovations Manager**

- Contributed to fund development for the Institute for Population Health (IPH), one of only five city-level public health institutes in the United States. Secured the IPH's first foundation grants from the California Endowment Fund and the W.K. Kellogg Foundation.
- Leveraged strategic cross-sector partnerships to support innovative public health programming in Detroit.
- National Leadership Academy for the Public's Health Fellow (2013), Center for Health Leadership and Practice; and Fisher Fellow (2013), Association of Fundraising Professionals Greater Detroit Chapter.

SOUTHEASTERN MICHIGAN HEALTH ASSOCIATION, Detroit, MI

2007-2012

**Ryan White Part D Program Coordinator, 2009-2012**

- Coordinated the Michigan Department of Community Health's Ryan White Program Part D, including administration of \$1.2M federal grant and provision of professional and technical consultation to network of 4 clinics, 4 case management agencies, and one local health department to assure the delivery of comprehensive coordinated HIV/AIDS services to women, infants, children, and youth.
- Led statewide Perinatal HIV Prevention Working Group efforts to implement testing guidelines to routinize first and third trimester testing, and strengthen efforts to eliminate maternal to child transmission of HIV.
- Led Part D network quality improvement activities and contributed to Michigan Cross Parts Quality Collaborative, a statewide quality initiative. Completed extensive training by the National Quality Center.
- Created Part D Perinatal Prevention Doula Project Model to improve patient care during pregnancy, medication adherence, care transitions, and retention in care.
- Awarded, in collaboration with the Division of Family and Community Health, a Fetal Infant Mortality Review (FIMR)/HIV Project grant, making Michigan one of 2 state-level sites in the country.
- Played a key role in the proactive and efficient transfer of Ryan White Program grants and contracts from Detroit Medical Center upon its sale to a for profit entity, resulting in maintenance of continuity of care despite significant administrative changes.

**Healthy Start Project Coordinator, 2007 – 2009**

- Managed the day to day operations of the Detroit Department of Health and Wellness Promotion's Healthy Start Project, directly overseeing 3 of the project's 5 core services (outreach, health education and interconception care), assisting in the coordination of activities across all core services (including case management and perinatal depression), and assisting in the management of \$1.5M budget.

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**EDUCATION**

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UNIVERSITY OF MICHIGAN, ROSS SCHOOL OF BUSINESS  
Master of Business Administration, 2012

Ann Arbor, MI

*Multidisciplinary Action Project: University of Michigan China Strategy Team. Conducted an independent market analysis of higher education in China, identified strategic opportunities, examined the UM's brand in China, and assessed potential strategic partnerships. Developed a proposed China market strategy and business plan. Spent two weeks in Shanghai and Beijing.*

UNIVERSITY OF MICHIGAN SCHOOL OF PUBLIC HEALTH  
Master of Public Health, 2004

Ann Arbor, MI

UNIVERSITY OF MICHIGAN  
Bachelor of Arts, High Honors, 2000

Ann Arbor, MI

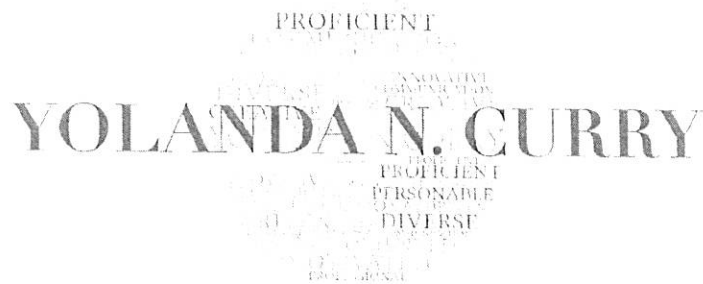
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**PUBLICATIONS**

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Gant, L. M., Welch L. R. (2005). Voices Less Heard: HIV-Positive African American Women, Medication Adherence, Sexual Abuse, and Self-Care. *Journal of HIV/AIDS & Social Services*, 3(2), 67-91.

"Cultural Competency Efforts of the Top Ten Hospitals (*U.S. News & World Report*, 2000-2005): A Benchmarking Report," Cultural Competency Division, Program for Multicultural Health, University of Michigan Health System. Min L, Bhatia J., Welch L., Investigators and Contributors.



## 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

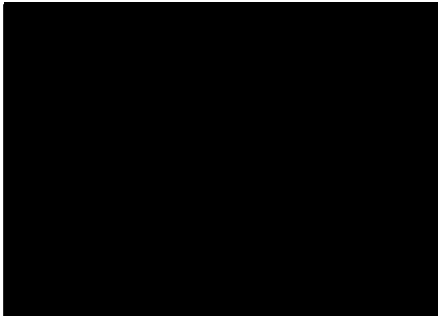
Michigan Silversmiths Guild

Detroit Artists Market

## CONTRIBUTUIONS/VOLUNTEER

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

## **Cynthia D Smith**



### **Education:**

**Michigan State University 1977-1979**

**Frank Cody High School**

### **Experience:**

**PNC Bank Oct 1979 – Present**

**Current Position Branch Manager- 2006**

### **Boards Service :**

**Commonwealth Community Development**

**Bibleway Outreach Full Gospel Church**

**KWC**

## Grace E. Vereen

**OBJECTIVE** To obtain a position of educational leadership that will impact the academic environment and performance of students.

**EDUCATION** **POSTGRADUATE STUDIES**  
***Wayne State University***

- Administrative Certificate, Elementary Administration (1992)
- Masters of Education, Elementary Education (1980)

**EXPERIENCE** **Field Instructor, Michigan State University**

- Plan and conduct TE 501 and 502 seminar bi-weekly
- Explain expectations for all written assignments, lesson plans, school projects, and participation in school activities
- Schedule and conduct mid-term and final conferences with interns and mentor teacher
- Conduct bi-weekly observations of interns in their classrooms
- Prepare written observation notes, and feedback forms
- Attend Detroit/ SEMI monthly staff meetings
- Facilitate new mentor teacher sessions during annual mentor teacher conference

**Principal, Detroit Public Schools (1999-2005)**

***Westside Multicultural Academy***

***Medicine Bear Native American Academy***

- Responsible for the closure and consolidation of two educational facilities and programs into one Pre-Kindergarten through Eighth Grade School Community.
- Manager and administrator for the daily operations of an elementary through middle school facility.
- Monitor and evaluate instructional and non-instructional staff
- Facilitate parental involvement activities
- Prepare and manage facility and program budget
- Provide school improvement leadership
- Develop extracurricular activities to enhance academic achievement
- Oversight of construction and expansion of school facility

**Professional Development**

- Special Education Seminar, 2017
- The Power of Our Words, 2016
- Literacy and Parental Involvement, 2015
- iPad Training, 2013

**REFERENCES:** Furnished upon request

## 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

<b>Objective</b>	To obtain a position that will allow me to utilize my professional and personal experiences to advance the vision and mission of the organization.		
<b>Experience</b>	<b>1972-2003 (Retired)</b>	<b>General Motors Corporation</b>	<b>Pontiac, MI</b>
	<b>Positions Held</b>		
	<ul style="list-style-type: none"><li>▪ Program Manager – Engineering Operations</li><li>▪ Administrative Coordinator – Correspondence Center - Engineering</li><li>▪ Office Administrator – Engineering Specifications</li><li>▪ Administrative Secretary to Manufacturing Director</li></ul>		
	<b>Responsibilities Included</b>		
	<ul style="list-style-type: none"><li>▪ Coordination and facilitation of workshops and seminars for large groups</li><li>▪ Provided Administrative support to managers and Directors of Programs Management Office.</li><li>▪ Supervision of several Administrative Centers</li><li>▪ Providing structure and organizational resolutions</li><li>▪ Development and maintenance of effective and manageable budgets</li><li>▪ Development of effective concepts in project management</li></ul>		
	<b>1989-present</b>	<b>New Mount Moriah MBC</b>	<b>Pontiac, MI</b>
	<b>Positions Held</b>		
	<ul style="list-style-type: none"><li>▪ Executive Administrator</li><li>▪ Administrative Coordinator for the Full Gospel Baptist Church Fellowship</li><li>▪ Christian Education Instructor</li><li>▪ Member, Bishop's Cabinet</li><li>▪ Responsibilities included Payroll Coordinator as well as HRM Facilitator</li><li>▪ Substitute Teacher – All levels – Pontiac School System</li></ul>		
	<b>Responsibilities Included</b>		
	<ul style="list-style-type: none"><li>▪ Coordination of the day-to-day operations of the ministry</li><li>▪ Supervision of ministry staff &amp; volunteers</li><li>▪ Coordination of major events to include Conferences, Workshops, and Seminars</li><li>▪ Providing the Bishop with information needed to make informed decisions regarding the administrative needs of the ministry</li></ul>		
	<b>1978-1990</b>	<b>Pontiac School System</b>	<b>Pontiac, MI</b>
	<b>Instructor</b>		
	<ul style="list-style-type: none"><li>▪ Part-time instructor for Accounting and Shorthand</li></ul>		
	<b>1969-1971</b>	<b>Central High School</b>	<b>Liberty, MS</b>
	<b>Administration</b>		
	<ul style="list-style-type: none"><li>▪ Handled administrative needs of the Principal</li></ul>		
<b>Education</b>	<b>1965-1969</b>	<b>Alcorn State University</b>	<b>Lorman, MS</b>
	<ul style="list-style-type: none"><li>▪ B.A., Business Administration</li></ul>		
	<b>1974-1975</b>	<b>Michigan State University</b>	<b>Troy, MI</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>▪ Extension courses in Counseling and Administration</li><li>▪ Extensive Workshop in management and Administration</li><li>▪ Strong leadership and management skills including the ability to direct others and make wise decisions based on technology and economics</li><li>▪ Extensive background in counseling, instruction and program development.</li><li>▪ Benchmarking and comparative organizational evaluation studies</li><li>▪ Proficient in Microsoft Office Suite and Quickbooks</li><li>▪ Experienced in Accounting and Finance0</li></ul>		

Kerna Johnson



**Objective:**

Offering years of experience as an administration assistant and seeking employment with a company that will allow me to provide a full range of support to executives and their staff, while offering a full range of office skills, demonstrated managerial abilities, and a reputation for resolving problems and delivering results.

**Education:**

Bachelor Degree in Business Administration, Baker College, Auburn Hills, Michigan March 2006.

Associates Degree in Human Resource, Baker College, Auburn Hills, Michigan June 2003.

**Professional Experience**

May, 2007 to Present      Affinity Home Care Agency, Inc      Commerce Twp, MI

***Intake Coordinator***

Directly responsible of all office functions, responsible for data entry into Horizon system. Process new admissions verify insurance coverage and authorizations. Answer incoming phone calls. Input visits, mileage and supplies for billing/payroll. Maintain patient's charts. Print, send, track and check in physician orders. Maintain inventory of office and medical supplies. Foresee mail and faxes. Assist Director of Nursing in all HR related task.

May, 2006 to May, 2007      Greater Oakland VNA      Waterford, MI

***Intake Coordinator***

Process referral information, complete schedule for home health aids, and verify insurance coverage and process authorizations. Order and prepare medical supplies for all field staff. Prepare private duty clients billing. Answer incoming phone calls and direct them to various departments.

February, 1999 to September 2003      Boys and Girls Republic      Farmington Hills, MI

***Shift Supervisor (July, 2001 to September, 2003)***

Directly responsible for supervising the program's campus during my assigned shift. Maintain safety and responsible for arranging adequate staffing, act as a facilitator with problem units, and acting as liaison with other organizations or departments.

***Treatment Specialist I (February, 1999 to July, 2001)***

Performed group leadership responsibilities such as administering agency policies, procedures, guidelines and methodologies as outline, and directed by authority.

**Specialized Skills:**

Data Entry	Scheduling	Intake Coordinator	Insurance Verification
Account Collections	Employee Verification	Electronic Billing	Account Collections

**Computer Skills:**

Microsoft Word	Microsoft Outlook	Microsoft Access	Microsoft Excel
Microsoft PowerPoint			

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# CHEDRIN CHAMBERS

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## PROFESSIONAL SUMMARY

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Seasoned management professional who excels in establishing excellent working relationships with customers, employees, vendors and contractors. High-energy Manager successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth. Specialist with broad background in operations, project and risk management. Enthusiastic team player dedicated to process improvements and staff development.

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## SKILLS

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- Exceptional interpersonal communication
- Effective leader
- Efficient multi-tasker
- Organized
- Client account management
- Staff training/development
- Consistently meet goals
- Deadline-oriented
- Conflict resolution

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## WORK HISTORY

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### **Restoration Services Specialist , 09/2014 to Current**

#### **Lowes, Inc. – State Of Michigan, MI**

- Built relationships with contractors to increase likelihood of repeat business.
- Engaged with contractors in a sincere and friendly manner.
- Contacted other store locations to determine merchandise availability.
- Responded to contractor/customer questions and requests in a prompt and efficient manner.
- Recommended merchandise to contractors/customers based on their needs and preferences.

### **Project Specialist Exterior, 12/2011 to 09/2014**

#### **Lowes, Inc – Southfield, MI**

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Wrote sales slips and sales contracts.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Contributed to team success by exceeding team sales goals by 30%.

### **Department Manager Plumbing/Electrical, Lowes, Inc., 12/2009 to 12/2011**

#### **Lowes, Inc. – Southfield, MI**

- Partnered successfully with other home services departments to produce a seamless customer experience.
- Worked directly with the kitchen and bathroom departments, clients, to achieve an unmatched high quality of customer service.
- Hired and trained new staff.

### **Department Manager Flooring/Appliance and Kitchens, Lowes, Inc., 12/2008 to 12/2009**

#### **Lowes, Inc. – White Lake, MI**

- Accurately estimated time and materials costs for projects.
- Provided accurate measurements and estimates for all projects.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Loaded and unloaded building materials used for construction.

### **Department Manager Seasonal, Lowes, Inc., 01/2007 to 12/2008**

#### **Lowes, Inc. – Southfield, MI**

- Directed 12 warehouse seasonal associates.

- Led warehouse improvement initiatives to advance operational efficiencies.
- Received, stored and shipped goods and materials.
- Cleaned and maintained the warehouse in compliance with OSHA safety standards.
- Operated forklifts and other heavy machinery safely.

**Installed sales Manager, 12/2005 to 01/2007**

**Lowes, Inc. – Southfield, MI**

- Supervised a sales force of six sales associates.
- Supported the sales team in writing proposals and closing contracts.
- Developed quarterly and annual sales department budgets.
- Planned and directed staff training and performance evaluations.
- Trained all incoming sales team members.
- Contacted customers by phone and email in response to inquiries.
- Promptly resolved all customer requests, questions and complaints.
- Built relationships with customers and the community to establish long-term business growth.

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#### EDUCATION

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**Field of Study: Flight Science, 1995-1997**

**Western Michigan University - Kalamazoo, MI**

**High School Diploma: 1995**

**Benjamin Oliver Davis Aerospace and Technical H.S. - Detroit, MI**

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#### CERTIFICATIONS

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Michigan Sales License

Private Pilots License

Notary Public

# Courtney Lockhart



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## EDUCATION

May 2010	<b>Marygrove College</b> <i>Master of Arts, Social Justice</i>	Detroit, MI
December 2006	<b>Oakland University</b> <i>Bachelor of Arts, Sociology</i>	Rochester, MI

## QUALIFICATIONS

- ♦ Passionate commitment to the education and success of our youth
- ♦ Proficient oral and written communication skills
- ♦ Willingness and ability to provide the time and energy necessary to meet the responsibilities and duties required of a Board member while exhibiting a positive and professional attitude
- ♦ Ability to manage multiple priorities, demonstrate flexibility, and implement change in a timely and effective manner
- ♦ Impeccable interpersonal skills
- ♦ Highly self motivated and able to cultivate new ideas

## EXPERIENCE

9/12 – Present	<b>Blue Cross Blue Shield of Michigan</b> <i>Group Account Liaison</i>	Detroit, MI
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- ♦ Researches, analyzes and resolves inquiries received from group decision makers, human resource staff, agents, account managers, union personnel, and third party administrators
- ♦ Facilitates improved servicing and customer satisfaction by interfacing with various levels of internal and external areas to resolve group issues
- ♦ Identifies and analyzes root causes of claim and benefit issues in a proactive manner for both account specific issues as well as global issues that impact members
- ♦ Discovers system issues and initiate problem identifications and defects as necessary to ensure that claims are being processed according to the benefits structures of the account
- ♦ Supports new business workgroup implementations and special projects to produce desired results
- ♦ Attends health fairs and open enrollment meetings as well as creates and delivers customer presentations

11/07-9/12	<b>Blue Cross Blue Shield of Michigan</b> <i>Customer Service Representative</i>	Detroit, MI
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- ♦ Resolved claims related issues to ensure member satisfaction
- ♦ Conducted internal research or special studies necessary to handle disputed inquiries
- ♦ Adhered to federal Medicare guidelines to assure regulatory standards were met.
- ♦ Followed the provisions set by Health Insurance Portability and Accountability Act (HIPPA) guidelines to control the management and release of members Protected Health Information (PHI)

03/07- 11/07    **Wachovia Dealer Services**  
*Loan Service Counselor*

Farmington Hills, MI

- ♦ Collected on past due auto loans while maintaining good customer relations with the company
- ♦ Negotiated account resolution while meeting company performance and productivity standards
- ♦ Escalated accounts as needed to prevent company losses

03/02-9/06    **AT&T / SBC / Ameritech**  
*Customer Service/ Collections Representative*

Detroit, MI

- ♦ Coordinated payment arrangements on past due accounts; inbound and outbound calls
- ♦ Educated customers on the importance of credit and debt management
- ♦ Acted as a Team Leader in the absence of Supervisor
- ♦ Provided peer coaching
- ♦ Consistently met and exceeded collection objectives

#### **PROFESSIONAL AFFILIATIONS**

- ♦ Delta Sigma Theta Sorority, Incorporated
- ♦ Keith Institute Board Member

# TINA M. POOLE

## Management Professional

LEADERSHIP & ADMINISTRATION ~ PROJECT MANAGEMENT ~ TRAINING & DEVELOPMENT  
PUBLIC SPEAKING ~ NEGOTIATIONS ~ RELATIONSHIP MANAGEMENT ~ FINANCIAL ADMINISTRATION

## PROFILE

- Possess solid leadership experience spanning organizational management, internal communications, orientation/onboarding, staff management, strategic planning, project coordination, resource allocation, data analysis, and budgeting.
- Considerable expertise in planning, organizing, and managing daily workflow to optimize efficiency.
- Skilled at connecting with, influencing, aligning, and managing people from all cultures and socioeconomic backgrounds.
- Reputation for strong business acumen, initiative, resilience, and commitment to achieving results.
- Proven ability to balance numerous projects according to stringent budget constraints and demanding deadlines.
- Excel at fostering trusting relationships conducive to organizational growth and sustainability.
- Well-versed in marketing, grant writing, fundraising and closely partnering with all key stakeholders to expedite and ensure project success.

## PROFESSIONAL EXPERIENCE

Wayne State University, 2006 – Present

**Conference & Event Manager, School of Medicine, Continuing Medical Education** (2015 – Present)

- Spearhead full-scope planning, coordination, and execution of numerous conferences and events for continuing medical education purposes.
- Successfully secured \$60K+ in pharmaceutical grants and commercial support in less than one year and ensured compliance with ACCME policies.
- Research topics for live conferences, solicit guest speakers, manage registration process, secure vendors, monitor budget, and prepare final revenue and expense report.
- Oversee speaker arrangements including invitation, commitment forms, A/V needs, travel policy forms, disclosure statements, reimbursements, thank you letters, travel, accommodations and honoraria.
- Manage customer service disputes with proper follow-up for resolution
- Submit applications to gain outside accreditation for conferences as well as Continuing Medical Education (CME) application for approval of ACCME credit for each conference.
- Produce influential post-conference reports detailing attendance, associated income, evaluations, commercial support, expenses, and opportunities for improvement.
- Input and update conference/event registration, reports, transcripts, mail merges, and other related data in CME Tracker software.

**Donor Relations Manager, Development and Alumni Affairs / Constituent Relations** (2008 – 2015)

- Planned, arranged, and facilitated multiple donor recognition projects and naming opportunities.
- Updated contacts according to stewardship reports, and demonstrated exceptional organizational skills in processing approximately \$743K in in-kind and matching gifts annually.
- Orchestrated event logistics for Charter Night, Annual Investors Luncheon, annual recognition night for donors of \$10K+, donors with named endowments, and annual children's theatre production held at Hilberry Theatre.
- Instituted three-year calendaring system for local and regional events and trained division staff in program use.

Continued ... ►

- Formally acknowledged gifts of \$10K+ in writing on behalf of University President and Vice President of Development and Alumni Affairs.
- Oriented, trained, mentored, motivated, and delegated tasks to student assistants and new division staff.
- Prepared board meeting materials for 'Anthony Wayne Society', the university's premier giving association.
- Accurately and efficiently administered internal requisition requests, special payment authorizations, and purchase requisitions.

**Assistant to Controller, Associate Controller, and Director of Accounting (2006 – 2008)**

- Performed the complete spectrum of administrative functions including calendar management, drafting correspondence, generating monthly reports, tracking expenses, and analyzing financial projections.
- Scheduled appointments, arranged travel details, and compiled materials for executive-level meetings and conferences.
- Coordinated all facets of faculty/staff capital campaigns and administrative professional conferences.
- Contributed sound financial capabilities to process journal vouchers and bank reconciliations.

**Assistant to Director, Facilities Planning & Management (2004 – 2006)**

- Delivered comprehensive executive support encompassing calendar management, travel arrangements, business correspondence, financial reports, presentation materials, and construction contracts.
- Held concurrent roles as faculty/staff capital campaign coordinator, project manager for Michigan Association of Physical Plant Administrators (MIAPPA), and conference coordinator for Wayne First Capital Campaign in the Office of Facilities Planning & Management.
- Supported HR by assembling new hire package for engineers, conducting orientation process, and advising in employee FMLA verification.
- Governed all aspects of year-end planning event for Finance and Facilities Management.

**Community Revitalization and Stewardship Program, (Subsidiary of Jubilee Christian Church) 1999 – 2004****Program Administrator**

- Collaboratively authored credible and compelling grant proposals for federal, public, and private sector funds.
- Reviewed and ensured grant compliance for all contracts at federal, state, and local levels.
- Applied dynamic communication and relationship-building skills to secure \$10K+ annually through personal solicitation and stewardship of public and corporate sponsors.
- Project-managed annual community engagement and fundraising events to achieve organizational goals.
- Built portfolio of prospective and current donors, and precisely tracked incoming financial data to support budgeting and planning activities.

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**E D U C A T I O N**

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Wayne State University:

M.Ed., Educational Leadership and Policy Studies

Bachelor of Arts, Communication, 2013

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**P R O F E S S I O N A L   D E V E L O P M E N T**

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Project Management Fundamentals, Management Essentials; Flexibility in the Workplace; Leadership Lab (Decision Making, Problem Solving, Critical Thinking;) Fundraising; Communication Skills; Stephen Covey (Seven Habits of Highly Effective People, Time Management, How to be an Exceptional Assistant) Harassment Prevention on Campus

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**T E C H N O L O G Y**

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Microsoft Office Suite, Banner Administrative System, Advance System, Photoshop, PageMaker 1.0, CME Tracker