

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

REAPPOINTMENT OF CHARTER SCHOOL BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint the candidates listed below to serve three-year terms on the Board of Directors for the following public school academies (charter schools) authorized by Eastern Michigan University:

Charter School	Board Candidate(s)	Action
Detroit Public Safety Academy	Charles Simms	Reappointment
Dr. Joseph F. Pollack Academic Center for Excellence	Tina Poole	Reappointment
Dr. Joseph F. Pollack Academic Center for Excellence	Regina Walker	Reappointment

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.

Detroit Public Safety Academy

Charles Simms is the Fire Commissioner for the City of Detroit. He earned a Master of Education in Educational Psychology and Bachelor of Arts in Psychology with a minor in Business Administration from Wayne State University. This is a new appointment.

Dr. Joseph F. Pollack Academic Center for Excellence

Tina Poole is a Grant Contract Officer IV for Wayne State University. She has a Master of Education in Education Leadership and Policy Studies as well as a Bachelor of Arts in Communication from Wayne State University. This is a new appointment.

Regina Walker is a Financial Professional for The Prudential Company of America. a Master of Science in Management from Walsh College and a Bachelor of Business Administration from Eastern Michigan University. This is a re-appointment.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

[Redacted Signature]

University Executive Officer
Rhonda Longworth, Ph.D.

1/22/24
Date

PROFESSIONAL EXPERIENCE:

City of Detroit Fire Department Detroit, Michigan

Fire Commissioner 1/2022-Present

Appointed by the Mayor of Detroit to lead, manage, and direct all facets of the Detroit Fire Department, consisting of a departmental budget of \$147,000,000 and approximately 1,300 personnel.

Major Accomplishments:

- Overhauled the budget to address overtime costs.
- Restructured several divisions to improve services and implement efficient practices. Lead revolutionary efforts for departmental cross training between fire and emergency services.
- Created and implemented Save a Life Initiative (goal to train CPR to all 8th graders in Detroit Public Schools and installing smoke detectors in every Detroit home) and 911 Campaign (brochures to reduce unnecessary 911 calls and quarterly emails to connect with citizens).
- Recorded lowest code 1 EMS response time in the history of the department.
- Partnered with Macomb Universal to equip the City of Detroit with the historic high of 40 ambulances daily.
- Implemented action plan for Detroit to receive the designation of a HeartSafe Community.

2nd Deputy Fire Commissioner 3/2016-1/2022

Appointed by the Mayor of Detroit and Executive Fire Commissioner to oversee and manage the Training, Fire Investigation, Fire Marshal, Communications and Community Relations Divisions. Create policies and procedures while implementing effective and efficient strategies that coincide with the vision of the City of Detroit Fire Department.

Major Accomplishments:

- Direct management of budgets of \$5,000,000 and shared management of overall budget of \$124,000,000.
- Improved technology in the Training Division that led to more effective training rotations.
- Increased annual inspections of the Fire Marshal Division by 150%.
- Restructured Community Relations Division that led to an increase in community outreach.
- Spearheaded the Fire Department Apprenticeship Program for Detroit Public School students.
- Created Compliancy Team and implemented compliancy policies and strategies to escalate all department members to local and national standards.
- Appointed ISO manager to assist the department in drastically increasing its ISO rating.
- Created metrics to track progress and implement improvement strategies for each division.
- Improved the brand of the fire department via website improvements and dissemination of brochures.
- Recruited by the following cities to participate in promotion selection: Milwaukee Fire Department – Deputy Chief; Miami Fire-Rescue Department – Battalion Chief; Baltimore Fire Department – Battalion Chief; El Paso Fire Department – Deputy Chief.

Chief of Arson and Fire Investigation Unit 2014 – 2016

Appointed by the Mayor and Commissioner to oversee and manage personnel, budget, and overall responsibility of the unit. Create and implement strategies, policies, and practices to combat arson fires within the City of Detroit. Maintain informative and statistical data and graphics to track arson trends. Liaison with other law enforcement agencies, insurance agencies, and community groups to combat arson. Develop continuous training requirements and curriculum. Assisted with transition of newly created Arson Task Force, which included Detroit Police.

Major Accomplishments:

- Implemented an innovative strategic approach to divide the unit into quadrants to become better connected with the community to effectively and efficiently tackle arsons.
- Decreased suspicious fires by 14% in 2014 to the lowest number in the last 20 years.
- Increased arson arrest warrants by 15% in 2014 the most submitted in 12 years.
- Increased arson arrests by 110% for first 6 months of 2015.
- Developed a local arson tip line and arson billboard campaign by securing billboard funding from Michigan Arson Prevention Committee.
- Successfully wrote and secured a grant from the Michigan Automobile Theft and Prevention Authority for 2014, 2015, and 2016. Average grant award was \$112,000
- Managed 145,000 annual capital budget
- Selected by the Mayor’s office to participate along with twelve other city leaders in the City of Detroit Lean Six Sigma Green Belt training.

- o Established Officer development process.

Fire Investigator, Captain 2012-2014

Supervise and coordinate employees to effectively and efficiently investigate cause and origin of vehicle fires. Communicate and collaborate with insurance companies, private investigators, and other law enforcement agencies on strategies to deter fraudulent arson acts.

Major Accomplishments:

- o Appointed as Financial Officer for Detroit Arson Section overseeing an Automobile Theft Prevention Authority Grant received by the State of Michigan.
- o Maintained and updated statistical trends of automobile arsons within the City of Detroit utilizing PowerPoint, Microsoft Word, Microsoft Excel spreadsheets and graphs.

Fire Investigator, Lieutenant 2001-2012

Conduct investigations to determine cause and origin of fires, collect evidence, and perform arrests and interrogations. Prepare warrants and necessary documentation to secure convictions. Testify as qualified expert witness on fire cause and origin in 36th District and 3rd Circuit Court.

Major Accomplishments:

- o Received three Commissioner’s Individual Commendations in October 2006 for three separate incidents in 2005 involving courage and risks taken to arrest arsonists.
- o Outstanding Leadership Award – Detroit Metropolitan Police Academy, August 2002 selected by fellow training academy classmates and instructors.
- o Lead the unit in number of investigations and arrests for multiple years - officer in charge in over 3,000 fire investigations and submitted over 300 felony arson arrest warrants.

Firefighter 1986-2001

Responded to emergency situations to protect life and property through fire suppression methods. Participated in search and rescue operations. Assessed emergency situations to make critical decisions on fire and medical needs. Operated fire fighting equipment including engines, ladder trucks, and tactical, mobile squads. Prepared fire reports, daily time sheets, payroll, and other routine paperwork. Served as sergeant and had command over fire scenes and personnel.

Major Accomplishments:

- o Firehouse Magazine Heroism and Community Service Award, February 2001.
- o Commissioner’s Citation Award, May 2000.
- o Detroit Fire Fighters Association’s Citation of Valor, November 1999 for the heroic rescue of a child from a burning house.
- o Detroit Fire Fighters Association’s Outstanding Achievement Award, November 1999.

Detroit Fire Fighters Association, Local 344 Detroit, Michigan

4th Battalion Union Director 1996-1999

Promoted the interest of union members from the 4th Battalion. Represented members on departmental charges. Proficient in applying departmental rules and regulations. Interacted on a national level to represent the Detroit Fire Department. Wrote monthly articles for the local union magazine.

Major Accomplishments:

- o Chairman of Safety Committee - facilitated the review and approval by the union of fire safety equipment.
- o Member of Political Action Committee – interacted with lobbyist, politicians, and city government.

EDUCATION:

Wayne State University Detroit, MI
Master of Education, Educational Psychology, GPA 3.63

Wayne State University Detroit, MI
Bachelor of Arts, Major in Psychology and minor in Business Administration

AFFILIATIONS:

Board Member, Eastern Michigan University Charter Schools
Board Member, Medicine and Community Health Academy Advisory Board
Board Member, Emergency Medical Service Advisory Board

Board Member, State of Michigan Fire Service Coordinating Committee
Board Member, Wayne County Fire Fighter Training Committee
Trustee, New St. Mark Missionary Baptist Church

Tina M. Poole

Executive Leadership and Strategy ~ Project Management Fundamentals~ Relationship Management
Grant & Contract Administration ~ Contract Negotiations ~ Financial Administration

Core Competencies:

- Possess solid leadership experience spanning grant administration, organizational management, internal communications, relationship management, strategic planning, project management, resource allocation, data analysis, and budgeting.
- 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.
- 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.

Education:

Wayne State University:

ED. S (Anticipated completion – (Summer 2023)

M.Ed., Educational Leadership and Policy

Administrators Certification K-12

Bachelor of Arts, Communication

Project Management Fundamentals

Professional Experience:

Wayne State University, 2006 – Present

Grant Contract Officer IV, (2020 – Present)

- Provide institutional oversight of grants and contracts for Sponsored Program Administration throughout the grant life cycle.
- Manage and distribute reports to monitor award status and projects pending to Division Administrators managing and or contributing to decisions regarding internal funding to identify areas of institutional research priorities.
- Collaborate and assist principal investigators, sponsors, faculty, university staff, and or constituents in grant or contract initiatives.
- Provide expertise and guidance with grant or contract preparation and submission, making necessary revisions and ensuring proposal accuracy, completeness and timeliness, Analyzing and finalizing proposal budgets ensuring grant and contract adherence to sponsor, government and or University requirements.
- Provide quarterly related pre and post award administration training to school/college/divisions and institutes
- Work closely with the Pre-Award finance team and the study team to facilitate the transition of detailed information regarding the awarded project (i.e.-executed budget and payment terms) to the post-award platform for financial management
- Resolve grant or contract issues. Recommend alternative terms, conditions and/or language, ensuring adherence to government and university requirements; negotiate when appropriate. If necessary, escalate and/or collaborate with the Office of General Counsel and other relevant university departments to resolve issues.
- Create, monitor and maintain funds and sub funds in the award and financial systems, ensuring information is accurate, complete, coded correctly and timely.
- Create amendments to contracts, subcontracts and/or sub awards, ensuring all required changes, including but not limited to funding amounts, Statement of Work, re-budgets and dates.
- Conduct the Uniform Guidance mandated Risk Assessment to assist in determining the potential risk of sub recipients for sub awards.

Sr. Contract Grant Administrator, School of Medicine / Research Administrative Services (2017-2019)

- Manage both the pre and post award aspects of the sponsored project administration process for complex, multifaceted sponsored program proposals and other unit proposals for a School/College/Division or other

units to ensure compliance with university, sponsor and other applicable policies, procedures, rules and regulations.

- Provide direct management over research funding
- Devise and process proposal amendments, renewals, clinical trials, and sub-contracts for industry and non-profit agencies
- Provide expert guidance and instruction to customers and stakeholders to address diverse, complex issues across multiple projects, programs, and/or functional areas.
- Assist faculty in identifying funding opportunities and in preparing proposals to promote research and other sponsored grant activity.
- Review proposal budgets and narratives for compliance with university, sponsor and other applicable requirements.
- Review and approve awarded grants and contracts and accompanying budgets for variance from proposal and to ensure funds are established appropriately.
- Monitor expenditures to ensure compliance with university, sponsor and other applicable policies, procedures, rules and regulations; Assist faculty with budget transfers and project period extension requests.
- Manage clinical trial protocol development, negotiation, budget, implementation, clinical site monitoring, and performance evaluation supported by the school of medicine.
- Establish overall priorities for the oversight of clinical trials and other clinical studies, monitor performance and provide guidance to staff and departments
- Serve as a primary liaison between principal investigators and Sponsored Program Administration, to identify and resolve problems as well as answer inquiries regarding university or funding agency guidelines, policies and procedures.
- Perform financial analysis and prepare reports for School, College, Division or Department and central University administration on sponsored proposal, award, and expenditure activity.
- Monitor monthly payroll lists and authorize new accounts or payroll extensions, Review and coordinate close-out documents for sponsored projects.

Conference and Events Manager, School of Medicine, Continuing Medical Education (2014 – 2017)

- Provide leadership in the planning direction, and coordination of all aspects of Continuing Education projects.
- Identify and secure external funding opportunities to promote improvement in physician performance and patient outcomes.
 - Prepare and submit complex grant proposals consistent with ACCME and university standards for commercial support.
- Review grants and other commercial support for Continuing Medical Education (CME) approved programs for fiscal and contractual content with accompanying budgets.
- Facilitate division-wide small and large group training on soft skills needed in the department.
- Oversee collaborative relationships with multiple grant partners negotiating terms and compliance to ACCME standards for commercial support.
- Research educational topics and write clinical and statistical gap analysis for live educational offerings.
- Develop teams internally and externally to Lead efforts to measure effectiveness of program offering and improve customer satisfaction
- Process applications to gain outside accreditation for conferences as well as Continuing Medical Education (CME) application for approval of ACCME credit for each conference.
- **Significant contributions towards department priorities:**
- Successfully facilitated and managed six annual medical conferences with increased attendance and sponsorship
- Exceeded annual fundraising goals by 30%
- Assisted in streamlining department processes
- Devise methodology to analyze and evaluate effectiveness and efficiency of programs and services
- Established partnerships with pharmaceutical companies to garner support for outreach initiatives
- **Donor Relations Manager, Development and Alumni Affairs / Constituent Relations (2006 – 2014)**
- Managed a portfolio of 300 + prospects with middle or major gift capacity

Tina M. Poole

- Coordinated vendor management by negotiating contract agreements, researching companies and identifying cost-saving strategies
- Spearheaded the annual employee campaign including recruitment of volunteers and coordination of events, incentives and other campaign-related activities
- Managed and facilitated multiple campus- wide donor recognition projects and naming opportunities.
- Project-managed annual community engagement and fundraising events to achieve organizational goals
- Partnered with major gift officers to drive continuous improvement with donors
- Worked closely with donors to create scholarship and endowment opportunities
- Devised and instituted a three-year calendaring system for local and regional events and trained division staff in program use.
- Formally acknowledged gifts of \$10K+ in writing on behalf of University President and Vice President of Development and Alumni Affairs.
- Assist in marketing strategies, event, planning and community outreach programs to raise visibility and awareness to university fundraising priorities
- Devised individualized High level stewardship reports monthly, quarterly and annually, donor stewardship reports and collaborate with other development and other university units, to ensure operational efficiency
- Supervised, trained, mentored, motivated, and delegated tasks to student assistants and new division
- Manage the logistics for division –wide events to achieve prescribed fundraising and cultivation goals that include budgets, timelines, purchase requisitions, vendor bids and contract negotiations.
- **Significant contributions toward Wayne State's First comprehensive capital campaign exceeding it's \$500 million target Faculty and Staff campaign:**
- Organize, execute, and lead the university signature events
 - Anthony Wayne Society – Wayne State University's premier giving society membership \$250,000 and above
 - Investor's Luncheon \$25,000 and above
 - Annual Thanksgiving Day Parade VIP viewing party – \$10,000 and above
- Facilitated managed and executed Wayne State Alumni Wall of Champions, consisting of recent alumni, faculty service award, and past presidents' council
- Spearheaded the division annual employee campaign including recruitment of volunteers and coordination of events, incentives and other campaign-related activities
- Increased naming opportunities, Increased donor walls for acknowledgements and recognition
- Assisted in creating, executing and overseeing a comprehensive donor acknowledgement, reporting and recognition program, including advising on complex and carefully orchestrated events and programs for university donors.
- Create job aids and training materials to facilitate the divisional and departmental training initiatives

Professional Development:

National Council of University Research Administrators (NCURA), Society of Research Administrators (SRA International), 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

Technology:

Microsoft Office Suite, Banner Administrative System, Cayuse SP and 424, Advance System, Concur Travel System, Researchers Dashboard, COGNOS, BA3, 1.0, CME Tracker

Regina M. Walker



PROFESSIONAL EXPERIENCE

March 2007 – Present

The Prudential Insurance Company of America

Troy, MI

Financial Professional

- Call on policyholders to deliver and explain policy, analyze insurance programs and suggest additions or changes, or to change beneficiaries
- Calculate premiums and establish payment method
- Customize insurance and investment products to suit individual customers, often covering a variety of risks
- Sell various types of insurance and investment products to business and individuals on behalf of Prudential
- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person to be insured and discuss any existing coverage
- Seek out new clients and develop clientele by networking to find new customers and generate lists of potential clients
- Explain features, advantages and disadvantages of various products
- Communicate with underwriters and submit required forms to obtain binding coverage
- Ensure policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms
- Confer with clients to obtain and provide information when claims are made on a policy

December 2004 – March 2007

CSI Support & Development Inc.

Warren, MI

Building Accountant

- Contributing to the successful completion of daily, weekly, month-end, quarterly, and annual close processes in a timely and accurate manner
- Providing support to team members and associates to assure all period goals are attained on a consistent basis
- Actively maintains and reconciles specific ledger accounts
- Performing research and appropriate follow-up on reconciling items
- Reconciliation of multiple bank statements and inter-company accounts
- Prepared accrual of expenses, journal entries and ad hoc reports
- Review and preparation of monthly financial reports, including prior month comparisons
- Assist with preparation of annual budgets

March 1999 – December 2004

Thomson Gale (Cengage Learning)

Farmington Hills, MI

Installation Specialist

- Responsible for data input of customer information into online administration systems
- Maintain updates to customer information based on contract changes
- Established configuration of customer's installations based upon sales orders
- Researched and provided customer usage statistics upon request
- Processed internal correspondence
- Maintained ongoing communication with Sales, Sales Support, Billing, Technical Support and Sales Application Engineers to ensure customer satisfaction
- Assisted with special projects as requested

Senior Accounts Payable Coordinator

- Coordinated day-to-day workflow of accounts payable department
- Assisted in program specific training as well as cross-training of team members
- Maintained vendor updates and changes

- Resolved questions; troubleshoot resolutions and act as “go to” person for staff
- Ensured tasks are completed and payable functions are met according to established deadlines & guidelines
- Processed check-runs on weekly basis
- Initiated U.S. and foreign wires as requested

Electronic Billing and Support Specialist

- Senior person for Cambridge and Foster City sales division
- Assisted in department training including problem resolution and contract administration
- Reconciled sales system and trial invoice report
- Maintained verbal and written communication with external and internal stakeholders
- Performed quality checks for electronic orders
- Processed electronic, print and cancellation orders
- Set-up new accounts as requested

January 2003 – March 2004

New Mt Moriah MBC

Pontiac, MI

Trustee/Bookkeeper

- Processed vendor invoices, credit/debit memos and check requests
- Reviewed documentation, verified transaction information for completeness and accuracy
- Investigated and resolved account discrepancies and implemented tracking of NSF checks
- Assisted in the processing of cash disbursements by verifying transaction information
- Scheduled and prepared disbursements and payments for distribution/ mailing
- Reconciled activity and prepared requests to issue stop payments, payments and adjustments
- Prepared weekly financial reports
- Maintained financial security by following internal accounting controls, including confidentiality
- Obtained appropriate approvals prior to invoice posting/ payment, reviewing invoices for unusual items and/or identifying expenditures inconsistent with policies
- Maintained financial historical records of accounting documents
- Reconciled multiple bank accounts; reconciled ministry expenses

EDUCATION

The American College of Financial Services	King of Prussia, PA	Retirement Income Certified Professional November 2019
Walsh College	Troy, MI	Certificate of Personal Financial Planning December 2012
Walsh College	Troy, MI	Master of Science in Management March 2007
Eastern Michigan University	Ypsilanti, MI	Bachelor of Business Administration June 2001

PROFESSIONAL LICENSES

Series 6 Series 65	Life and Health	Series 63
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PROFESSIONAL DEVELOPMENT

Certified Financial Planner TM
 Retirement Income Counselor (RICP®)
 Prudential Pathways Program

VOLUNTEER SERVICE

Dr Joseph F Pollack Academy Center of Excellence (PACE) – Board Member (Vice President)