

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION:

DATE:

December 15, 2011

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Daisy Davis and Jeffery Hill to three-year terms on the Board of Directors of Great Lakes Academy and Madelia Buford to a three-year term 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.

Great Lakes Academy

Daisy Davis is retired from General Motors Corporation in Pontiac where she was employed for 38 years in finance/payroll/audit. Davis earned a Bachelor of Science degree in business administration from Johnson C. Smith University in Charlotte, North Carolina in 1973. In addition, she earned a Master in Business Administration degree from the University of Phoenix in 2006. She is a member of the American Business and Professional Women, Zeta Phi Beta Sorority and the NAACP.

Jeffery Hill is the chief financial officer for The Youth Connection, Inc., in Bloomfield Hills. Prior to this position, he was the CFO for Habitat for Humanity Detroit. Hill earned a Bachelor of Business Administration degree from the University of Michigan-Dearborn and a Master of Science in Finance degree from Walsh College in Troy. He is a member of the American Institute of Certified Public Accountants, Michigan Association of Certified Public Accountants and a lifetime member of the National Association of Black Accountants, Detroit Chapter.

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

Madelia Buford is employed at the Auto Club Group of Michigan (AAA) as a leadership consultant. She worked at the Sears Holding Company in Troy from 1998-2006. Buford earned a Bachelor of Arts degree in communication from Oakland University and a Master of Education degree in instructional technology from Wayne State University in 2000. She is an adjunct faculty member at the University of Phoenix in Sterling Heights, working on her doctorate from the same institution. She is seeking reappointment to the Board of Directors of the Dr. Joseph F. Pollack Academic Center of Excellence.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

11/29/2011
Date

DAISY L. DAVIS

Resume

Work Experience

January 2009 to Present - Retired

June 1973 - December 2008

General Motors Corporation

Audit Administrator

Supervisor- Accounts Payable, Payroll, Audit and Vehicle Sales, Service and Marketing Departments

Senior Financial Analyst -Cost Department, Budget and Forecast Department, Pricing Department, Payroll Department, Accounts Receivable and Accounts Payable Departments.

May 1972 - August 1972 - Copy Desk Editor for the Charlotte News & Observer Newspaper in Charlotte, North Carolina

Education

1969 - 1973 Johnson C. Smith University Charlotte, North Carolina

Bachelor of Science Degree - Business Administration, Concentration: Accounting

2004 - 2006 University of Phoenix Detroit, MI

Master's of Business Administration

Hobbies

Reading, Traveling and working with community service organizations

Religion

Baptist, a Member of Saint Stephen Missionary Baptist Church located in Pontiac, Michigan

Organization Memberships

Johnson C. Smith University Detroit Alumni, American Business & Professional Women, Zeta Phi Beta Sorority, Inc., NAACP, Zeta Storks Nest Foundation, Inter-Alumni Association of Detroit and the Red Hat Society.

Marital Status:

Personal

References - Upon Request

Madelia Buford

Objective & Summary

Enthusiastic, charismatic, and results-oriented leadership consultant with a great background in providing leadership and managing the implementation of organizational, leadership and learning development strategies; establishing learning and development systems and processes that work in partnership with training and development providers, business units, leaders and staff who require training and development support.

Summary Qualifications

- Human Resource Leadership
- Multi-Level Project Management
- Executive Development Programs
- Diversity Initiatives
- Organizational Development
- Budget Management
- Web-Computer-Based, Distance Learning Instruction
- Strong Relationship Building, Influencing and Customer Service Skills
- Excellent Presentation, Interpersonal, Verbal, Written Communication, and Listening Skills

Work Experience

2008–	PACE Academy (Eastern Michigan University Chartered School) <i>Vice President, Board Member</i>	Southfield, Michigan
2006 –	The Auto Club Group of Michigan (AAA) <i>Leadership Consultant</i>	Dearborn, Michigan
2006 –	University of Phoenix <i>Adjunct Faculty</i>	Sterling Heights, Michigan
1998 – 2006 2001-2006 1999-2001 1999-2001 1998-1999	Sears Holding Company (formerly Kmart Corporation) <i>Leadership Development Manager/HR Management</i> <i>Interactive Distance Learning and Communication (IDLC) Manager</i> <i>Instructional Design Shared Services Manager</i> <i>Computer-based Training (CBT) Project Manager</i>	Troy, Michigan
1988 – 1998 1988-1998	Electronic Data Systems <i>Computer-based Training (CBT) /Instructional Designer Project Manager</i>	Troy, Michigan

Leadership & Employee Development

- Designed processes to support the interviewing, selection, and development programs for executive management; employed a consistent process for all divisions within the organization.
- Administered competency assessments to executive management, analyzed results, and championed development programs that supported gap analysis determined from assessments. Financial assessment resulted in 40% increase in learning within 12 months.
- Designed and delivered programs of HR related training (e.g. performance appraisals/recruitment and selection/ managing poor performance/ customer care/employment law (Title VII)) to leaders and employees, as appropriate.
- Designed calibration process to use with performance reviews and determine bench strength for succession planning and diversity management. Successfully implemented this process to field management.
- Assisted senior management in driving organizational change with regards to culture, work processes, communication, and structure. Participated in organizing and implementing leadership programs focusing on high-potential employees. Co-facilitated with CEO. 90% of high potentials were promoted with 12 months.
- Defined core competencies and their behaviorally anchored ratings (BARS) and rolled out to organization.

- Completed database program that allowed organization to obtain reports on leader-led training cascaded throughout entire organization.

Curricula Development, Instructional Design, E-Learning

- Established e-learning unit (computer-based training and distance learning technologies) in large organization by utilizing external resources (resources and technologies) while building internal infrastructure and capabilities. Within 2 years, built core curricula to support multiple business units and internally supported 60% of design and development efforts, include utilization of LMS.
- Conducted organizational scans and needs analysis to develop a sound understanding of the organization's goals, vision, mission, internal/external barriers, cultural issues, systems, and processes. Recommended/designed and developed appropriate learning options (e.g., competency models, learning systems, learning maps), and managed logistics of rollouts. Designed and implemented learning curricula for key business functions in corporate and field organizations. Worked with university to design MBA Essentials and Executive MBA programs for executive management.
- Designed learning curricula across business units that maximized use of blended learning solutions (traditional classroom, web-based, self-paced, and distance learning mediums).
- Used standardized assessment tools to research and conduct program evaluations. Monitored, assessed, and evaluated programs and their impact on the organization to ensure programs provide value. Evaluated generic "off-the-shelf" programs for instructional soundness and fit with identified business goal.
- Managed multiple and multi-level projects using various project management tools.
- Developed requests for proposals, evaluated vendor bids, made vendor selections, and negotiated contracts for outsourced projects. Act as primary contact in vendor relationships including coordinating vendor payment and resolving scope issues.
- Developed and provided quarterly reporting on training and development metrics, including number of courses, participant profiles and evaluation results, to business line clients.
- Ensured evaluations were conducted on all training and development programs in line with the approved evaluation strategy.

Team Leadership

- Over 10 years of effectively leading teams consisting of project managers, instructional designers, trainers and writers. Contracted temporary employees, as needed.
- Established individual development plans with employees to facilitate succession planning and career aspirations.
- Established and communicated organizational goals to ensure team's awareness, involvement, and accountability in organizational strategy and tactics to achieve goals.

Education

University of Phoenix	Sterling Heights, Michigan
Ph.D Industrial/Organizational Psychology	Candidate June 2014
Wayne State University	Detroit, Michigan
M.Ed. Instructional Technology, College of Education	June 2000
Oakland University	Rochester Hills, Michigan
B.A. Communication	
Michigan Computer Institute	Southfield, Michigan
Certificate of Completion	

JEFFERY L. HILL, CPA, MSF

Objective: To obtain an executive/managerial position in a dynamic, growth-oriented organization that allows me to utilize my finance, accounting, auditing and other business skill sets.

CURRENT EXPERIENCE

CHIEF FINANCIAL OFFICER	OCTOBER 2009 – Present
The Youth Connection, Inc.	Bloomfield Hills, Michigan, 48226

Duties

- Prepare all financial reports.
- Prepare and monitor all cash requirements.
- Establish and monitor accounting control procedures.
- Support CEO with operational aspects of the business.

Previous Experience

CHIEF FINANCIAL OFFICER	FEBRUARY 2008 – August 2009
Habitat for Humanity Detroit	Detroit, Michigan, 48226

Duties

- Prepare and monitor multi-million dollar annual budget for six departments.
- Prepare financial reports for Board of Directors and Finance Committee.
- Perform Human Resource duties.
- Evaluate and support budgetary and financial needs of management and staff.
- Establish and monitor accounting control procedures.
- Establish and maintain adequate cash-flow monitoring procedures.

Accomplishments

- Established procedures to prepare and input data timely into the accounting system.
- Established procedures to track work hours and time-off hours for reporting purposes.
- Established procedures to record all journal entries with appropriate levels of review.

CHIEF FINANCIAL OFFICER	2005 – 2008
Mayor's Time	Detroit, Michigan, 48226

Duties

- Prepare and monitor \$1.5 - \$2 million annual budget.
- Prepare financial reports for Board of Directors, Finance Committee, and Grantors.
- Evaluate and support budgetary and financial needs of management and staff.
- Establish and monitor accounting control procedures.
- Establish and maintain adequate banking and cash-flow monitoring procedures.

Accomplishments

- Established operating procedures for monthly reporting of operational results.
- Successfully brought costs under budget in FY2005 and FY2006.
- Established banking relationship that resulted in acquisition of a \$175,000 line of credit.
- Developed timesheet system to record and track employee bi-weekly work activity.
- Established methodology and procedures to allocate indirect costs to various grants.

Audit Supervisor	1994 – 2005
Office of the Wayne County Auditor General	Detroit, Michigan, 48226

Duties

- Report findings of audits with recommendations for corrective action to the Wayne County Board of Commissioners, various sub-committees and Management.
- Supervise and evaluate the work efforts of Principal Senior, Senior and Staff Auditors.

Accomplishments

- Audited operations in various departments over the last eleven years, including Department of Environment-Finance, Sheriff Department, Treasury, Community Justice, Economic Development,

Airport, Department of Public Services, Health & Community Services, and Management & Budget which includes the accounting, purchasing, risk management and budget functions.

- Provided analysis of the County's Care Management Organization program before it was implemented and identified over \$500,000 in overcharges in subsequent audits.
- Obtained the Certified Government Financial Managers designation.

Adjunct Accounting Instructor

1992 - 1999

OAKLAND COMMUNITY COLLEGE

AUBURN HILLS, MI 48326

Taught beginning and fundamentals of accounting.

Accounting Manager

1989 - 1994

CRANBROOK EDUCATIONAL COMMUNITY

BLOOMFIELD HILLS, MI 48303

Duties

- Provide accounting support services to three divisions: Cranbrook Schools, Institute of Art, and Art Academy.
- Provide cash management and sales tax assistance to various fundraising units.
- Supervise accounts receivable, student receivables, accounts payable, and the cashier functions.
- Coordinate budget preparation, monitor expenditures, and revise monthly budget projections for Cranbrook schools.
- Process, issue, and administer teachers' annual contracts.

Accomplishments

- Established an accounting system for a new marketing unit
- Developed and implemented School Bookstore inventory and operational procedures
- Developed accounting and administrative policies and procedures for all divisions

Accounting Manager

1988 - 1989

WKBD, Inc.

Southfield, Michigan, 48034

Duties

- Oversee all financial operations, including billing/accounts receivables, accounts payable, payroll processing, as well as general ledger activities.
- Prepare and submit electronic monthly reports to the home office.
- Supervise 6 staff members

Internal Audit Supervisor

1986 - 1988

The Budd Company

Troy, Michigan, 48084

Duties

- Audit various company operations across the United States.
- Conduct intensive inventory audits and recommend improvements to control policies.
- Prepare audit reports for use by management .

In-Charge Auditor

1984 - 1986

Arthur Young & Company

Detroit, Michigan, 48226

Duties

- Perform external audits in industries such as manufacturing, steel, education, and non-profits.
- Supervise 2-3 staff auditors.
- Evaluate client accounting and administrative controls, prepare financial reports in accordance with GAAP, and research accounting issues and financial matters.

EDUCATION

Masters of Science in Finance

WALSH COLLEGE

TROY, MI

Bachelor of Business Administration

UNIVERSITY OF MICHIGAN - DEARBORN

DEARBORN, MI

Associate of Business Administration

OAKLAND COMMUNITY COLLEGE

AUBURN HILLS, MI

COMPUTER SKILLS

Word, Excel, WordPerfect, QuatroPro, Sage MIP Software, PowerPoint, ACL and J.D. Edwards Accounting System, Blackbaud FE, QuickBooks and Quicken Accounting software.

AFFILIATIONS

American Institute of Certified Public Accountants, AICPA Minority Initiatives Committee-Past Member, Michigan Association of CPAs, and the National Association of Black Accountants-Detroit Chapter-Lifetime member.