

**2019 NAEP Elected Officer  
Candidate Nomination Application for Elected Office**

The following criteria represents the standard information about potential candidates for elected office required by NAEP's Nominating Committee. This basic form should be completed by each candidate. A resume may be attached to further describe detailed information but should not be submitted in lieu of this application.

**About You:**

Position of Interest:

2<sup>nd</sup> Vice President

Name of Candidate: Milo Crabtree

Title: Senior Associate Director Institution: The University of Alabama

Address: 1500 Flint River Drive City: Tuscaloosa State: AL Zip: 35401

Telephone: (205) 348-5038 Email: mcrabtree@fa.ua.edu

Questions:

1. **Number of years as an active member of NAEP:** 25+
2. **Types of Service to NAEP and or the regions:**
  - a. **Participation on committees, task forces, special projects and other functions:**
    - Currently serving as Secretary for the TAGM Region of NAEP
    - Worked closely with TAGM/NAEP on regional meetings
    - Represented the board to host TAGM in the State of Mississippi
  - b. **Author of an article(s), monograph(s), book(s) or other publication for NAEP:**
  - c. **Recognition, Awards and/or Certificates of Achievement:**
  - d. **Presentation(s) at meeting(s) or educational programs:**
    - Moderated and served on many panel discussions
    - Led sessions on the following topics:
      - P-Card
      - Property
      - Purchasing
      - Supplier Diversity
      - Universities and State Procurement (How to Collaborate)
      - Customer Service
3. **Service to an associated professional organization (whose principal purpose is the betterment of the procurement profession or education community)**
  - a. Participation on committees, task forces, special projects and other functions:
    - Served on the board for NIGP State Chapter (Mississippi Association of Governmental Purchasing/Property Association – MAGPPA) in Mississippi as President.
    - Served as Conference Chairman for several Presidents of MAGPPA.
    - Served on the Task Force and Committee to bring NIGP Annual Conference to Mississippi.
    - Represented the State of Mississippi by serving on the Board of National Association State Procurement Officers (NASPO).
    - Chair of the Annual Conference and Exchange for NASPO.
    - Served on NASPO Internship Committee.
    - Continue to serve on NASPO Annual and Exchange Conference.

**b. Author of an article(s), monograph(s), book(s) or other publication:**

- Authored the first newsletter for NIGP chapter in Mississippi (MAGPPA).
- Co-authored legislation to begin a state certification program in the State of Mississippi.
- Co-authored legislation to allow Teachers in Mississippi to receive declining balance cards.
- While CPO of the State of Mississippi revamped the State of Mississippi Procurement and Travel Manuals.

**c. Recognition, Awards and/or Certificates of Achievement:**

As Deputy Director we were recognized by NASPO and received national award on behalf of the State of Mississippi for Innovation issuance of declining balance cards to the teachers associated with the Department of Education.

**d. Presentation(s) at meeting(s) or educational programs:**

Moderated and served on many panel discussions, led sessions on the following topics:

- P-Card, Property
- Purchasing
- Supplier Diversity
- Universities and State Procurement (How to Collaborate)
- Customer Service

**4. Educational achievement (higher education institution and/or certification, NAEP's Institutes or Academy, etc):**

- a. Associate of Arts
- b. Bachelor of Science – College of Education
- c. CBMI – College Business Management Institute
- d. NAEP – Furniture Institute
- e. NAEP – Basic Purchasing Institute
- f. NAEP – Advanced Purchasing Institute
- g. State of Mississippi Certification

**5. Procurement positions held (title/institution/organization): \*\*\*\*REVERSE ORDER\*\*\*\***

- a. Senior Associate Director for Procurement – The University of Alabama
- b. Deputy Executive Director, Department of Finance – State of Mississippi
- c. Chief Procurement Officer, Department of Finance – State of Mississippi
- d. Director of Procurement and Contracts – Mississippi State University
- e. Purchasing Agent – Mississippi State University
- f. Senior Buyer, Purchasing – University of Southern Mississippi

***National board member selection criteria:***

***Please provide a comprehensive statement to the below questions. You only have to answer the questions that apply to your personal experiences.***

**1. Do you possess an area of expertise that helps the association meet one or more of our strategic initiatives (see attached Strategic Plan)?**

I believe that it is very important to assist NAEP in being known as an inclusive community that institutions view as invaluable and essential to their success. Additionally, I believe that participation in the regional and national meetings is crucial. There are many institutions missing out on the opportunity to learn from their peers. At the same time, I believe NAEP is missing out on learning best practices from those organizations as well. Throughout my career at multiple institutions, I have gained expertise on how to

work with differing personalities as well as the differences in institution types and regions. This extensive experience allows me to work with and learn from others, which in turn will allow me to reach out and get more information on what NAEP could be doing better to reach our strategic initiatives.

**2. Broader perspective: Please list other noteworthy voluntary contributions of time, effort, resources and leadership abilities to NAEP and the procurement profession.**

Being in the Procurement profession for over 25 years has afforded me opportunities to use my leadership abilities and knowledge to assist other procurement professionals, whether working with me or at other institutions, in advancing their programs and/or careers. Additionally, I have contributed my time and knowledge to peer institutions to assist in constructing new policies and procedures where my experience gave me subject knowledge.

**3. Provide examples of the ability to develop strategic direction/vision and/or implement a strategic direction/vision. Have you been identified by peers as a thought leader?**

In my current position, I thrive on challenging my direct reports to think strategically while guiding them throughout the process. I govern my comments by thinking like and speaking for our institution customers. This collaborative effort has resulted in new business practices and leaner processes.

**4. Do you recognize and promote trends, issues and best practices for your institution and profession? Please describe.**

Throughout my involvement within NAEP, NIGP and NASPO I am constantly looking at best practices or trends within procurement. If I have experience with leading a trend at my institution; I openly share that information with my colleagues within NAEP. This is one of our greatest assets to our membership.

**5. Please describe how you would confidently and articulately lead discussions and express opinions in a collaborative, collegial manner.**

Before such discussions begin it is important to be sure everyone understands the goals of the discussion, whether it's to resolve a problem, create a plan, make a decision, etc. This will help the group stay on track if members lose focus. Additionally, it is important to create and communicate ground rules to ensure opportunity for those involved to feel heard by allowing each person to express their thoughts and opinions without interruption. It is important to be respectful of each other and their thoughts. Disagreements are inevitable, how those disagreements are handled is what can lead a group into collaboration or shut down the participants all together. Constructive feedback and clarifying any confusion will go a long way in preventing negative experiences. If things do start to turn negative it is important to remind everyone of shared goals, while maintaining composure and order.

**6. Do you mentor, engage and share information with current and potential NAEP national, regional or committee leaders? Or with staff?**

Yes, I have mentored multiple professionals who have gone on to serve in leadership roles. Additionally, I enjoy opportunities at conferences to meet members and discuss what is going on with their institutions. Drawing upon my past experiences and things I have learned in the various positions, I find fulfillment in helping others. Even to the point of exchanging contact information, so they can reach out with any future questions or advice should they need to. In my current and previous positions, if I notice staff members struggling with their work, I take time to speak with them to understand what is

going on. Once I know more, I am able to work with them to resolve issues and become a better leader, coworker and employee. Lastly, I take an active role with my direct reports in furthering their career aspirations.

**7. What vision do you have for NAEP during your term? (Biggest challenges and how to solve them).**

I would like to focus on collaboration and engagement throughout my term, should I be fortunate enough to be elected. Initially, I would like to find ways to engage the membership at a greater level and see more involvement on the National Exchange-both regionally and nationally. I believe we need to leverage the tools we have to promote involvement of our current membership as well as bring in new members. For example, we need to reach out to institutions who are not currently participating to determine why and what can be done to resolve it. Finally, as a member of NIGP and NASPO I would like to engage these two organizations to find ways to collaborate, for the common good of the professionals within the organizations as well as the groups themselves.

Candidates should also have a commitment to contribute the time, interest, ability and resources necessary to complete assignments promptly and professionally.

***IF SUCCESSFUL, FINAL CANDIDATES WILL BE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION:***

Candidates for national board positions should have the support of their employer organization to attend all board meetings, in addition to other related activities, as appropriate for the duration of their term of office:

2<sup>nd</sup> VP: 5-year term

Please provide a recommendation letter (by the direct supervisor, indicating if the person is elected the institution and supervisor will support the candidate and allow him/her to participate as part of his/her professional development).