

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: District V

Name of Candidate: Sara Luther

Title: Sourcing Specialist

Institution: University of Nebraska – Lincoln

Address: 1700 Y Street

City: Lincoln *State:* NE *Zip:* 68588-0645

Telephone: 402.472.2218

Email: sara.luther@unl.edu

Questions:

1. Number of years as an active member of NAEP: Seven

2. Types of Service to NAEP and or the regions:
 - a. Participation on committees, task forces, special projects and other functions:
 - Board of Directors District V Representative 2018 (filled vacancy)
 - National Committees: Membership, Professional Development, Programs
 - Great Plains Regional Board 2014-2018
 - Regional President 2016-17
 - Regional Program Committee Chair 2015 & 2016 meetings
 - ALP attendee: 2015, 2016 & 2018
 - b. Author of an article(s), monograph(s), book(s) or other publication for NAEP:
 - n/a
 - c. Recognition, Awards and/or Certificates of Achievement:
 - 2015 NAEP Young Professional in Procurement Award Recipient
 - d. Presentation(s) at meeting(s) or educational programs:
 - 2015 Regional Meeting: Electronic Bidding
 - 2016 National Meeting: ...so I think I'm a Project Manager
 - 2016 Regional Meeting: ...so I think I'm a Project Manager
 - 2018 Great Plains and TOAL Regional Meetings: NAEP Update

3. Service to an associated professional organization (whose principal purpose is the betterment of the procurement profession or education community)_____

University of Nebraska Office Professionals Association (UNOPA)

Member since 2009

- a. Participation on committees, task forces, special projects and other functions:
 - UNOPA Faculty Senate Representative 2012-2015; 2017-present

- Awards Committee Chairperson 2015-2017
 - b. Author of an article(s), monograph(s), book(s) or other publication for NAEP :
 - n/a
 - c. Recognition, Awards and/or Certificates of Achievement:
 - n/a
 - d. Presentation(s) at meeting(s) or educational programs:
 - n/a
4. Educational achievement (higher education institution and/or certification, NAEP's Institutes or Academy, etc)
- NAEP Academy – Tier One (2011)
 - NAEP Academy – Tier Two (2014)
 - RFP Process Institute (2014)
 - UPPCC – CPPB (2016)
5. Procurement positions held (title/institution/organization)
- Interim Assistant Director, University of Nebraska -Lincoln
 - Sourcing Specialist, University of Nebraska-Lincoln
 - Inventory Specialist, University of Nebraska-Lincoln

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)
- Currently serving on the Governance Board for the Junior League of Lincoln for a two-year term. This inaugural team will re-examine the outdated strategic plan and further refine the new governance/leadership model for the league recently adopted. We are also in the process of re-structuring our membership involvement model. Bylaws are in the process of updates based on these structural changes. We are also documenting suggested procedures for our leadership roles to maintain a minimum level of consistency year to year, but still allowing the freedom for members to develop or fine tune skills within their leadership focus.
 - Years of experience serving on a regional board, planning various aspects. Ability to provide feedback on obstacles and needs.
 - Regular interaction with suppliers from all commodity areas for events. Developed supplier exhibitor event on campus, including supplier presented learning sessions and sponsorship opportunities. Continue to adjust and reformulate the event based on attendees and supplier feedback.

2. Broader perspective: Please list other noteworthy voluntary contributions of time, effort, resources and leadership abilities to NAEP and the procurement profession.
 - At the regional level I have been a strong advocate for providing professional development opportunities to our volunteer leadership team. As such, we have, for the second year, sent the full leadership team to ALP. Additionally, we established funding for the regional president to attend the national meeting and when funding is available, pay for a portion of the regional cost for the leadership team as a whole.
 - Act as the office cheerleader, promoting participation in NAEP, including scholarships applications and submitting for speaking opportunities (regional and national). Due to national involvement this past year I was able to get support to take the largest number of our staff to an out-of-state meeting this year.

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?
 - Founding member of our departments' strategic sourcing team since 2013. As a team, we developed a strategic plan for the team, including a mission, vision, and key objectives, reviewed on an annual basis.
 - Responsible for the campus development of a marketing and training program for SciQuest (eProcurement) deployment. Served on the multi-campus change management team, efforts focusing on training tools with consistent information that applied to all campuses. Part of a three-person campus team, training over 1200 campus users during a phased deployment.
 - In an effort to fund marketing efforts for SciQuest deployment and training, developed a campus supplier exhibitor fair, connecting suppliers with campus end-users. The showcase has continued to grow over the years in attendance and revenue, creating the ability to fund departmental continuing education requests, such as NAEP events. We will celebrate our 10th year in 2019.
 - Selected to lead the re-development of the funding stream for the Junior League of Lincoln as the Vice President of Fund Development. The league realized that we were exhausting our membership's resources hosting a large annual event, mostly attending by current and former league members, as our primary fundraiser. Our reach needs to extend to those outside of the league for fundraising. The team has been tasked to re-imagine how we fundraise, creating a multi-year strategic plan, creating new committees and shifting our focus from fundraising via event planning to fundraising through training opportunities for the community.
 - Identified to organize the first annual nonprofit board training as a funding source for the Junior League of Lincoln. Led a committee to source local speakers, identify sponsors, and market to community leaders.

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

- Leading the department in the review of our bidding processes to re-establish a minimum level on consistency and potential implement university-wide.
 - I utilized various technologies to streamline processes within procurement, electronic bidding, project trackers with suppliers and stakeholders through cloud services.
5. Please describe how you would confidently and articulately lead discussions and express opinions in a collaborative, collegial manner.
- I recognize that I fully engage when I have done research prior to a meeting or conversation. Regardless of a time crunch, I will make the most of my time to better understand a potential topic. I also realize I do not have all the answers or knowledge and actively encourage others to provide feedback and/or take the lead. Providing an agenda to meetings I am responsible for helping keep everyone on task and provides advance notice of topics that can be prepared for discussion.
6. Do you mentor, engage and share information with current and potential NAEP national, regional or committee leaders? Or with staff?
- Due to a number of changes within the Great Plains executive committee I was the only legacy member of the committee during my year as president. Additionally, I was out of the office for maternity leave during three months of our planning period for the regional meeting. Prior to going on leave we established committee chairs and recruited committee members so business could continue on a committee level. Documents for previous years were provided in Box.com and the 1st VP and I attended the ALP to build a foundation of knowledge for planning. Committee chairs were able to take ownership of their portion of the planning. During the meeting, it was exciting to see ideas for next year flowing from the board members. The verbal compliments to the board and their committees reinforced the efforts of the group.
 - Recognizing changes within our organization, the board decided to re-evaluate the bylaws, encouraging participating on a desire basis instead of assigned by location. Additionally, we chose to capture historical information not outlined in the bylaws within a procedures document to be used as a guide for planning and ensuring resources our membership voted to provide are promoted. Our region is fortunate to operate in a surplus year-to-year, and has established additional scholarships to share this success with our membership, as well as funding continuing education for our regional leadership on a national level.
6. What vision do you have for NAEP during your term? (Biggest challenges and how to solve them).

Increasing the involvement of the regional leadership at the national level through additional interaction, refocusing of ALP and encouraging additional involvement at the national level through committee and leadership positions.

Expanding “procurement awareness” among CFO’s and other campus leaders our

peers should be collaborating with, through interaction with other higher education organizations, such a NACUBO.

Bringing out dated Bylaws and processes up to date with what is reflective of where we want our membership to be in the future instead of where we used to be. This also extends to marketing, outreach, membership recruitment and our systems/technology.

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

IN ADDITION PLEASE PROVIDE:

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:

2nd VP: 5 year term

District II and V: 3 year term

Please provide a recommendation letter by the direct supervisor, indicating if the person is elected the institution and supervisor will financially support the candidate and allow him/her to participate as part of his/her professional development. Institution financial contributions includes candidate attendance at the NAEP Annual Conference and Regional Meeting.

Additional time and travel commitments include, but are not limited to:

- Monthly board calls
- In-person board meetings (occurs typically in the spring and fall in conjunction with the Annual Conference and ALP Meeting)
- Special meetings