



## **Board of Trustees Nomination/Application Information Packet**

---

Questions regarding the position, requirements,  
or election process may be directed to:

Sherry Hayes  
800.334.6283, ext. 224  
Email: [sherry.hayes@nocti.org](mailto:sherry.hayes@nocti.org)

NOCTI is committed to the maximum development and utilization of human potential. In conformity with applicable law, the Institute offers equal opportunity to all, regardless of race, color, creed, religion, national origin, gender, marital status, physical or mental disability, political affiliation, age, veteran status, and other characteristics protected by law.

Revised June 2016

**500 North Bronson Avenue • Big Rapids, MI 49307  
[www.nocti.org](http://www.nocti.org) • [www.noctibusiness.com](http://www.noctibusiness.com) • 800-334-6283**



## TABLE OF CONTENTS

About NOCTI .....	2
The Selection Process .....	3
Board of Trustee Position Description.....	4-5
2020 NOCTI Board of Trustees.....	6
2020 NOCTI Board of Trustee Advisors .....	7
Nomination Form .....	8-9
Application .....	10-12



## About NOCTI

### **PURPOSE STATEMENT**

NOCTI is the largest provider of industry-based credentials and partner industry certifications for career and technical education (CTE) programs across the nation. Whether using assessments to meet Perkins accountability requirements, to guide data-driven instructional improvement, or to assist with teacher programs, NOCTI provides a credible solution through its validated and reliable technical skill assessments. NOCTI represents a not-for-profit educational consortium comprised of representatives from the United States and its territories.

### **MISSION STATEMENT**

Building a Competent Workforce through Creative Learning Solutions.

### **VISION STATEMENT**

To become the leading provider of comprehensive education solutions for the emerging workforce.

### **OUR VALUES**

As a team and individually, we commit to building outstanding customer satisfaction on a foundation of integrity, responsiveness, and personal accountability; conducting our business with agility, dependability, and pride while utilizing innovative assessment technology; providing a motivating, passionate, and team-oriented atmosphere that contributes to personal excellence for all employees; and cultivating a positive corporate climate of which customers, partners, and employees are proud to be a part.

### **OUR CLIENTS**

Our clients represent leaders who are challenged with enhancing workforce productivity, credibility, and international competitiveness in a dynamic environment. We are committed to placing the client first, to maintaining a long-term relationship with our clients founded on dependability and trust, and to providing our clients with the highest quality services in a timely, courteous, and dependable manner. We seek to strengthen our clients' decision-making capabilities through the services we provide.

### **OUR PRODUCTS**

Our workforce analysis involves subject matter experts from across the nation. Our development of national industry standards, the credentials determined by that industry, and the assessment tools that evaluate an individual's competency against those standards are developed and validated at the national and international level. Our processes and delivery utilize a technologically advanced, secure online system as well as a paper-based option. Our score reporting services provide statistically significant comparative data, including local, state and national comparisons. We offer a variety of data-driven improvement services including gap analysis and longitudinal curriculum improvement analysis. We also offer workplace readiness credentials as well as an ever increasing variety of complementary support materials including pre-tests, study guides, books, and face-face professional development.

### **OUR STAFF**

We recognize that the strength of our organization is our people. We are dedicated to creating an environment for continuous improvement and growth. We are committed to diversity and celebrate the individual differences in our work force. We value synergy and change as essential components of success. We embrace the concept of gain sharing and rewarding our people for high performance.



## THE SELECTION PROCESS

NOCTI's Board of Trustees Nomination Committee is charged with selecting from national nominees a slate of candidates to be presented to the Consortium of States membership for election. The process for selecting trustees and specifics regarding board membership are outlined in this document.

### Nominations

**Deadline: Must be received by Monday, September 14, 2020**

A position description along with trustee requirements can be found on pages 4 and 5 of this packet. In order to nominate an individual, please complete the nomination form (pages 8 and 9) found in this packet and return the form to Sherry Hayes, Board Relations Coordinator.

### Applications

**Deadline: Must be received by Friday, September 25, 2020**

An application will be sent to all nominees. In order to be considered, the nominee must meet the position description qualifications (pages 4 and 5) and complete/submit the application materials (pages 10-12), by the specified deadline.

### Screening/Interviews

**October 1-9, 2020**

The nomination committee will review applications, interview nominees as appropriate, and determine the candidates to be presented to NOCTI's Consortium of States' eligible voting members for election.

**Week of October 12, 2020**

Nominees will be notified regarding their status as a candidate. The final ballot will have a maximum of two candidates for each available position.

All final candidates will be asked to provide a brief statement explaining why they are the best candidate, which will be shared with the consortium prior to the election.

### Election of Trustees

**October 2020**

Normally, voting will take place during the Advance CTE fall meeting, however, this year's public fall meeting will not take place. Instead, invitation-only regional meetings will be set up to assist states with implementing Perkins V. This year's voting process will take place via email in mid- to late-October.

### Notification of Candidates

**November 2020**

Candidates will be notified of results in early-November. The official trustee term will begin January 1, 2021.

If you have any questions, please contact Sherry Hayes by calling 800.334.6283, ext. 224 or by email at [sherry.hayes@nocti.org](mailto:sherry.hayes@nocti.org).



## NOCTI BOARD OF TRUSTEES POSITION DESCRIPTION

The primary responsibility of the Board of Trustees is to provide leadership to NOCTI, enabling the organization to continue to be a powerful force in credentialing, assessment, and instructional improvement all tied to national workforce standards.

As the legal body of the Consortium, the Board of Trustees establishes policy and guidelines and leads NOCTI by helping to set the strategic direction. Knowledge and experience in competency assessment, performance and instructional improvement, and/or instructional technology are recommended. Members of the Board of Trustees must be able to perform at this executive level and as part of a team.

The NOCTI Board of Trustees currently has three positions available for the term of January 1, 2021 through December 31, 2024.

### PREFERRED

In order to maintain balance on the board, the board is looking for experience in the following areas-

- Career and Technical Education (CTE) teacher educator or researcher in the field of workforce development (university professor)
- Post-secondary administrator (community or technical college president)
- State Director of CTE (or recent retiree)

### TRUSTEE REQUIREMENTS

Trustees shall be elected by the consortium membership-at-large for a four-year term. All members shall meet the following qualifications:

- Credibility – Recognition by peers as a sound leader; visibility on state, regional, or national level.
- Expertise – Demonstrated performance; active successful participation in technical skill assessment with NOCTI materials; knowledgeable about planning, administration and management functions.
- Compatibility of candidate to serve in a constructive, noncompetitive relationship to NOCTI as a contributing board member. Position permits candidate to have local resources available as needed to serve the functions of a board member.
- Leadership qualities (vision, effective communication, dynamic interpersonal skills, positive attitude, high ethics, ability to command respect, etc.) which promote good interpersonal relationships in advancing NOCTI. Preferably, a person of recognized accomplishments.

**TRUSTEE REQUIREMENTS - continued**

- Knowledgeable about and a contributor to NOCTI programs and/or services.
- Dependability with soundness of judgment.
- National geographic representation (as feasible).
- Professional affiliation – active participation and contributions.

**DUTIES AND RESPONSIBILITIES**

As the legally constituted governing body, the board manages the affairs of NOCTI; provides leadership to the profession; and represents the profession to NOCTI members and groups. Major functions in carrying out these responsibilities include:

- Establishing policy
- Approving the strategic plan
- Setting program direction
- Approving an annual budget
- Representing NOCTI to members and groups
- Selecting the chief executive officer and conducting an annual performance appraisal

**TIME COMMITMENT**

The Board of Trustees meet two times per year, in the spring (May/June) and in the fall (November/December), with a two-day maximum commitment per meeting. The fall meeting is held in conjunction with ACTE’s annual VISION conference. In addition, an online meeting may occasionally be required. Board members represent the NOCTI leadership group and address clients as their schedules and interests permit.

**COMPENSATION**

No trustee shall receive any compensation for services rendered in such capacity, except for the reimbursement of actual travel and lodging expenses incurred in the performance of the duties of the trustee and the advancement of NOCTI. (Bylaws, Article I.C.)

**TERM OF OFFICE**

Trustees elected in October of 2020 will serve a four-year term from January 1, 2021 through December 31, 2024.



## 2020 NOCTI BOARD OF TRUSTEES

### OFFICERS

#### Chairperson

**Michele McFarlane, Ed.D.**

Registrar

College of Southern Idaho

Twin Falls, ID

(Post-Secondary Administrator)

#### Vice Chairperson

**Michael W. Harvey, Ph.D.**

Professor, Workforce Education & Dev.

Penn State University

University Park, PA

(CTE Teacher Preparation Institute)

#### Treasurer

**Mark Williams, M.A., S.T.L.**

Director of Ministry Formation

Ascension

Pensacola, FL

(Secondary Career Technical Education)

#### Secretary

**Edward Bouquillon, Ph.D.**

Superintendent-Director

Minuteman High School

Lexington, Massachusetts

(Secondary CTE Administrator)

#### Ex Officio

**John Foster, Ph.D.**

President/CEO

NOCTI & Nocti Business Solutions

Big Rapids, Michigan

### TRUSTEES

#### Charisse Childers, Ph.D.

Director

Arkansas Department of Career Education

Little Rock, AR

(Former State Director)

#### Dennis Harden, Ed. D.

Bureau Chief, Division of Community Colleges

Bureau of Career and Technical Education

Iowa Department of Education

Des Moines, IA

(State Director)

#### Peggy Kennedy, Ed. D.

President & CEO

Minnesota State Community & Tech. College

Fergus Falls, MN

(Post-Secondary CTE Administrator)

#### Sarah Martin, Ph.D.

Director, Career and Technical Education

Katy Independent School District

Katy, TX

(Secondary CTE Administrator)

#### Mary Jo Self, Ed. D, Workforce & Adult

Education/Career & Technical Educ. Program

College of Education, Health and Aviation

Oklahoma State University

Stillwater, OK

(CTE Teacher Preparation Institute)

#### Russell Weikle

Former CA State Director

Sacramento, CA

(Former State Director)

#### NBS Crossover Member

##### Paul Koontz

President/CEO

484 Consulting, LLC

Medina, Ohio

(Industry)



## 2020 NOCTI BOARD OF TRUSTEE - ADVISORS

### STRATEGIC ADVISORS

**Kim Green**

Executive Director  
Advance CTE  
Silver Spring, Maryland

**Clyde K. Hornberger, Ed.D.**

Education Consultant  
Former Executive Director,  
Lehigh Career & Technical Institute  
Ashland, Pennsylvania

**LeAnn Wilson**

Executive Director  
ACTE (Association of Career and Technical Education)  
Alexandria, Virginia



*\*To Be Completed By Nominator*



**2020 NOCTI Board of Trustees  
Nomination Form**

*Use this form to nominate an individual to serve on the NOCTI Board of Trustees.*

To nominate an individual for one of the open positions on the NOCTI Board of Trustees, please complete the following information and briefly explain why you feel the nominee should be considered for the position (pages 8 and 9).

- ❖ Nominations will be accepted through **Monday, September 14, 2020**.
- ❖ Send completed nomination form to Sherry Hayes at [sherry.hayes@nocti.org](mailto:sherry.hayes@nocti.org).
- ❖ If you are unable to submit the nomination form electronically, you may mail the nomination form to: Sherry Hayes, NOCTI, 500 N. Bronson Avenue, Big Rapids, MI 49307.
- ❖ If you have any questions, please contact Sherry Hayes at 800.334.6283, ext. 224 or [sherry.hayes@nocti.org](mailto:sherry.hayes@nocti.org).

**1. Nominator Contact Information (print or type):**

Nominator Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Nominee Contact Information (print or type):**

Nominee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Which position are you nominating this individual for?**

- Career and Technical Education (CTE) teacher educator or researcher in the field of workforce development (university professor)
- Post-secondary administrator (community or technical college president)
- State Director of CTE (or recent retiree)

**4. Briefly explain why the above named nominee should be considered for the open position of Trustee on the NOCTI Board.**

**NOTE:** In order to be considered, the nominee must meet the position description qualifications (pages 4-5) and complete/submit the application materials (pages 10-12), by the specified deadline.

*\*To Be Completed By Applicant*



**2020 NOCTI Board of Trustees  
Application**

*Use this form to apply for an open position on the NOCTI Board of Trustees.*

In order to be considered for one of the above open positions on the NOCTI Board of Trustees, please complete the following information (pages 10-12).

- ❖ Applications will be accepted through **Friday, September 27, 2019**.
- ❖ Send completed application to Sherry Hayes at [sherry.hayes@nocti.org](mailto:sherry.hayes@nocti.org).
- ❖ If you are unable to submit the application electronically, you may mail the form to:  
Sherry Hayes, NOCTI, 500 N. Bronson Avenue, Big Rapids, MI 49307.
- ❖ If you have any questions, please contact Sherry Hayes at 800.334.6283, ext. 224 or by email at [sherry.hayes@nocti.org](mailto:sherry.hayes@nocti.org).

**1. Please complete (print or type):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Forward a resume that includes:**

- ❖ Work Experience
- ❖ Education
- ❖ Language Fluency
- ❖ Volunteer Experience
- ❖ Awards, Recognition, Special Achievements
- ❖ Publications

**3. Which position are you applying for?**

- Career and Technical Education (CTE) teacher educator or researcher in the field of workforce development (university professor)
- Post-secondary administrator (community or technical college president)
- State Director of CTE (or recent retiree)

**4. Affiliation with NOCTI:**

Forward a 1/2 to 1 page statement addressing your past and/or present affiliation with NOCTI, including NOCTI products and services.

**NOTE:** In order to be considered, the nominee must meet the position description qualifications (pages 4-5) and complete/submit the application materials (pages 10-12), by the specified deadline.

**4. Briefly (1/2 page) explain why we should consider you for the position.**

**NOTE:** In order to be considered, the nominee must meet the position description qualifications (pages 4-5) and complete/submit the application materials (pages 10-12), by the specified deadline.