



National Conference of Bankruptcy Clerks

Issue #2

May 2017

IMPACT Newsletter

Dedicated to the professional development of its members



President's Message

By: M. Regina Thomas, NCBC President

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The NCBC IMPACT

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M. Regina Thomas
President

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are always welcome.

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Jan_Zari@cacb.uscourts.gov

Happy Spring! Seems like just yesterday I was wishing you a Happy New Year and the year is almost half gone! As I write this message, I am in Chicago for the Human Resources Forum co-sponsored by the NCBC and Tennessee Western Bankruptcy Court. This important training resulted directly from what you requested in last year's member survey – regional training. When the HR Forum registration opened, almost 300 slots quickly sold out. Clerks, Chief Deputies, HR Professionals and other court staff, from all court unit types, are learning from each other. Representatives from the AO are here providing instruction and answering questions. Sincere thanks to Kathy Ford (Clerk), Lisa Haney (Human Resources Manager) and the WDTN team for all the hard work and dedication. The success of the HR Forum results from their efforts. We look forward to providing additional training opportunities to our members. If you have an idea, please let us hear from you!

Co-Historians

I am pleased to announce that the NCBC has one new and one “not-so-new” Co-Historians. After speaking with several qualified and interested candidates, the NCBC Board approved my selections of Jennifer Paro and Jeff Davis as co-historians for three year terms. Jennifer has held this position for several years, sharing the duties with Mary Lynn Wilson, and I am grateful that she wants to continue this service to the NCBC. Jeff is new to the NCBC staff and we welcome his new perspective.

Elections and By-laws

In the next few weeks, you will receive an email ballot with some very important information. There are six candidates for three open positions on the Board of Governors and one candidate for NCBC Secretary. It is exciting to have so many members interested in working for you on behalf of the NCBC. I encourage you to review the candidate statements in this newsletter and cast your vote. The ballot will also contain important information about revisions to the NCBC by-laws. Please review the changes and vote accordingly.

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Lee Ann Bennett Appointed as AO Deputy Director



On February 23, 2017, Chief Justice John G. Roberts, Jr. announced the appointment of our very own Lee Ann Bennett, former Clerk of the Florida Middle Bankruptcy Court and Immediate Past President of the NCBC, as the new deputy director of the Administrative Office of the U.S. Courts. She will serve as deputy to AO Director James C. Duff. Lee Ann succeeds former deputy director, Jill C. Sayenga, who retired after a nearly 30-year career with the Federal Judiciary.

In her new position, Lee Ann will provide management and oversight of day-to-day operations and implement short- and long-term goals, objectives, and policies. In announcing his selection, the Chief Justice noted, "Lee Ann has received high praise for her work as a bankruptcy court clerk and for her contributions to the Administrative Office. She has provided expert advice and assistance to Judicial Conference committees and advisory groups." Director Duff noted that "Lee Ann is well known in the federal court system for her organizational skills and collegial approach to management. She will provide well-informed and practical leadership within the AO and strengthen its services to the courts."

We wish Lee Ann all the very best and congratulate her heartily in her new position!

For more information, please visit: <http://inet.ao.dcn/news-events/new-ao-deputy-director-appointed>

President's Message (continued)

July 2017 – Annual Education Conference

Have you heard the NCBC is having a conference this summer?! Denver 2017 is quickly approaching and Ken Gardner (Clerk) and his conference team have planned an excellent program. Please check the NCBC Website 2017 Conference page often.



In addition to almost 40 diverse breakout sessions, program highlights include remarks by Director Jim Duff and all three Associate Directors, Jim Baugher, Laura Minor and Joe Peters; MSU education courses and graduation; Dana Chipman from the FJC, and much more. We are honored to have Chief Judge Timothy Tymkovich from the Tenth Circuit Court of Appeals and Chief Judge Michael Romero, District of Colorado Bankruptcy Court welcome all attendees on Tuesday morning.

I look forward to seeing many of you in Denver for the 2017 Education Conference! The NCBC is here for its members – let us know what you think!

Changes are Coming!

By: Joe Markley

Greetings NCBC Members, from the Website Committee! We are pleased to announce that we are in the process of upgrading MemberClicks to a more modernized look and feel to give you a better experience when you visit the [NCBC Website](#) and log in to your account.



We expect the new version to rollout right around the annual conference in July. Those in attendance may get a sneak preview of the new platform and get a tour of some of the new features. On another note, we received positive feedback on the electronic notebook and mobile app we made available at last year's conference. We are making it a priority to provide those same electronic tools to you again for the upcoming conference.

Thanks for your support of the NCBC. We look forward to seeing you in Denver!

2017 Human Resources Forum Chicago, IL

From April 25-28, 2017, almost 300 Human Resources Professionals, Supervisors, Managers, Chief Deputies, and Court Unit Executives from the Federal Judiciary gathered in beautiful Chicago, Illinois for the 2017 Human Resources Forum. In response to the NCBC Member Survey, where a desire for regional training opportunities in specific subject areas was clearly expressed, the NCBC partnered with the United States Bankruptcy Court for the Western District of Tennessee to host the fourth HR Forum. Attendees from various court units, including Bankruptcy, District, Appellate Courts, Probation and Pretrial Services, and others enjoyed the unique opportunity to meet and discuss important HR topics, such as policies, budget, staffing, employee dispute resolution (EDR), legal issues, performance management, automated HR programs, benefits and retirement. Subject matter experts from the Administrative Office of the U.S. Courts were also in attendance to help facilitate the Forum and answer questions from attendees. For access to conference materials, including recorded sessions, presentation slides and handouts, as well as additional information on this year's Human Resources Forum, please visit the [2017 Human Resources Forum Website](#).



Please stay tuned for a special **2017 Human Resources Forum Recap** edition of the Impact Newsletter coming soon!

Education with Altitude

Denver 2017



At this very moment, Ken Gardner and his crew at the United States Bankruptcy Court for the District of Colorado is hard at work, gearing up for what promises to be an extraordinary [NCBC Annual Conference](#) in Denver!

This coming July, NCBC Members and members of the Bankruptcy Community from across the nation are invited to come and experience the educational offerings that the NCBC is able to offer. The educational program will run from July 17-20 and will feature two courses from the Michigan State University Judicial Administration program, Human Resources Management and Information Technology Management, as well as a wide assortment of breakout sessions with topics including automation, technical training, dealing with people and personalities, performance management, achieving work-life balance, project management, retirement planning, leadership, team building, an all-new NCBC Faculty Development Workshop, and much more!

The conference will also feature a welcoming reception at the Tenth Circuit Court of Appeals, updates from the Administrative Office of the U.S. Courts and the Federal Judicial Center, and a dynamic plenary speaker, Mr. Craig Zablocki.

Registration for the conference will open on **Wednesday, May 3 at 2:00 PM EST**. An email announcement will be sent to all current NCBC Members when conference registration is open.

The conference registration fee through June 2, 2017 is \$375.00 for current NCBC members and \$425.00 for non-members. Beginning June 3, 2017, the registration fees increase to \$425.00 for current NCBC members and \$475.00 for non-members. Registration closes on June 15, 2017.

For more information, please visit the [2017 NCBC Conference Website](#).

Information Sharing @ NCBC 2017

By: The Information Sharing Committee

While at the conference this year, make sure you stop by the Information Sharing Session on Wednesday afternoon. Information Sharing is the place to be to learn about new applications, programs, and systems to explore and consider recommending to your court.

We have some of our old favorites exhibiting with new features such as CHAP and JFinSys. One court has developed an application to extract CHAP calendar information to display on a monitor or mobile device. And new this year in the Quality of Life category is Talent Tuesday an innovative way to explore strengths. MSU, the FJC, and NCBC committees will be represented too. You don't want to miss any these or the other exhibitors.

There is still time to sign up to demonstrate your court's innovative programs. It is easy to let us know you are interested, just complete this [survey](#).

See you in Denver!

Introducing: Craig Zablocki

Delivering Education with Altitude!

By: Danielle Urban



The 2017 NCBC Conference in Denver, Colorado is only a few months away! The Colorado Bankruptcy Court cannot wait to welcome everyone to beautiful, sunny Colorado this July. With an aim to make this The Best Conference Ever, Denver is working hard to provide substantive educational opportunities that encourage leadership, advocacy and team building. At this year's conference, members will experience valuable networking sessions and obtain resourceful tools with numerous benefits to individuals and courts alike.

Denver's NCBC Conference will be like no other! Colorado's adventurous culture inspires taking risks, facing challenges and trying new things. The Colorado Bankruptcy Court is embracing this culture - for the first time in NCBC history, there will be a bookend plenary speaker to open *and* close the conference. Our keynote speaker, Craig Zablocki, will deliver the opening and closing sessions, to help us dive deeper into the conference topics and issues. In keeping with Colorado's conference theme "Education with Altitude," Craig will motivate the audience to push themselves to great

heights and will offer new insights to elevate individuals, teams and entire court units. He will be our Sherpa, taking us to new peaks with his tools and information, and giving us the inspiration and motivation needed to return to our home courts with renewed passion and refined direction.

Colorado is very excited to have a master speaker, with nearly 25 years of experience in making a profound difference in the lives of others. Craig is a knowledgeable, hilarious Colorado native, with thought provoking content and an uncanny ability not only to connect with the audience, but to build connections throughout the audience as well. He will create an atmosphere that enables participants to be themselves, open their minds and act without fear. Craig empowers his listeners and motivates them to empower others. Craig will reenergize and awaken conference goers, by facilitating meaningful change and restoring creativity, enthusiasm, and success.

In his opening presentation, Craig will invite everyone to take things a little less seriously, let go of distracting fears and focus on the task at hand. He will encourage listeners to make the most of the conference and challenge participants to learn everything they can from the experience. During his closing session, Craig will motivate everyone to utilize new information, tools and networks to achieve goals and accomplishments never considered before.

As a humorous motivational speaker, Craig speaks from the heart while addressing issues important to his audience. He will offer ways to spark creativity, ignite involvement and enflame team building. He will work to inspire a culture of ownership, accountability and engagement. Craig has spoken to over 900,000 people all over the world. He has worked with federal agencies, private organizations, and people from countless walks of life. He comes highly recommended by some of our own federal courts, as his topics are enlightening, fun and demand participation. His interactive presentations include tools for transforming teams by encouraging effective communication and collaboration.

Craig is ecstatic about joining us at this year's 2017 NCBC Conference in Denver! He and the Colorado Bankruptcy Court cannot wait to see everyone! Keep a look out for more information about the conference, and of course for registration. We'll see everyone this summer for some adventurous, team-building, educational fun as we explore "Education with Altitude!!!

From Plains to Peaks: A Local's Take on The Centennial State

By: Jerrod Swanson



Perched atop the high plains of Colorado and nestled just below the towering peaks of the Rocky Mountains, Denver sits at an astonishing 5,280 feet above sea level. From the strangers serenading you on 16th Street to the sea of sand in the San Luis Valley, known as the Great Sand Dunes, Colorado has much to offer for everyone.

The Centennial State was founded on the backs of hard working men and women looking for a better way of life for their families. Met with adversity and harsh conditions, our ancestors worked tirelessly to acquire the American Dream. Today, you'll find that approach has far from fledged the minds of Coloradans.

Colorado is a leader in eco-technologies, agriculture and tech start-ups but that's not all we excel in. Our love for fitness and education consistently puts us at the top of the list in both categories.

If you ever find yourself atop one of Colorado's 53, distinct, 14 thousand foot peaks, you'll quickly understand the reason why Katharine Lee Bates was inspired to write "America the Beautiful" whilst atop the majestic Pikes Peak, in Colorado Springs.

If hiking to a high(er) altitude isn't quite your preferred method of seeing above the clouds you can head to nearby Boulder, to scope the stars at Sommers-Bausch Observatory or next door at The Fiske Planetarium. CU-Boulder has one of the best aerospace engineering schools in the country and perfectly situated to attract some of the most notable astronauts in the United States, due in part to Colorado's abundance of clear, sunny skies.

Bring your sunglasses because Colorado has, on average, 300 days of sun per year. You read correctly- 300 days! Ask anyone around and they'll tell you- the best way to end (or begin) a day of hitting the slopes, biking the mountain trails or paddling through the whitewater rapids is with a refreshing patio drink. Whether it be summer, winter or anytime in between, we love our patios and taking in that fresh Colorado air. Saddle up outside with a local craft brew, glass of wine, distilled spirit or thirst quenching fruit smoothie and watch the sun turn into a breathtaking sunset over the awe-inspiring Rocky Mountains over the Denver skyline.

Denver is one of the fastest growing cities in America. That is no surprise once you arrive and see the amount of cranes that huddle around the dense cityscape. Home to professional sports teams in almost every sport, the Denver-metro area caters to sports enthusiasts from January- December. The Boettcher Concert Hall is the nation's first hall "in-the-round" (created to harbor a more intimate, closer to the stage, setting) and currently homes the Colorado Symphony who annually rehearse and perform in the Hall.

When the heat becomes too unbearable (it can), you can take the youngsters to Elitch Gardens, located in the heart of Denver. An amusement as well as water park for children of all ages, this theme park is sure to help break up the dog days of summer.

It would be unfair to discuss Denver and not mention the natural wonder that is Red Rocks Amphitheatre. This simply astounding structure is, at the very least, incredible. Sure to amaze any music fan, this venue hosts some of the best artists in music with a stacked summer lineup.

Colorado continues to be sculpted through unity by way of diversity. Acceptance and tolerance drive our dedication to strengthen our country through example. We are pioneers. We are unwavering. We are rebellious. We are passionate. We are the perfect paradigm for what can be accomplished through hard work and a never give up attitude. So please, come embrace our state. Take in our culture. Crack a smile at an unfamiliar face on the street and start a conversation with your neighbor. Most importantly, be a local, if only for a short while.

From Plains to Peaks: A Local's Take on The Centennial State (continued)

By: Jerrod Swanson



Colorado 14ers, Grays Peak and Torreys Peak. Often, both of these peaks are summited one after the other due to them separated only by a short saddleback. As hiked in the summer of 2016 by staff, family and friends of the USBC for The District of Colorado.

Photo of the United State Customs House that also houses the United States Bankruptcy Court for the District of Colorado. Photo taken and written permission given by Instagram user: @mtee_303



Denver cityscape under a spectacular mile high sunset.

The Great Sand Dunes National Park & Preserve, located in the San Luis Valley of southern Colorado.



Local Court Spotlight

United States Bankruptcy Court, District of Colorado



Chief Judge: Michael E. Romero
Clerk of Court: Kenneth S. Gardner
Divisional Offices: 1
Authorized Judgeships: 5
Number of employees: 50
NCBC Local Representative: Adair Kowach

Local Innovations:

Pro Se Clinics - Conducted Second Tuesday of every month. Presented by a volunteer attorney member of the Denver Bar Association. Designed for the unrepresented litigant, and focused on (a) how bankruptcy can eliminate debts, (b) the difference between Chapter 7 and Chapter 13, (c) the effect on credit ratings, and (d) which forms are required for filing. The clinic also addresses issues of creditor harassment, what a collection agent cannot say to you, and how to fight back if you are harassed.

Social/Charitable Committee - This Clerk's Office committee plans several events for staff, including a holiday luncheon, a summer BBQ, and most recently an off-site bowling event. This committee also randomly selects charitable organizations from staff submissions, which we support in various ways. Depending on the charitable organization, we show our support through wearing a ribbon to raise awareness, donating school supplies, donating food items, adopting several families at the holidays, etc. We raised \$682.57 in donations for various charities in 2016. Also in 2016, this Committee organized support for two teams (a "competitive" and a "fun" team) to participate in the Colfax Marathon. Our "competitive" marathon team won a \$1000 donation for the National Sports Center for the Disabled.

Bench/Bar brown bags - We host brown bag lunches for practicing attorneys and the Bankruptcy Court Judges once a quarter. It is an open forum to share ideas, suggestions, questions, issues and concerns on case management, court procedures, and general practice matters.

Denver Bar Association - At least once a year, Ken Gardner and Laura Guice present information to practicing bankruptcy attorneys at a CLE put on by the bar association. They present information on current case filing, provide procedural updates, describe form and rule changes and their impact on operations, and discuss current issues influencing the Court.

Federal Judicial Center's Leadership Seminars for New Chief Judges

The Federal Judicial Center has developed a two-part, in-person leadership seminar for new chief judges. The leadership seminar, for all new chief judges in circuit, district, and bankruptcy courts, uses interactive educational techniques to promote knowledge and skill building.

The leadership seminars are scheduled for [June](#) and [December](#). Each seminar consists of two parts:

- Part I consists of a one-and-a-half-day seminar attended by new chief judges. During this seminar, participants will focus on their leadership values, their vision, and the culture of their respective courts.
- Part II consists of a two-day seminar attended by new chief judges and the court unit executive(s) from their own courts. During this seminar, participants will develop a plan to implement the chief judge's vision for the court by building a strong executive team.

For more information on the leadership seminars, please contact Senior Education Specialists Jane Nelson, 202-502-4135, inelson@fjc.gov, or Michael Siegel, 202-502-4107, mesiegel@fjc.gov.



NCBC Member Spotlight:

T.J. Vincent, COB



The NCBC Member Spotlight is a feature that allows NCBC members across the nation to get to know one another. If you would like to be featured in a future NCBC Member Spotlight, please contact a member of the NCBC Editorial Staff. In this issue, we meet NCBC Member, T.J. Vincent!

Name: T.J. Vincent

Position: Operations Analyst

Court: Colorado Bankruptcy Court

How long have you been with the Federal Judiciary?

12 years

How long have you been a member of the NCBC, and how do you get involved?

I've been a NCBC member for 5 years and have attended conferences in Atlanta and Washington D.C. Currently, I am the chairperson for the social committee for the upcoming Denver conference. We look forward to showing the best city in the USA this July.

What is your favorite NCBC Conference experience?

I really enjoyed the Atlanta conference. It was my first, and everything was fantastic. In no particular order, I enjoyed the food, the learning and wandering around an aquarium with Whale Sharks!

How would you like to be more involved with the NCBC in the future?

I, along with our many great committee members, plan to continue to work towards making the 2017 conference a success!

NCBC Scholarship Article

By: Anthony Gonzalez,

2016 NCBC Scholarship Recipient

What an experience! The monumental scenery of Washington D.C. along with the opportunity to interact with FCCA members made for a historic NCBC conference. There were over 920 attendees between NCBC and FCCA members at the conference.

As a MSU student, I attended the required courses that discussed the diverse topics of Budget, Roles of District and Bankruptcy Courts in the Federal Judiciary and Space & Facilities planning in the Federal Courts. The most interesting course that I participated in was "Creating a Culture of Security Awareness – Emerging Threats and Important Role of Court Staff" by Thomas Garrity and Mark Hartz. The two facilitators spoke about current and emerging security threats along with the roles and responsibilities of U.S. Marshal Service and FPS. They touched on several topics such as active shooters, security assessments conducted by FPS and budget as it pertains to court security. I am an active member of our court's emergency preparedness team, so the information from this class was informative and helpful.



Aside from attending the courses at the conference, I was fortunate enough to do a little sight-seeing. My co-workers and I made a trip to the WWII Memorial, Lincoln Memorial, Washington Monument and the White House. It was a great experience to visit such colossal and historic sites of our country. Justin Olmos and I attended a Washington Nationals baseball game, which I enjoyed because I am somewhat of a baseball nut. We enjoyed touring the stadium while devouring a couple half-smoked hot dogs. The conference material, speakers along with the extracurricular activities that were available made this trip unforgettable. Washington D.C. was a great place to visit and I hope to return one day with my family to take in more sites and museums. Thank you for your hospitality, D.C.!

MSU Happenings at the 2017 NCBC Annual Conference
By: Catharine M. white, Academic and Student Services Administrator
Michigan State University || Judicial Administration Program

MSU Noncredit Certificate Courses Offered at the 2017 NCBC Annual Conference

For students who are just joining the MSU program or those continuing their studies, **Human Resources Management** (7.0 contact hours) and **Information Technology Management** (6.0 contact hours) will be offered at the 2017 NCBC conference in Denver. Complete course session information is listed below:

Human Resources Management

Students must attend all of the following required sessions in order to receive course contact hour credit for the **Human Resources Management** course (**7.0 contact hours**). **REQUIRED** session information is as follows:

Session Name: Human Resources Management
Date: Monday, July 17, 2017; 8:30am—5:00pm

Information Technology Management

Students must attend all of the following required sessions in order to receive course contact hour credit for the **Information Technology Management** course (**6.0 contact hours**). **REQUIRED** session information is as follows:

- **Session Name:** Fundamentals of Information Technology Management or What Everyone Needs to Know About How It Works!
Date: Tuesday, July 17, 2017; 1:30–3:00 pm
- **Session Name:** Information Sharing Exercise
Date: Tuesday, July 17, 2017; 3:00–5:00 pm
- **Session Name:** Planning, Developing and Implementing IT Applications and Projects
Date: Wednesday, July 19, 2017; 10:30 am–12:00 pm
- **Session Name:** Managing the IT Professional
Date: Wednesday, July 19, 2017; 3:00–4:30 pm
- **Session Name:** Wrap Up Session
Date: Wednesday, July 19, 2017; 4:30–5:00 pm

NCBC Faculty Development Program

This new workshop will ground students in the fundamental principles of how adults learn best, and why this is critically important to judicial branch work. The contents can be applied in any environment. In this workshop, students will identify their individual learning styles and ways to extend learning experiences for more meaningful and transformational learning to take place. There are three purposes to be achieved by this program.:

- The first purpose is one of outreach—encouraging individuals who have not previously taught for either NCBC or MSU to do so and become more actively involved in both organizations.
- The second purpose is to advance the quality of instruction among both new and previous instructors resulting in higher-levels of satisfaction among the participants.
- The third purpose is to increase the subject matter relevance and thus the value of learning leading to greater transfer of knowledge and skill to the workplace.

Session Name: NCBC Faculty Development Program

Date: Monday, July 17, 2017; 11:30 am–5:00 pm (bring your lunch)

****Attendees who wish to complete the faculty development program and receive MSU Judicial Administration Program credit to fulfill the requirements for the MSU Education, Training, and Development for 5.0 contact hours course may do so. MSU attendance forms will be available for students to complete and submit.*

More Information

For more information about the MSU/JA program, please visit the program's website at:

<http://judicialadministration.msu.edu>.

If you have any questions about building your education portfolio, please contact Cathy White at:

gamperca@msu.edu.

MSU Information/Orientation Session for New and Returning Students at the 2017 NCBC Annual Conference

The MSU orientation and information session for new and returning students will be held again this year at the conference. We welcome everyone to this session. During the session, we discuss the credentialing opportunities offered through the NCBC and MSU partnership. Additionally, students will receive information on how they can get credit for seminars and programs offered by other partner organizations such as FCCA, FJC, and the Administrative Office of the U.S. Courts. For students who will be writing their capstone projects within the next year, we recommend attending the session to discuss project ideas.

Session Name: Information/Orientation Session for New and Returning MSU Students

Date: Monday, July 17, 2017; 8:00am—8:30am

General Information Sharing Session at the 2017 NCBC Conference

Dr. Conner will be hosting an MSU table to talk with individual students about their career goals and the MSU program.

Session Name: NCBC Information/Orientation Session

Date: Tuesday, July 17, 2017; 3:00—5:00 pm

MSU/NCBC Student Graduation Ceremony at the 2017 NCBC Conference

A Michigan State University Judicial Administration Noncredit and Credit-Bearing Program student graduation ceremony is slated for the 2017 conference. We encourage all NCBC conference attendees to attend the ceremony recognizing the personal and professional accomplishments of their NCBC colleagues.

Activity: 2017 MSU/NCBC Student Graduation Ceremony

Date: Wednesday, July 19, 2017; 8:30 am—10:15 am

Master of Science Degree in Judicial Administration Program: Fall 2017 Enrollment Deadline

The Master of Science Degree in Judicial Administration is a 30-credit online master's degree that can be completed in six continuous semesters for students attending with a full-course schedule. Rolling admissions are offered allowing students to apply to graduate school no later than six weeks prior to the semester start date. The deadline to submit application materials for a Fall 2017 start date is July 5, 2017.

New Credit Card Payment Option for Noncredit Certificate Program Fees

In order to better aid our student population, the Michigan State University Judicial Administration Noncredit Program now accepts online credit card payments. Below is the link to the online credit card payment portal. With the ability to accept credit cards, students can make payments whenever necessary and with their preferred form of payment. Application fees, course contact hour fees, and capstone experience project fees may now be paid for by credit cards. The program accepts Visa, MasterCard, American Express and Discover. Credit card payments will not be accepted by mail, phone, fax, or email.

http://commerce.cashnet.com/msu_3637

The Michigan State University Judicial Administration Noncredit Program will continue to accept checks, money orders, and cashier's checks. Please contact Cathy White (gamperca@msu.edu) for additional information.



Michigan State University Judicial Administration Program

Alumni Spotlight: Jason McDonald

By: Heather Burse

The MSU Alumni Spotlight is a new feature of the IMPACT that allows NCBC members across the nation to get to know graduates of the MSU Judicial Administration Program. If you would like to be featured in a future MSU Alumni Spotlight, please contact [Heather Burse](#) or [Cathy White](#). In this issue, we talk to MSU Alum Jason McDonald.



Name: Jason McDonald

Title: Clerk of the Court

Court: Texas Eastern Bankruptcy Court

MSU Program: Master's Degree in Judicial Administration

Graduation Date: 2016, Recognized at the 2016 Combined NCBC/FCCA Conference in Washington D.C.

How has your participation in the MSU program impacted your career?

Without the MSU JA program I would not be a Clerk of Court. The MSU JA program taught me all of the critical elements necessary for running a Clerk's Office and how to be a successful unit executive. I am thankful every day that I decided to pursue a master's degree in judicial administration at Michigan State University. I have a job I dreamed of having for many years - and it is due to MSU JA program.

What other benefits has the program brought into your life?

I have benefited professionally from a deeper understanding of the judiciary and its purpose. This deeper understanding helps me be a better court manager. I look to the values and principles of the judiciary on a daily basis for guidance in my decision making. My family and I have benefited personally from the program as well. I have been able to advance my career, I have the job I always wanted, and I am able to help provide a nice life for my family.

What was the time commitment for your program? How did you integrate that into your lifestyle?

I have three daughters and a very busy personal life. But I made sure to spend at least an hour or two per day on my education. I made it a high priority in my daily life. I logged in almost every day to review required readings and/or post assignments. And I always stayed aware of upcoming assignments and deadlines. On average I think I spent approximately 12 – 14 hours per week studying and completing assignments. Closer to the deadlines for a paper I would spend several hours writing and editing my assignments. I recall many times studying or writing a paper with a toddler on my lap. I did as much as I could do during the work week and utilized my weekends to keep up with my assignments and prepare for the upcoming week. This is how I approached each semester and I was able to complete the program within 2 years. It was challenging, but looking back, very much worth the time and effort I put into the program.

What format (or formats) did you use to complete your program? What did you like best about each one?

I completed my degree online. I enjoyed the online format because it gave me the flexibility to complete the program around my schedule. Anyone who has taken an online course knows the self-discipline required. You must log in often and keep up with your assignments without the classroom structure to keep you on track. I have two teenagers and a 5 year-old (the youngest was 2 years old when I started the MSU JA program). There were high demands on my time, so I enjoyed the flexibility of online learning.

What tips or ideas can you share about finding a work/life balance that is conducive to achieving success in this program?

Well, work/life balance is a challenge we all face. I think you must start with defining what is important to you. Our families and communities are important, our work is important, and getting the most out of our education is important. The best tip I can offer is to review the curriculum and deadlines for assignments as early as possible prior to the start of each course to see what is required and when assignments are due; then map out your school calendar around your personal and work calendar; make ample time for all areas of your life that are important to you; and discard any tasks that do not support what is important to you. I believe achieving a successful work/life balance is about having clearly

Michigan State University Judicial Administration Program

Alumni Spotlight: Jason McDonald (continued)

By: Heather Burse

defined priorities, understanding what and when, meeting commitments to support those priorities, and then developing a plan for success. The trick is to maintain the discipline to stick to the plan and not let unimportant and low priority distractions keep you from achieving the goals you have for your life.

Are there any last thoughts or maybe a piece of advice you'd like to share with us?

Take advantage of the excellent curriculum the MSU JA program has to offer. Put as much effort you can into learning and enjoy the process. The courts and effective judicial administration play such a vital role in our democracy. We need talented individuals as court leaders who have a deep understanding of our core mission and its importance to our communities. The MSU program provides that understanding and helps develop future court leaders. So my advice to anyone wanting to pursue a career in judicial administration, or wanting career advancement in the judiciary, is to seriously consider the MSU JA program at Michigan State University.

Do you have any ideas for getting the word out about the MSU JA Program?

Michigan State University offers an excellent court-specific education from a well-known university. This is a great selling point. The price is affordable compared to programs offered at other universities. And the program can be completed from anywhere and at your own pace, thanks to the internet.

I would continue to focus the message on what the program is about and how court professionals educated through the program have made an impact on our communities. Find creative and interesting ways to deliver that message. I think it will inspire an increased interest in the program if the marketing materials continue to focus on the benefits of the program and the positive impact graduates of the program have made in our communities.

The university is probably already doing some of these, but ones that come to mind are to consider an interactive “tour” or creative video of the program curriculum to post on the website highlighting the benefits and impact of the program. Increased presence at events and offering 2-4 hour courses to be delivered on-site at court locations and other events. Social media is also a go-to for marketing these days. The best way to promote anything is by word-of-mouth. Word-of-mouth recommendations have always been the most effective means of increasing interest. So I would say a satisfied student is the most effective way to get the word out. Just keep creating satisfied students, like me, who never miss an opportunity to sing the praises of the program and interest will continue to grow.

2016 NCBC Conference Reflection

By: Meredith Klassen, 2016 NCBC Scholarship Recipient

I am a Project Specialist in the California Central Bankruptcy Court. I began my career with the federal judiciary over 24 years ago. The 2016 NCBC Conference in Washington D.C. was the fourth NCBC conference I have attended, and my third conference as a Michigan State University (MSU) student. I am also a member of the NCBC Impact Editorial Committee and the NCBC Outreach Committee.

The 2016 NCBC Conference had me at hello. It was thrilling to attend the conference in Washington D.C., or as I affectionately refer to it, our Mothership. It was also wonderful that the event was jointly held with District Court’s FCCA because learning alongside our fellow clerks from District Court always provides an added dimension to the networking opportunities.

As usual, the conference was packed with dynamic speakers and informational breakout sessions. The highlights of the conference included the opening remarks from James C. Duff, Director of the Administrative Office, Scott Harris, Clerk of the U.S. Supreme Court, and Dana K. Chipman, Director of the Federal Judicial Center. Another top hit was the conference

dinner at The Newseum. But as usual, the most beneficial takeaway for me was meeting, mingling, and mind-bending with so many knowledgeable and diverse clerks from our national court family. I returned home after the conference just bursting with information, overflowing with ideas, and resonating with renewed professional invigoration.

This year's MSU course offerings were also stellar. So much information was packed into such a short amount of time. It was truly worth the cross-country trip JUST to attend MSU classes. The Resources, Budget & Finance and The Role of District and Bankruptcy Courts sessions answered all of my questions and filled in many gaps in my long career with the courts. The session titled "Courthouses: An Introduction to Space and Facilities" was also well-timed as one of the projects I am currently assigned to is related to the reduction of court spaces many of our district's divisions. George Prentice's "It's More than Rock and Roll" was just the icing on the cake. What a fun and effective method for teaching the virtues of teamwork and collaboration. I was happy to learn I am a guitar player in my "band" - and that I no longer have to be shy to ask for MORE COWBELL from my team!



A Project You Say? Well, Let's Make a Plan

By: Johanne Remy, 2016 NCBC Scholarship Recipient



At this year's NCBC, I had the pleasure of attending breakout session, "So You Have a Project – Applying Lessons and Tools from Project Management to Your Own Project. Instructor Richard Marshall noted when you have a project to do, "Plan the work; work the plan!" It is often perceived that once a timeline has been established, the path to the realization of a goal is almost certain. In actuality, there are many more components to consider. Planning what is needed and how to get to a desired goal greatly improves the successful completion of a project. Essentially, planning provides a framework of information needed to produce the desired outcome of a project.

Now, of course you had to attend the session in order to be privy to all the juicy details. Since one component of NCBC is about sharing, here is the quick "411", if you will. Be gone scratch paper and Post-Its® of notes that no one can understand, not even you! Enter now the Planning Definition Document ("PDD")! Sounds official right? It is the why (purpose), who (stakeholders), what (goal, success criteria, constraints, risks, recommended approach, organizational change issues), when (scope) and how (resources) of a project. A portion of that information may be provided at the time the project is assigned. However, it also provides for additional information so that we can be assured the project will head towards the desired goal.

But wait, there's more!! Once the PDD is completed, create a Work Breakdown Structure ("WBS"). It is an ordered diagram of the work needed to be done to complete the project. As instructor Marshall noted, it should, "show what HAS to be done, not WHEN". The when comes in during Sequencing and Scheduling. The aforementioned is the determination of what has to be done in what order and what can be done simultaneously. The latter incorporates the information provided and as various stages of the work is planned and accomplished, it demonstrates the movement of the project to fruition.

Exactly, who knew!?! Now as I mentioned, that was just the quick "411".

Since knowledge is power, I would like to share with you, two book suggestions instructor Marshall provided at our breakout session:

- 1 - The Checklist Manifesto: How to Get Things Right, by Atul Gawande
- 2 - Absolute Beginner's Guide to Project Management, by Greg Horine

"If you didn't learn anything at NCBC, then you weren't there."

Quote by Johanne Rémy and possibly many others

Spring Cleaning: Out with the Old!

From: Administrative Office of the U.S. Courts



Did you know that nearly 120 million used smartphones trade hands every year? Does your home computer, tablet, or smartphone contain your financial information? Tax files? Social Security numbers? Personal photos? As you make way for the latest and greatest technology, make sure only your *device*—and not the *information* that is stored on it—leaves your home.

While IT staffs across the judiciary make sure anything issued to you at work is safely disposed, you should take similar precautions to protect your own devices. Here are four “must do” tips to get you started:

Tip #1: Destroy your data

Unfortunately, there’s no rule that says your data is safe just because you’ve disposed of your equipment. Its next owner—a passerby who picked it out of your trash can or, maybe, a smart hacker who culled it from a landfill—might put your information to a nefarious use. Think you are safe because your computer requires a password when turned on? Think again. Even though you took precautions by password protecting access to your computer, those knowledgeable of hacking techniques can still retrieve this information. So, before you get rid of your device, take the time to securely delete your data. The tips below will help.



Tip #2: Return your smartphone or other mobile device to its factory settings

Erasing data from a smartphone is easy—simply perform a “factory reset” using instructions for your particular phone. If you don’t have these on hand, they can be found by navigating to your manufacturer’s website and searching for your model-specific instructions. Smartphones store your information in a small memory chip called a Subscriber Identity Module (SIM) card. If you’re exchanging your old phone for a new one, you’ll probably transfer your old SIM card to the new device. But if you don’t, be sure to destroy it—shredding is a good option.

Tip #3: Use special software to clean your desktops and laptops

Simply deleting your files (and even emptying the Recycling Bin) is not enough—you need to [overwrite sensitive data](#) to prevent it from being recovered. Fortunately, there are a lot of software programs available to help you. The right one can be found by performing a simple Internet search for your device. Better yet, physically remove and then destroy (yes, use a hammer if you’d like) the hard drive on which your sensitive data was stored.

Tip #4: Be mindful of the environment when recycling

Computers and associated devices (such as printers and monitors) contain toxic elements, such as lead and mercury, which are harmful to the environment. Rather than simply throwing them away with other household waste, take advantage of information published by the [Environmental Protection Agency \(EPA\)](#) for their disposal. Using safe recycling programs will both get rid of your devices *and* preserve the health of our communities.

Note: For government-issued equipment, IT staffs are advised to consult the [Guide to Judiciary Policy, § 550 Disposal of IT Equipment](#). Contact your local IT staff with any questions you may have with securely disposing of your IT equipment.

¹Deloitte: [Used smartphones: the \\$17 billion market you may never have heard of](#)

²Gizmodo: [How to stop data thieves from stealing information off your old gadgets](#)

³The SIM card contains the user’s personal contact information and is communicated back to the carrier.

⁴PC World: [How to securely erase your hard drive](#)

Getting Your Financial House in Order

By: James De La Torre, CRPC

Prioritizing – A recent survey conducted by CNNMoney found that American workers spend more time researching the type of car they want to purchase or where to go on vacation than they spend researching investments in their employer-sponsored retirement plans.

Is getting your financial house in order important to you? Today, every working American needs to plan ahead for personal and financial security. And more than anything else, this requires that you take control of your finances today. Being adequately prepared to meet whatever financial challenges come your way may be more important than you think.



Setting Financial Goals

Before you can set specific goals, you need to know where you stand. Your financial goals could be your road map to a lifetime of financial security. Effective goals are **specific** and **measurable**. After all, if you have no way of measuring your goal, it will be difficult to tell if you ever reach it. Effective goals have a realistic deadline. This enables you to determine the pace at which you want to pursue your goals, and it allows a financial professionals to work with you on establishing a specific plan that can help you be financially prepared.

Some goals are money oriented. It takes dollars to purchase a home, pay for vacations, accumulate money for a college education, and generate retirement income. Other goals may be task oriented, such as making sure you have designated beneficiaries for your retirement plan assets.

Getting a grip on income and spending is one of the fundamentals of financial management that few people actually enjoy. Yet by showing you the big picture, a budget can help you set spending guidelines and limits that clarify your priorities, and find ways to set aside money in the pursuit of your specific goals.

The \$140,000 Latte

Are there any discretionary items you spend money on that you could eliminate, or reduce the purchase of, to free up money for your future? Here is an example of how small discretionary expenses can add up over time, and how you can turn it around if you have the discipline to save and invest consistently.

Example:

I like to drink coffee and have a habit of purchasing two lattes per day at cost of \$4.00 each. This works out to be at a cost of \$176.00 per month. If instead I invested that \$176.00 per month in an account earning 8% annual rate of return, I would be able to accumulate more than \$140,000 in 25 years.

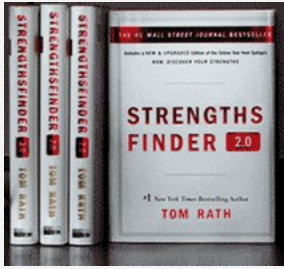
Someone once said “Whether you are rich or poor, it’s nice to have money. Taking control of your finances are essential in your ability ensure a more comfortable financial future. There are strategies that can help you overcome these challenges and become more empowered to take control of your financial future. Contact me if you would like to get more information on ways to help get your financial house in order.



James De La Torre has conducted federal benefit and financial planning seminars in all of the country. He is a keynote speaker at federal conferences and works with federal professional organizations on ways to improve the communication of federal benefits to their membership. Jim has appeared as a guest on “Fed Talk” on the Federal News Radio network, discussing the gaps in federal benefits and the financial impacts employees face. Jim holds a Charter Retirement Planning Counselor’s (CRPC) designation from the College or Financial Planning and is a member of the Financial Planning Association. Please direct questions or comments directly to James at jdelatorre@fedadvantage.com.

Learn Your Strengths, Love Your Strengths, and Live Your Strengths

By: Beverly Griffeth-Bryant



I wonder what would happen if we studied and worked at learning, loving and living our strengths. Don Clifton, asked a similar question more than 40 years ago, **“What would happen if we studied what is right with people versus what is wrong with people.”** That one question has led to national and international conversation on teams and in organizations and the personal lives of individuals all around the world. Maybe you are like the almost 16 million people who have completed the Clifton StrengthsFinder to learn their top five strengths, but have not started your journey. The journey begins with talent and finishes with strength. The steps on the journey are:

- **Awareness** - discover and learn the meaning of each top 5 talent theme;
- **Appreciation** - learn how in the past these talent themes have helped us make choices and decisions;
- **Application** - develop an action plan of how to can make an intentional investment to transform our talents into strengths.

If you are an employee or a court unit who has taken the StrengthsFinder, and you want to begin your journey to discover, learn and develop your top five talent themes.

Join the Strengths Champions of the Northern District of Illinois Bankruptcy Court, as we dig deep into the 34 Clifton Strengths, one theme at a time, during our monthly one hour Talent Tuesday via WebEx.

***Tuesday, May 23, 2017 – Noon until 1pm
featuring Developer***

To receive emails with the WebEx information for upcoming Talent Tuesdays just send an email to ilnbml_strengths_awareness_group@ilnb.uscourts.gov

NCBC Scholarship Reflection

By: Hai Nguyen, 2016 NCBC Scholarship Recipient

My name is Hai Nguyen. I have been working as a programmer analyst for the District of Minnesota for more than two years. Thanks to the NCBC for choosing me to be a scholarship recipient. It is truly my great honor. The scholarship definitely has helped and motivated me to achieve my master's degree in computer science.

NCBC granted me the scholarship for the class “Graduate Approaches to User Experience.” This course provided advanced knowledge and skills in designing computer programs that can satisfy the user experience. The class went through the entire designing processes from researching and getting user requirements, categorizing and creating personas, constructing scenarios and storyboards, drawing sketches, and designing a prototype of the application. The course also provided the knowledge and tools to perform the usability evaluation and make adjustments for the prototype before the actual development. Through the class, I was able to get accustomed to many useful designing tools such as Axure RP and InkScape. The latest industry trends and emerging technologies, which were covered in the class, are also the essential knowledge that I can share with my work team. As a result, we all can use the latest technologies/methodologies to enhance the current CM/ECF and web solutions like Procurement Tracking, JICS, and HelpIT, as well as develop future solutions for NextGen customizations, SimpleSync, Workflow project, and other web based projects. Thanks again to the NCBC for granting me the scholarship and making it possible for me to take this great class.



Certificate of Appreciation

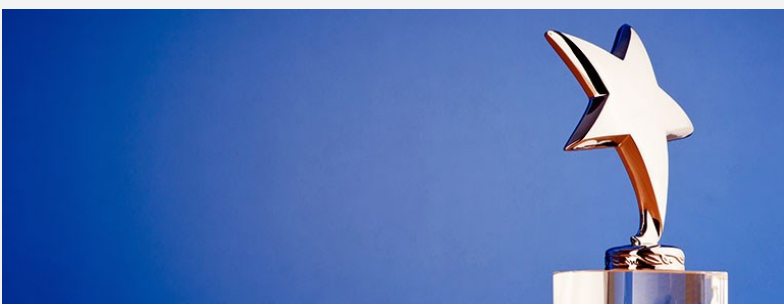
By: Mona Sparks

We need your assistance. The NCBC would like to recognize your peers during our annual conference for their contributions. Nominate a colleague today for their outstanding service, achievements or administrative excellence to the NCBC or to the courts. Also let us know anyone with distinguished service who has made a substantial contribution to the bankruptcy community.

Read the award criteria at <http://www.ncbcweb.com/awards>. Submit your award nomination form for consideration by the Awards Committee.

Please submit all award nominations by **June 9, 2017**.

Let's celebrate the greatness of our membership!



NCBC Scholarship Information

By: Mona Sparks



Did you know the NCBC Scholarship program assists members with paying the registration fee to attend the annual conference? Did you know the NCBC Scholarship program also has provided financial reimbursements to members pursuing continuing education? Last year the NCBC awarded over \$3,500 in scholarships!! See www.ncbcweb.com/scholarship-info for details how to apply. All scholarship funds are provided on a reimbursement basis – after completion of the course or attendance at the conference. Don't miss out. Apply today. Scholarship window is open April 15 - May 21, 2017.

NCBC Scholarship Article

By: Hellena Joseph, 2016 NCBC Scholarship Recipient

I am a Statistical Analyst for the California Central Bankruptcy Court in the Los Angeles Division, and have been with the Court since 1993. Although I have known about NCBC since 2008, I have only been a member since 2011 and have attended one other conference. I thoroughly enjoyed the experience and am very appreciative of having received an NCBC scholarship which allowed me the opportunity to attend this year's conference.

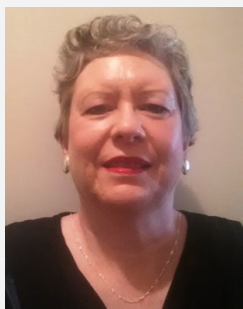
The most challenging part of attending the conference was trying to decide which breakout sessions to attend and whether to enroll in MSU. While I cannot speak about other conferences, this year's conference was very informative because sessions were offered which provided opportunities for attendees to enhance both their professional as well as personal lives.

I sat in on the session "Presenting Like a Pro – How to Turn Presentations into Something Incredible" (Presented by Barry Lander's) as well as "Interview Assassination: How to Do a Killer Interview" (Presented by Stephanie Small). These sessions were very beneficial for me as I have given a couple of presentations and been on a few interviews in the past and will probably do so again in the future. The skills learned in each of these sessions can be put to use in my personal interactions as well in the work place. Both presenters were very engaging and entertaining and kept my attention from start to finish. In many ways these sessions overlapped in that they focused on being prepared, confident and authoritative. I left each session feeling as though I could actually put into practice what I had learned.

Again, I am very grateful for the opportunity provided to attend this year's conference and look forward to attending more in the future, possibly as an MSU student as well.

Farewell Doesn't Mean Goodbye!

By: Mary Lynn Wilson



As my term as Historian comes to an end, I first want to thank the NCBC Board for the opportunity to serve the organization in this way. I have thoroughly enjoyed working with all the members of the Board during my tenure; they are, without exception, totally committed to the NCBC, and work extremely hard to advocate for our membership. All in addition to their outstanding service in their home Courts. I want to include a special note of thanks to Barry Lander, who originated the idea of the designated Board Staff position of Historian, worked to make it a reality, and encouraged me to apply.

I also want to thank all of you dedicated NCBC members, who I have come to know over these years. I've enjoyed meeting you at our Annual Conferences, talking about the history of our organization (a topic I never tire of!), and welcoming you to the historical display. I am especially grateful to those of you who have contributed Conference memorabilia and historical documents to add to the collection. Please continue to do so—I know my successor will appreciate any and all additions.

Just because I will no longer be at the display table doesn't mean I won't be around anymore. I am excited about the upcoming Conference in Denver, and I'm looking forward to re-connecting with so many of you I've seen over the years. It's going to be a great Conference, and I hope you're already making plans to be there.

I have been primarily concerned with the NCBC's past, but I am looking forward with great enthusiasm to what it will accomplish in the future. After 37 years, I hope that the best years for our Conference are still ahead!

Historian's Corner

By: Jeff Davis

Do have items of historical significance? NCBC is looking for items from the last 37 year of the organization that are of historical significance or interest to our members. Some of the items may be displayed at the next conference in Denver this July. If you think you may have something that would be of interest, contact Jeff Davis at Jeff.Davis@scb.uscourts.gov.



Editor's Note

By: Jan Zari



Hello and Happy Spring NCBC members! We are only a few short months away from our annual conference in Denver! You'll notice that this jam-packed edition has a lot of great content about this year's host court, and I know that Mr. Ken Gardner and his crew are all excited to welcome everyone to their beautiful city. We have a very exciting and informative educational conference in the works, so there is plenty to look forward to! Once again, the Editorial Committee will be hosting a booth at this year's Information Sharing session, so please stop by and say hi!

2017 has been a busy year for the Editorial Committee, and I am in the last year of my 3-year appointment as Impact Editor. It is crazy how quickly time flies when you're having fun! Thanks once again to Leslie, Jeff, Shawna, Dailin, Meredith, Monica, and Heather for their hard work and contributions on this issue. As usual, I would like to extend an invitation to everyone to get involved in our newsletter and our organization. Submit an article, get interviewed for one of our spotlight features, join a committee, or run for a position! The opportunities to make your impact in the NCBC are endless!

Last week, I was able to meet and reconnect with many of you at the Human Resources Forum in Chicago, IL. Many thanks to Lisa Haney, her staff, and to the NCBC Leadership for putting together such a wonderful event! It was a fantastic experience collaborating with and learning from HR folks from across the federal judiciary. I hope to see you many of you again in Denver!

Lastly, please take a moment to read through the candidate statements in the following pages for those running for positions on the NCBC Board of Governors or as the NCBC Secretary. Each of these individuals is worthy of your consideration and should be commended for their willingness to serve our organization and our members. Voting information will be made available to all active voting members in the coming weeks.

If you have any questions, comments, or suggestions, or are looking for ways to get involved with the Impact Newsletter or the NCBC, please feel free to contact me at Jan.Zari@cacb.uscourts.gov. All information from this issues will also be available on our [online blog](#).

Candidates for Election to the Board of Governors

2017-2019 Term

Candidate for Board of Governors:

Matt Brittain



My name is Matt Brittain and I am an Automation Analyst for the Middle District of North Carolina. I am honored to submit my name as a candidate to serve on the Board of Governors for the National Conference of Bankruptcy Clerks. I have been an active member since 2004. For the past two years I have served on the NCBC website committee. In 2016, I received an NCBC Service Award in recognition of contributions made in this area. I also had the privilege of joining the Microsoft Training Initiative Ambassador Program to develop training materials for the judiciary-wide implementation of Microsoft Office 365.

With ever increasing budgetary constraints and limited local court resources, the NCBC is a vital organization for the bankruptcy courts providing opportunities for networking, staff development, training, and shared best practices. Advancements in information technology will continue to improve processes in the courts, but a court is only as good as the people that are doing the work in the office day in and day out. I have been with the court since 2003 as an Operations Specialist, Trainer, and, now, Automation Analyst. I have had the opportunity to work with both the day-to-day operations of the Clerk's Office and the information technology that supports the court. This has given me a unique perspective of these two different but complimentary sides of the court.

If elected, I will use my knowledge of bankruptcy court operations and information technology to explore new processes, systems, and ideas that will directly benefit judiciary employees. I will work with fellow board members to contribute to the growth and future of the NCBC, and continue to promote the ever important role of the NCBC in recognizing and supporting the dedicated group of people who make up the court family.

I would appreciate your vote. Thank you for considering me for a position on the Board of Governors.

Candidate for Board of Governors:

Kevin P. Dempsey



I have been the Clerk here in Indiana Southern for ten years, and before that spent eighteen years in the U.S. Trustee Program. With the United States Trustee program I served mostly as Assistant U.S. Trustee in Indianapolis but also occasionally as Acting U.S. Trustee for the Region and as Acting Assistant in other Districts. During my service with the Department of Justice, I visited over a dozen different bankruptcy courts, most frequently while conducting peer reviews of other UST offices. I always enjoyed learning about the creative approaches taken by different Clerks' offices to local challenges.

During my time as Clerk, I've served on the Noticing Working Group, the Bankruptcy Clerks Advisory Group, the Space and Security Advisory Council, and the Staffing Formula Steering Committee. In 2011, I coordinated our court's planning for the Operations Forum – certainly one of the highlights of my time with the court family so far.

Soon after my appointment as Clerk, I joined NCBC – and ramped up efforts to get local staff involved by attending the annual gathering, serving as liaisons, and participating more deeply in the organization. I am impressed with how the Conference has continued to fulfill its mission in challenging times for our court units, and would welcome the chance to expand my service. I believe my work and life experiences position me to support what the Conference has been doing well so far, and to steer it in new directions that would be most beneficial for membership.

Candidate for Board of Governors:

Eileen Garrity



Please accept my name as a candidate for one of the three open Board of Governor positions for the National Conference of Bankruptcy Clerks. I have been a member of NCBC since 2006. Previously, I served on the Board of Governors from 2011-2013. Shortly after finishing my term, an opening in the position of Secretary became vacant and the board asked me to fill that vacancy for the 2013-2015 term. In 2015, I was elected as Secretary and my term will expire in 2017.

During my tenure with the NCBC, I have served as Chair and/or Co-Chair of the following NCBC Committees: Awards/Scholarship Committee (2011-2013) and Education Committee (2015). I have also served on the Mentorship and Website Committees. I am a 2012 Graduate of Michigan State University Judicial Administration Certificate program. For 29 years, I have been with the Bankruptcy Court in Massachusetts first as an Intake Clerk, then working in Case Administration and as a Data Quality Analyst. For the past 15 years, I have been a Systems Analyst. Being a part of NCBC has given me the ability to connect with so many court employees across the country and I hope to meet more in the coming years. I believe NCBC's most important feature is its promotion of Education for its members and I hope to continue to be a part of this organization. Your vote of support would be much appreciated.

Candidate for Board of Governors:

Jennifer Poche

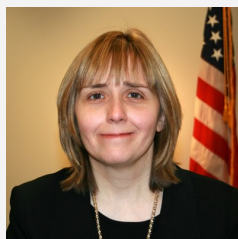


My name is Jennifer Poche and I wish to be declare my candidacy for the NCBC Board of Governors. I recently celebrated my twentieth year at the Middle District of Louisiana. I serve the court as a case administrator and relief courtroom deputy. After graduation from Louisiana State University, I graduated from the Louisiana State University's Paralegal Studies Program.

I have been a member of the NCBC for many years and I whole heartedly believe in the NCBC's mission and what it provides to its members. I currently hold the position of NCBC Circuit Representative for the Fifth Circuit and I also represent the Middle District locally. I always enjoyed the yearly conferences, but my love of the NCBC was strengthened even more when the Middle and Eastern Districts hosted the conference in New Orleans in 2011. I happily served as the social chair of the conference and that experience remains the highlight of my career. I saw then how much hard work it took to put on such a conference, but I loved every minute of it. To see how much the attendees enjoyed the conference and the state I am proud to call home meant so much to me. I would consider it an honor to be able to continue to work for the NCBC as a member of the Board of Governors. I thank you for your consideration and I would be honored to receive your vote.

Candidate for Board of Governors:

Sharon Zurowski



My name is Sharon Zurowski and I am declaring my candidacy for the Board of Governors' position.

My career with the Illinois Northern Bankruptcy Court began as the Human Resources/Training Manager in 2006. I have also served as the Chief Deputy for Administration and currently as the Chief Deputy Clerk.

As a member of NCBC's Benefits Committee, we collaboratively reviewed and recommended benefit options and proposed educational programs to the NCBC Board. Representing the 7th Circuit, I served as a member of the Human Resources Specialist Advisory Group (HRSAG), providing advice, assistance and recommendations to the Administrative Office regarding human resources issues impacting the courts to enhance the quality and timeliness of services in the

most cost-effective manner. As a volunteer trainer for the Federal Judicial Center, I conducted seminars in strategic workforce management and sexual harassment awareness for courts across the country. I was also part of a team which conducted employee morale/climate interviews to gather perceptions on work environments for court units.

NCBC has always impressed me as a progressive, forward thinking organization bringing the Bankruptcy Court family together to exchange ideas, create and implement solutions, and build lasting professional and personal friendships.

NCBC’s mission of leadership, education, advocacy and solutions has been my mission. Serving on the Board of Governors would be an honor and would only strengthen my commitment to facilitating these mutual goals.

Thank you for your consideration.

Candidate for Board of Governors:
Teresa Underwood



John F. Kennedy once said, “Leadership and learning are indispensable to each other.” I am pleased to declare my candidacy for a second term on the NCBC Board because I am committed to the NCBC’s mission of providing education, leadership, advocacy and solutions for its members. I joined the National Conference of Bankruptcy Clerks in 2005, and have remained a contributing member ever since. Currently, I serve as the Chairman of the NCBC Education Committee, charged with the development of conference education. My collaborative approach with committee members and fellow Board members has resulted in outstanding education programs at conferences in New Orleans (2011), San Francisco (2012), and Washington D. C. (2016). I am certain that my efforts will produce the same high quality programs for the 2017 Conference in Denver and those subsequent to Denver if I am re-elected.

Though professional development has been my primary focus, my well rounded background allows me to continually contribute in multiple areas of the organization. I have served as a Membership Committee Chairman, Circuit Liaison, and Scholarship Committee member. Additionally, I have held progressively responsible court leadership positions, such as Supervisor, Deputy Clerk in Charge, Chief Deputy Clerk, and Clerk of Court. I also volunteer as a faculty coach for the Federal Judicial Center’s New Supervisor Development Program. I am respectfully asking for your vote, and I welcome an opportunity to continue meeting your professional needs.

Candidate for Secretary: 2017-2019 Term
Shannon Morris



My name is Shannon Morris and I declare my candidacy for the position of Secretary for the term of 2017-2019. I have been a NCBC member since 2012 and I have worked at the Bankruptcy Court for the Northern District of Georgia in Atlanta for the past 17 years. I have held various positions at the Court including Intake, Case Administration, and Courtroom Services. Since 2014 I have been the Administrative Project Coordinator for the Court which encompasses a variety of responsibilities. As a member of Senior Staff, I participate in and prepare minutes of our quarterly Senior Staff and Operations Meetings. I also have been both a member and a chair of other various Court Committees since 2002. I am well organized and detail oriented.

I am interested in serving at the position of Secretary to further my involvement with NCBC. It was with great pleasure that I assisted with the planning and organization of the annual education conference the last couple of years in Atlanta and in Washington DC. I believe that the annual conference is an excellent opportunity for all members to gain knowledge, insight and solutions to the various day to day challenges we face in the operations and administration of business for the United States Bankruptcy Courts. Knowledge and education are the cornerstones for building our future leaders for the Court. I look forward to the opportunity to apply my experience and dedication to accomplishing the mission of this professional organization. Thank you in advance for your consideration in voting for me as Secretary.