



STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
P.O. Box 110001, Juneau, AK 99811-0001  
Phone: (907) 465-3500 Fax: (907) 465-3532

**BOARDS AND COMMISSIONS APPLICATION FORM**

**INSTRUCTIONS**

A separate application is required for each position for which you apply. Complete and specific answers will aid in rapid and accurate processing of your resume. Please type or print legibly in ink. Forward to the above address. Be sure your answers are true. A willfully false answer may result in your disqualification or removal from office if you are appointed.

Board or Commission and seat for which I am applying: Workers Compensation Appeals Commission  
(For example, Board of Agriculture, public seat)

Please list any other State Boards or Commissions on which you currently or previously have served:

WORKERS' COMPENSATION BOARD

Name: CHARLES M. COLLINS

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

Residence Address: \_\_\_\_\_

City, State and Zip Code: JUNEAU, AK 99801

Home or Message Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

AS 39-05-100 requires that a person appointed to a state board or commission be a registered voter prior to the last general election:

Are you a registered voter: YES ☒ NO \_\_\_\_\_ Voter Registration Number (Optional): \_\_\_\_\_

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?

YES \_\_\_\_\_ NO ☒ if "YES", explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recentness, and relationship to the board position applied for, will be evaluated and a determination will be made after a review of all relevant facts.

**CONFLICTS OF INTEREST:**

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?

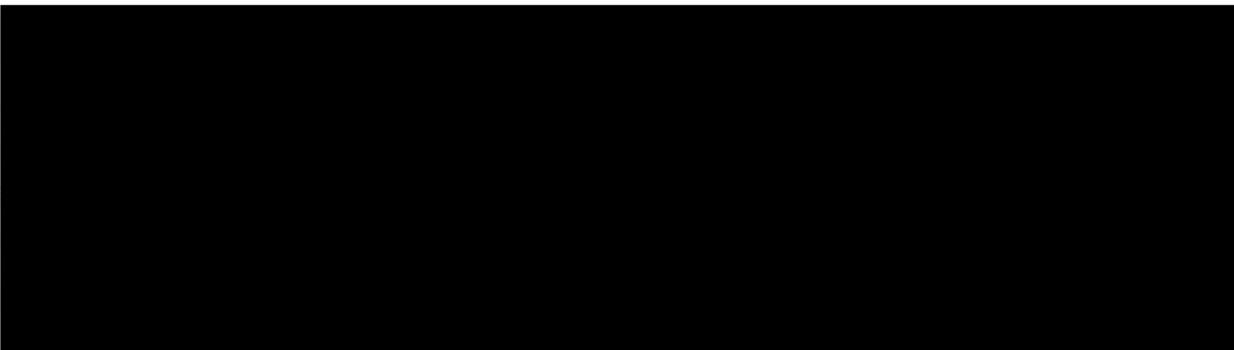
YES ☒ NO \_\_\_\_\_

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? YES \_\_\_\_\_ NO ☒

If you answer 'yes' to this question you MUST explain the potential financial benefit.

TRAINING AND EXPERIENCE: (if resume attached, it is not necessary to complete items A-D)

- A. List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:
- B. List both formal and informal education and training experiences: (Use additional paper if necessary).
- C. List any community service, municipal government, and state positions held, and any awards received. Include both compensated and uncompensated positions (such as president of a service organization or a mayor). Include length of time serviced.
- D. Employment work history – paid, unpaid or voluntary: (Use additional paper if necessary).



CERTIFICATION: I certify the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Signature (in ink): Chad M. Collier Date: 12/14/2016

Please attach a current resume with your application.

# CHARLES COLLINS



Graduated from Syracuse High School Syracuse, KS. Grew up on a farm in western Kansas where I learned if work needed done there was only you to do it. Work ethic was not a fad for me as growing up with hundreds of animals to feed daily and farm work that never ended meant work was a way of life.

Attended Kansas State University where I studied to enter Veterinary School, never was admitted. Finished pre-vet studies and then returned to college at Garden City Community College where I received my Certification for Electronic Technician.

In 1982 I went to work for Southwestern Business Systems as an electronic technician and I continued with SBS for six years. In 1986 I also was a contract technician for Tec Systems in western Kansas as the local grocery stores and Kwik-shops installed their point of sale systems. I did these jobs concurrently for two years.

In 1988 I accepted an offer to become service manager for Yukon Office Supply in Southeast Alaska. At that time we had three stores and ten technicians. As I had been manufacture trained at Ricoh, IBM, HP, Canon and Sharp to name a few I had the expertize to repair almost all office equipment in use at that time. I became part owner in 1991 and operated the financial portion of the company along with the repair portion. With three locations and forty-five employees it was a major undertaking. We sold the Ketchikan branch for 1992 and then the Sitka store in 1994, after operating in Southeast for several years Yukon ceased to exist when we negotiated the sale to Ikon Office Solutions. As I had intimate knowledge of the accounting portion of the Alaska operations I had a contract through 1996, however I took the opportunity to start another endeavor and bought a failing copy shop downtown Juneau.

Copy Express came into existence November of 1996, we were awarded the GPO contract for all federal government printing in Southeast Alaska and the next year we expanded into graphic design. Starting with just one assistant we grew revenue by 300% over the first three years of work. We bought out our chief competitor in 2000 and operated out of two stores. Then in late 2001 we expanded into sign making buying Abba Signs and then later Sign Pro in Juneau. By 2004 we were billing \$1.5 million annually and had a staff of twenty serving customers all over Alaska as the first digital print center between Seattle and Anchorage. With Copy Express running like a well-oiled machine I could expand my personal agenda.

This allowed me the time to be Executive Director at United Way Southeast Alaska. I operated the non-profit for a little over a year as we performed a Compass Project in SE Alaska, set up a team of retired accountants to audit our agencies books for free and expanded our giving campaign from \$100,000 annually to over \$300,000 annually. I also was part of the team that did a region wide search for an Executive Director to oversee the transition of United Way in Southeast from a passive entity in the social services to a more involved participant elaborating on the foundation I had helped build.

In 2007 I was appointed Executive Director at Juneau Economic Development Council which had been set up to assist local business to thrive. Then additional staffing model was implemented as JEDC was tasked with operating a revolving loan fund on monies granted from USFS for communities impacted by the economic downturn in the logging industry. The council had a dozen employees working on the revolving fund, STEM team and a DoD liaison project implementing military tech into the business world. Our budget was more than \$1.5 million annually and we oversaw several government contracts and contractors. I even was appointed by Senator Stevens to make an economic research trip to far east Russia and directed an exchange of business information between that area and Alaska. I terminated my involvement with JEDC in 2008 to concentrate on the transition of Copy Express to a completely digital shop, where we took in more than 90% of our work online.

In 2009 after thirteen years of operating Copy Express, CopyWorks and Sign Pro I sold the businesses to spend more time with my family due to health concerns. In all intents and purposes I was retired for several months but it would not last.

In 2010 a firm looking for management talent contacted me about a banking position at Key Bank. My answer was only if I get a lot of time off. So I took over the downtown branch at Key Bank and became a banker. Unfortunately, the valley branch lost their leadership when I started so I ended up running both branches for several months. Finally, by the end of 2010 the valley branch was fully staffed and I could concentrate on my branch. The Behrends branch downtown Juneau had never been a high performing branch, but under my leadership in 2011 we were in the top level of Key Bank branches and awarded Signature Circle status for being in the top 10% of all 800 plus branches in the Key network.

To celebrate I accepted an offer from OfficeMax to open a brand-new company store in Juneau. This meant intensive training from OfficeMax consisting of running both stores in Anchorage for three months. When we opened, the Juneau store it was the most successful opening OfficeMax had ever enjoyed. Over the course of almost two years the Juneau location surpassed all goals not only for sales and profitability but also for customer service and employee engagement. The store I opened was the most profitable store operated by OfficeMax in their entire system. I was especially proud because I hired a completely local crew to run the store, trained them locally and was rewarded by both loyalty and fiscal responsibility. I had many positions filled from personnel that had worked for me in the past and wanted to continue to be on my team.

I stepped down in 2013 as my health was a factor and I had met my goal of opening a brand-new store and making it a viable solution for shoppers in Juneau. I stayed home and recovered for a few months and when cleared to return to work I took on another pet project that I had a desire to see done.

I contracted out to Coeur Mining to assist with building a database for drill core samples at the Kensington site north of Juneau. As I had put many hours of personal time lobbying for the opening of this large mine in Juneau I have a desire to see it succeed. This contract allowed me to be onsite and in some small way be a part of the project that employs so many people in Juneau. I estimated it would take eight months of work to build the database, implement the procedures for utilization and train the staff. I was successful in meeting my deadline.

In 2014 the Commissioner of Administration asked me to be the Deputy Director at Enterprise Technology Services. This division of the Department of Administration is responsible for electronic communication and security for the State of Alaska. All phone, internet and PCS service is routed through this division along with the State firewall and Active Directory. As Deputy Director I oversaw the budget, staffing and contract work for the division, answering to the director and the Commissioner's office. We were able to shrink the budget of this division by over \$4 million dollars under my watch without loss of active employees or reducing service. We actually adjusted inter-department rates to lower costs to all of the state services and departments. I left state service at the beginning of fiscal year 2017 as the new administration worked to continue to address budget concerns.

I returned to work at Key Bank where I presently assist customers with financial wellness. Concentrating on consumers and small business clients whom have a need to improve cash flow and improve their balance sheets.

I hold a number of certifications in various business doctrines, including IT Financial Management, HR Policy and project management. I have hundreds of hours of training in coaching employees and teams, oversight of large projects, including complete move of a retail business operation. I have served on several executive search committees, interviewed dozens of employees and worked with budgets up to \$50 million. I currently manage a team of three, but have been responsible for over 120 positions. I do not shy away from responsibility and I network extremely well.

I have served on many boards and in a number of leadership positions. I have been President of the United Way of Southeast Alaska board, Juneau Economic Development Board, Juneau Chamber of Commerce and the local Gideon camp. I have served as finance director for my local church for over fifteen years, led the United Way fund drive both at the board level and at Key Bank, have been treasurer of numerous groups both small and large including a Billy Graham Crusade. I currently serve on the State of Alaska Worker's Compensation Board and the United Human Services board.

## PROFESSIONAL ACCOMPLISHMENTS

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### Small Business Owner

- Never missed a deadline.
- Employee retention.
- Thirteen years of business before selling.
- Well regarded by customers and colleagues.

### Leadership

- President of Juneau Chamber of Commerce
- President of United Way Southeast Alaska
- President of Juneau Gideon Camp
- President of Juneau Economic Development Council

#### Juneau Economic Development Council

- Successfully funded Technology Exchange project
- Oversaw the implementation of STEM department
- Handled the succession of Executive staff successfully
- Created job opportunities in Southeast Alaska

#### Service

- Serve on United Human Services Board
- Serve on the Worker's Compensation Board
- Served on United Way Board
- Served on Juneau Chamber of Commerce Board
- Served on Juneau Economic Development Council

#### PERSONAL

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Married to Donna Collins, celebrating 34 years.

Three grown children and five grandchildren.

Alaskan resident for 28 years all in Southeast.

Member of the same church for 26 years.

*Charles Collins*