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NAPA COUNTY
EXECUTIVE OFFICE

Print

**Application for Appointment to Board, Commission, Committee, Task Force or Position -
Submission #601**

Date Submitted: 11/10/2018

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code

California Fair Political Practices Website

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Application for Appointment to:

Napa County Arts and Culture Advisory Committee

Name of Board, Commission, Committee, Task Force or Position.

Category of Membership for Which You Are Applying*

Education of Arts and Culture

This information can be found on the news release announcing the opening. You may apply for more than one category if more than one position is open.

Personal Information

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

Full Name*

Mechele Manno

Supervisory District in Which You Reside*

District 1

Home Address*

[REDACTED]

City*

Napa

State*

CA

Zip*

94559

Phone*

[REDACTED]

Email Address*

[REDACTED]

Work Address*

[REDACTED]

City*

Napa

State*

CA

Zip*

94558

Work Phone*

[REDACTED]

Current Occupation*

Dean of Arts and Humanities

Within the last 12 months

Current License

Professional or occupational, date of issue, and expiration including status

Education/Experience

Doctorate of Education, Organizational Leadership. Brandman University, Irvine, CA (completion, 2020)
Master of Fine Arts, Film, Video & Performance. California College of the Arts, San Francisco, CA (2003)
Bachelor of Fine Arts, Sculpture. San Francisco Art Institute. San Francisco, CA (1999)
Associate's Degree, Fine Arts. Central Piedmont Community College. Charlotte, NA (1993)

Resume



Attach a resume containing this and any other information that would be helpful to the Board in evaluating your application.

Community Participation

Arts Council Napa Valley, Board of Director. Board responsibilities also include participation on Executive Committee, Vice-Chair and Organizational Sustainability Committee, Chair and CEO Search Committee, Chair (present)

First Annual, Napa Lighted Art Festival. Juror (2017)

Napa Valley Art Walk. Juror (2016)

Nature of activity and community location

Other County Board/Commission/Committee on Which You Serve/Have Served

St. Helena Chamber Community Relations Committee (2015-2017)

Monrovia Group, St. Helena (2014-2017)

LCAP Strategic Planning Committee, St. Helena Unified Superintendent's Office (2014-2017)

Calistoga Community Schools Partners (2014-2017)

Public Actions that may impact Credit Rating

n/a

List all court or other public administration actions impacting your credit rating within the past ten (10) years.

Provide names, addresses and phone numbers of 3 individuals who are familiar with your background.

Reference 1

Name*

Dr. Ron Kraft

Phone*

Address*

City*

Napa

State*

California

Zip*

94558

Reference 2

Name*

Dr. Marylou Wilson

Phone*

Address*

City*

St Helena

State*

CA

Zip*

94574

Reference 3

Name*

Richard Hall

Phone*

Address*

City*

Yountville

State*

CA

Zip*

94599

Name and occupation of spouse within the last 12 months, if married.

n/a

For Conflict of Interest purposes

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.*

I am applying to serve on the Napa County Arts and Culture Advisory Committee, specifically for the vacant Education of Arts and Culture committee member seat.

I offer over 18 years of experience working in art education at the college level. The positions I've held provided me with knowledge in many aspects of the student lifecycle.

Recruitment and Admissions Processes

I began my career recruiting talented young artists enrolled in high schools by visiting specialized art programs and public schools in urban areas on the east coast. I also had the pleasure of recommending students for merit scholarships during the admission process of which I also worked with community college faculty to name promising students for transfer scholarships. During this time of my career, I taught courses to pre-college students, college freshman and graduate studio art students. Being a graduate of two Bay Area arts schools, San Francisco Art Institute and California College of the Arts, it was a natural for me to share first-hand knowledge with my students in the classroom and in my job.

Enrollment Management and Academic Administration

Over the past 10 years, I've been honored to work predominantly in enrollment management and academic administration. This work allows me to put strategies in place to monitor student success and create sustainable retention efforts.

My current role as interim Dean of Arts and Humanities at Napa Valley College has been extremely rewarding. We are actively focused on our programs and where we can best serve the community. The areas where we've seen success are in dual enrollment with Napa Unified School District (NVUSD) high schools by offering courses in subjects such as Art History, Humanities, Digital Arts & Design and online Photography classes. We've also authored new noncredit courses for older adults in music, theater and visual arts.

Local Volunteer Positions and the Future

Since becoming a resident of Napa County nearly five years ago, I have served on the Arts Council Napa Valley Board of Director's. My term is coming to an end in June 2019. During my tenure, I participated in the shaping of ACNV's re-granting program while I was Chair of the Organizational Sustainability Committee. We worked closely with Olivia Dodd to set criteria, consider eligibility requirements and suggest an application process that would be non-prohibitive. We continue to review the re-granting processes and make board appropriate recommendations. I've been peripherally involved in our signature Arts Education Master Plan by participating in discussions with the community and NVUSD. As a Board of Director, I was an active witness in the development of the plan and continue to monitor funding associated to our success.

It would be my pleasure to serve on the Napa County Arts and Culture Advisory Committee. I am passionate about civic volunteerism and realize there is so much that we can accomplish together. I believe I can make a positive contribution at such an exiting time in Napa. Residents continue to see growth and opportunities for the arts come as the City develops. I'd like to be part of this work in the next year.

Responded

☐ Yes

Completed

☐ Yes

I declare under penalty of perjury that the foregoing is true and correct.*

☒ Yes

☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature**Date**

Mechele Manno

11/10/2018

12:15 PM

MECHELE MANNO

EDUCATION

Doctorate of Education, Organizational Leadership. *Brandman University*, Irvine, CA (completion, 2020)

Master of Fine Arts, Film, Video & Performance. *California College of the Arts*, San Francisco, CA (2003)

Bachelor of Fine Arts, Sculpture. *San Francisco Art Institute*. San Francisco, CA (1999)

Associate's Degree, Fine Arts. *Central Piedmont Community College*. Charlotte, NA (1993)

Additional Education and Certificates

- **Loyola Marymount University**, College of Communication and Fine Arts. *Language of Drama* (2012)
- **International Webmasters Association**, Online Certification. *Web Content Writing* (2011)
- **Scuola Leonardo da Vinci**, Italian Language (conversation and grammar) and Renaissance Art History. Florence, ITALY (1996-1997)

HIGHER EDUCATION ADMINISTRATION

Napa Valley College (2014–present) Napa Valley College is a comprehensive, nonresidential, two-year public institution of higher education serving over 16,500 students with two campuses in Napa and St. Helena California. The college offers premier programs of study including degrees and certificates.

Interim Dean, Arts and Humanities - (2017-present) The Division of Arts and Humanities includes degree programs in Studio Arts, Art History, Digital Arts & Design, Film Studies, Humanities, Music (vocal and instrumental), Musical Theater, Philosophy, Photography and Theater. The Dean of Arts and Humanities is a direct report to the Vice President of Academic Affairs and supervises full-time classified staff, full-time professors and adjunct faculty, professional experts, independent contractors, and part-time hourly employees. The Dean provides leadership and direction of day-to-day operations, strategic vision for division-wide educational planning and program development in accordance with the mission, goals, and objectives of the college and division.

Highlights of Administration

- Successful implementation of new processes within division. Procedural changes included: scheduling; enrollment management oversight; unit planning; and program review.
- Evaluated division capacity to increase staff and faculty positions; staff increased by 3.5 FTE; full-time faculty increased by (1) Music – vocal emphasis and (1) Humanities / Philosophy; and extended Instructional Assistants to 12-month permanent positions.
- Supporting year-to-year strategic planning for the college Performing Arts Center through seasonal programming; engaging community partners; and implementing curatorial approach to space rentals that could potentially include other division programs.
- Successful initial stage of staffing pattern changes to support Visual Arts building.
- Supporting curriculum approval processes to add distance education in departments; revision of courses; and proposed AA-T program in Ethnic Studies and AA in Film Studies.
- Advocacy for Unit Plan strategic initiatives and operational continuance for academic years, 2017-2018 and 2018-2019, which includes joint funding for the College Cultural Center.
- Ongoing implementation and integration of noncredit courses to support repeat students.

Associate Dean, Upper Valley Campus & Dean of Noncredit - (2014-2017) The Upper Valley Campus (UVC) is a 7-acre designated center of Napa Valley College that serves the community by offering fee-based, non-credit and credit classes to residents of the Napa Valley. High demand programs include: arts and crafts, food and wine enthusiast courses, health and wellness, and ESL. The Center is also home to Napa Valley Cooking School, a 14-month certificate program. The Associate Dean is a direct report to the Vice President of Academic Affairs and supervises full-time classified staff and part-time hourly employees. Responsibilities include planning and implementation of strategic vision for the Center in collaboration with the College offices at all levels.

Highlights of Administration

- Sustained Center base in year one with a 14.5% increase in FTES and reduced dependence on low-funding level FTE in year two.
- Revised fiscal year budgets to include technology upgrades and instructional media to bring facility to college standards.
- Led recruitment efforts to increase Napa Valley Cooking School (NVCS) enrollment by 27% in year one and increased number of applications by 38% in year two.
- Researched and developed new non-credit courses and certificate programs that supported campus-wide integration and implementation across divisions.
- Developed partnerships with St. Helena and Calistoga School Districts to offer credit courses that grew FTES and prepared students for college and careers.
- Collaborated with Vice President of Student Affairs and Dean of Learning Resource Center to expand resources at Center that supported student success.

SELECT PAST EMPLOYMENT

Associate Dean of Graduate Studies - Moore College of Art & Design (2013-2014, 18 months) Moore is accredited by the following agencies: Middle States regional accrediting agency and NASAD (National Association of Schools of Art and Design). Moore is also a member of the consortium, AICAD (Association of Independent Colleges of Art and Design). The college is located in the Museum Area of Philadelphia, PA and offers undergraduate and graduate degrees, and certifications to 500 annual FTE. The graduate population makes up 10 percent of the overall college in three unique programs. The Associate Dean reports directly to the Academic Dean with the responsibility of leadership over all graduate programs and direct supervision of program managers and oversight of faculty hires. This multi-faceted position utilizes assessment to maintain academic integrity, and enrollment management, writes student policies, leads Graduate Council, and provides federal reporting in concert with Educational Support Services offices.

Highlights of Administration

- Developed new marketing strategies and implemented systematic enrollment efforts. In year one, increased the conversion rate from deposit to matriculate to 98%.
- Collaborated with faculty groups to develop curriculum for new graduate degree programs with shared coursework that supported multi-disciplinary teaching and learning opportunities in a hybrid delivery format.
- Co-Authoring Plan Approval NASAD accreditation for two new graduate degree programs
- Implemented new program review and student rubrics for successful assessment strategies.
- Planned and managed program budgets of \$250k and the development of new program growth and enrollment projections.
- Led hiring of new faculty to achieve 100% terminal degrees of adjunct faculty across programs.

- Collaborated with Dean of Students to form a Graduate Student Association so students may participate in shared governance by joining college committees and voting on school initiatives.

Communications Manager - Loyola Marymount University, Los Angeles, CA. (2011-2013) LMU is a mid-sized, liberal arts Catholic university following the Jesuit and Marymount traditions. The main campus offers credential programs, undergraduate, graduate and a doctoral degree in education to 9000 annual FTE. The downtown location is home to the Law school granting a juris doctorate to 1300 annual FTE. The position reports directly to the Vice Provost for Enrollment Management and in collaboration with departments in the Enrollment Management division and progress to graduation throughout the student lifecycle.

Highlights of Administration

- Managed communications annual budget of \$500k.
- Led the implementation of new digital communication processes.
- Directed web migration and integration with improved user experience and navigation.
- Trained staff to use best practices for web posting and data-collection of web analytics.
- Monitored vendor contracts and reduced expenditures that were not measurable.

Assistant Dean, College of Design - Fremont College, Los Angeles, CA. (2010-2011) Accredited by ACCSC and offers an ABA-approved Paralegal Program. Fremont programs are delivered in traditional on-campus, blended and online methods. The responsibilities of the interim position included, support and preparation for ACCSC accreditation review and revision of curricula for future WASC accreditation. Assistant Dean reports to the Chief Academic Officer.

Highlights of Administration

- Accomplished 100% retention rate in the College of Design during redevelopment of coursework
- Developed and directed a full revision of curricula for hybrid and distance learning.
- Successfully recruited faculty for newly developed courses for on-campus and online instruction.

Associate Director of Admissions - San Francisco Art Institute, San Francisco, CA. and, Regional appointment, New York, NY. (2005-2008). SFAI is accredited by Western Association of Schools, Colleges (WASC) and by the National Association of Schools of Art and Design (NASAD). The college's long history represents a local and national cultural institution dedicated to the education of fine art disciplines offering undergraduate and graduate degrees. The added liberal arts curriculum ad degrees expanded the annual FTE to over 650 degree seeking candidate's college-wide. The Lead Associate Director of Admissions reports to the VP of Enrollment and Financial Aid serving in a leadership capacity for regional recruitment, fellowship awarding and strategic community partnerships.

Highlights of Administration

- Led recruitment teams to achieve enrollment goals.
- Directed graduate admissions review processes and increased conversion rate (86%) from accept to matriculate across programs.
- Development of new \$10k Partnership Scholarships with local and regional community colleges and high schools.
- Gained visibility for the college in the northeast and increased regional applications by 10% in year one and 15% in year two.

ARTS ADMINISTRATION

Sales Director & Gallery Assistant – Jason Rulnick Inc., New York, NY. (2008-2009) Jason Rulnick, Inc. is a fine art dealership specializing in the secondary market. He represents a select list of emerging artists and schedules limited exhibitions in the primary markets. The Sales Director supports researching art pieces in the domestic and international markets for public and private collections. Other related responsibilities include primary liaison with auction houses in New York City. Select artists represented are: Sol Lewitt, George Condo, Yayoi Kusama, Donald Baechler, Rob Pruitt, Art & Language, John Baldessari and many more.

Highlights of Administration

- Established client base, reaching out to existing clients as needed, and built relationships with galleries and dealers.
- Created, and implemented automated inventory database designed to match client contacts with art inventory.
- Sold artwork to new client base and worked to locate unique artworks in the secondary market from various art dealers.

Audio / Visual Exhibitions and Preparator - Museum of Contemporary Art, Los Angeles, CA. (contract by exhibition, 2005-2006). The position supports technical installations in three facilities operated by the museum- MOCA Grand in downtown Los Angeles, The Geffen Contemporary, in Chinatown, Los Angeles, and MOCA Pacific Design Center in West Hollywood. As a direct report to the Director of Exhibitions, responsibilities and specializations are to assist programming large-scale digital media installations for major shows, such as:

- *BASQUIAT*, national traveling exhibition organized by the Brooklyn Museum and sponsored by JPMorgan Chase.
- *Ecstasy*, at the Geffen Contemporary - assisted on the technical needs for the exhibition.
- *Drum Roll*, by Steve McQueen from the Museum's Permanent Collection - successfully installed tri-channel video installation.

Graduate Exhibitions Coordinator - California College of the Arts, San Francisco, CA. (3-year seasonal contract, 2003-2005) As part of the culminating event for the College's graduate programs, the Graduate Exhibitions Coordinator provides leadership in all aspects of programming the show and working in concert with the exhibition Curator.

Highlights of Administration

- Executed thematic visions of curators: Kate Fowle, Matthew Higgs and Glen Helfand.
- Developed installation/de-installation schedules and advised on building code requirements.
- Oversaw the inspections from city, and government officials to pass installations.
- Hired and supervised exhibition staff for install/de-install schedules and technical needs.

Gallery Technician - Yerba Buena Center for the Arts, San Francisco, CA. (2003-2004) The position is a direct report to the Director of Exhibitions. The role provides management of visual art gallery spaces, communication and collaboration with docents and general observation of art works during exhibition schedules. Worked closely with Chief Preparator and Director of Exhibitions on exhibitions, such as:

- *Beautiful Losers*
- *Bang the Machine: Computer Gaming Art and Artifacts.*
- *Bay Area Now Triennial– 2002 and 2005*

RELEVANT PROFESSIONAL EXPERIENCE

Select Solo and Group Art Exhibitions

- *Mind Over Manner* curated by Jose Ruiz, Bronx River Art Center, Bronx, NY. (2008)
- *Songs From a Book of Days, Michael's Spoon*, (collaboration) contributed video artwork; original music by Eve Beglarian. New Langton Arts, San Francisco, CA. (2005)
- *27th Bay Area Playwrights Festival*, (selected visual artist for *autodelete*) curated by Antigone Trimis and Elizabeth Oppenheimer. Screenplay by Honor Molloy. Magic Theater, Fort Mason, San Francisco, CA. (2003)
- *London Biennial 2000*, (collaboration with Jann Nunn) Piccadilly Circus, London, England and SF Museum of Modern Art, San Francisco, CA (2000)
- *Blueprint*, Southern Exposure, San Francisco, CA (2000)
- *Hover: 118th Annual Group Exhibition of the Artists Committee*, (contributed *Character-logical Exchange installation*) San Francisco Art Institute, San Francisco, CA. (1999)
- *Juried Exchange Show*, Emily Carr Institute, Vancouver, British Columbia (1999)

Select Filmography

- *Alternative Visions, Film and Video at CCA: Relational Aesthetics*, curated by Lynn Marie Kirby and Kathy Gertz; Berkeley Art Museum/Pacific Film Archive, Berkeley, CA. (2007)
- *Secret Life of Superfans*, (post-production, editor) Sam Okun, Producer, Deverill Weekes, Director. Sam Okun Productions, Inc., Los Angeles, CA. (2005)
- *Intervals: Relational Space*, curated by Kathleen Quillian for ATA, San Francisco, CA (2002)
- *Charts and Grafts Film Festival*, Rensselaer Polytechnic Institute, Troy, NY. (2002)

Performance Art / Social Interventions

- *N2P2B by Mechele Manno*, launch of project on July 4th at Liberty Island, New York, NY and unauthorized attendance at Columbia University on September 24th for Mahmoud Ahmadinejad lecture, New York, NY (2007)
- *Man, No*, (live performance) Central YMCA Historical Theater, San Francisco, CA. (1998)

Curatorial Projects

- *"Nightwatchers: A Night of Video on the Lawn"* - Winslow Garage, Los Angeles, CA. (2007) Independent curator for the exhibition. Led programming, artist selection and budget management for this summer event
- *IN-stall @ the Presidio*, (curator/artist), NIKA Gallery, San Francisco, CA (2000) Artists included Cliff Hengst, Joyce Hsu, Jann Nunn, and Lee Montgomery.

(*visit mechelemanno.com for full Art CV)

SELECT TEACHING EXPERIENCE

2013 – *Graduate Directed Research Tutorial*, Moore College of Art & Design
 2007 – *Portfolio Workshop*, Regional Event in Washington, DC for Post-Bac and Graduate candidates
 2004 – *Performance Art*, California College of the Arts (Guest Lecturer)
 2003 – *Core Studio*, California College of the Arts (Teacher Assistantship with Lynn Marie Kirby)
 2002 – *Installation*, California College of the Arts (Summer Youth Program)
 2002 – *Core Studio*, California College of the Arts (Teacher Assistantship with Lynn Marie Kirby)

SELECT ADMINISTRATIVE SERVICE AND COMMITTEES***Bay Area Regional Community Organizations***

- Caroline Liviakis Dance Company, Board of Director. (2018-present)
- Arts Council Napa Valley, Board of Director. Participation on *Executive Committee, Vice-Chair; Organizational Sustainability Committee, Chair and CEO Search Committee, Chair* (2015-present)
- St. Helena Chamber Community Relations Committee (2015-2017)
- Monrovia Group, St. Helena (2014-2017)
- LCAP Strategic Planning Committee, St. Helena Unified Superintendent's Office (2014-2017)
- Calistoga Community Schools Partners (2014-2017)

Napa Valley College

- Academic Affairs Council (2014-present)
- Curriculum Committee (2015-present)
- Enrollment Management (2016-2018)
- AEBG, Napa Consortia Lead (2016-2018)
- AB86 Committee (2014-2016)
- Program Evaluation & Planning Verification Team (2014-2015)

Moore College of Art & Design

- Graduate Council (2013-2014)
- Academic Council (2013-2014)
- Academic Affairs Committee (2013-2014)
- E-Learning Task Force (2013-2014)
- Member, Search Committee for Full-time Faculty in Interior Design (2013-2014)
- Member, Core Implementation Team for Hobson's Connect CRM (2013)
- Member, Search Committee for Full-time Faculty in Foundation and Fine Art (2013)

Loyola Marymount University

- Member, Ellucian CRM Implementation Committee (2012)
- Co-Founder and Member, Communications Committee (2012)

Fremont College

- Dean's Council (2011)

San Francisco Art Institute

- Art Advisory Committee (2000-2001)

AWARDS

Dennis Leon Award, faculty nomination, California College of the Arts, San Francisco, CA. (2003)

Harold E. Weiner Memorial Award, Sculpture Honor, San Francisco Art Institute, San Francisco, CA. (1999)

Honorable Mention, Juror, Juan Logan, Annual Juried Exhibition, Central Piedmont College, Charlotte, NC. (1993)