



County Executive Office
1195 Third Street, Room 310
Napa, CA 94559-3082
(707) 253-4421 FAX (707) 253-4176

eAFA

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**APPLICATION FOR APPOINTMENT TO
BOARD, COMMISSION, COMMITTEE OR TASK FORCE**

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Airport Advisory Commission

*Category of membership for which you are applying:
(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.)

General Public

*Supervisory District in which you reside:

District 5

*Full Name

Edward J. Shenk

Date

2/9/2007

*Current Occupation (within the last twelve (12) months):

Educator: Associate Professor/Program Director, ELM, bay Campus, Alliant International University

Current License (Professional or Occupational); Date of issue and/or expiration including status:

Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

Resume Attached - 9 pages

Community participation (nature of activity and community location):

Chair, Infrastructure & Transportation Task Force for Napa Chamber and NVEDC; President, Napa County Hispanic Network; Member, Napa City-County Library Foundation Board; Napa Chamber Ambassador; Member, Napa Valley College Foundation Board; member, NVEDC Board of Directors

Other County Board/Commission/Committee on which you serve/have served:

Served on the Napa City-County Library Commission in the '80's

* Denotes Mandatory Entry Required

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Airport Advisory Commission

Names, addresses and phone numbers of three (3) individuals familiar with your background:

*Name

Kate King

*Address

*City

1

*State *Zip Code

*Telephone

*Name

Dorothy Lind-Salmon

*Address

Ave., Ste.

*City

*State *Zip Code

*Telephone

*Name

Dr. Chris McCarthy

*Address

*City

*State *Zip Code

*Telephone

Name and occupation of spouse within the last 12 months, if married (for Conflict of Interest purposes):

Sue Dee Shenk, Executive Director, Napa Valley Community Housing

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

I currently serve on the Commission and would like to continue. As a general public member, I represent the public interest in aviation and our airport. With my relationship with the Chamber and NVEDC as the Chair of the ITT, I believe I bring unique connections to the Commission as related to other transportation issues in the county, which I share with the Commission members. I also report back to the ITT and NVEDC on the key activities at the Airport so as to increase awareness of the value of the Airport to our county. I believe I provide a quality service to the Commission and the County and request my reappointment. Thank you for your consideration.

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Airport Advisory Commission

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.**PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.****All applications will be kept on file for one year from the date of application****PERSONAL INFORMATION**

The following information is provided in confidence to the extent that it will not be posted on the Internet, 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

Edward J. Shenk

*e-mail Address

*Home Address

*Work Address

*City

State

*Zip Code

*City

State

Zip Code

*Telephone

Telephone

Return Receipt

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Full Name

Edward J. Shenk

*e-mail Address

.nt

*Home Address

*Work Address

*City

State

*Zip Code

*City

State

Zip Code

*Telephone

Telephone

Please Print

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Edward J. Shenk, Ed.D.

Home: (

Work: (

SUMMARY

More than 35 years of experience in administration, communications, and relations with community members, faculty, staff, and students in a community college setting

ACCOMPLISHMENTS

- Trained in interest-based negotiating used by the Napa Valley Community College District negotiating team with the faculty union since 1992. Helped achieve two-year contracts for 1995-97 and 1999-2001
- Initiated student services training on diversity issues in 2000-01, with attendance required by all staff
- Chaired the Faculty/Staff Diversity Committee that revised the Board policy on faculty and staff diversity/affirmative action
- Co-chaired and served as member of the Enrollment Management Committee that sets district FTES goals based on numbers of instructional credit and noncredit courses offered and complementary marketing and registration plans. With few exceptions, the college reached FTE targets.
- Implemented a marketing plan that resulted in a 9.8 percent enrollment increase, reversing a three-year decline
- Worked effectively as a member on the Chancellor's Task Force on Academic Quality that produced the statewide matriculation program, academic rigor policy, and the basic skills policy
- Hired, oriented and trained over 30 new and assigned administrators and faculty coordinators
- Participated actively on the Instruction Council, Curriculum Committee, faculty evaluation committees, instructional program review, faculty Student Affairs Committee, and the LARC team
- Directed, since inception, the development and implementation of the state matriculation plan as chair of broad-based campus committee
- Counsel and assist faculty in resolution of classroom problems, grading issues, policy interpretation and student disruptions

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- Spearheaded efforts to develop and implement a new childcare center in 1976, development of the new facility in 1994 and an addition in 1999. The Center is a model child development center for the state and a training site for the Child and Family Studies Program
- Provided leadership in the development and implementation of the Student Service South building, housing the Student Support Services and Workability III programs.
- Initiated the New Faculty Welcoming Reception hosted by the Education Committee of the Napa Chamber of Commerce
- Worked with Director of Facilities, Student Services Council, and outside consultant to develop an architectural concept paper for a student services building
- Initiated the development of outreach programs in the Upper Valley and American Canyon
- Developed and guided the implementation of a student activities program with staffing
- Conceived and implemented the first Statewide C4S2A2 Student Services Training Institute held in Napa in 1989. Served as facilitator for 1989-90 & 2001 Institutes.
- Initiated and co-chaired the statewide Institute of Legal Affairs/Student Discipline held in Napa in January 1995, with over 130 attendees.
- Led counseling faculty to implement group workshops, guidance classes, and walk-in service to allow for greater student contact.
- Developed and implemented the Student Orientation Assessment Advising and Retention program (SOAAR) in 1983.

EXPERIENCE

- 7/2005- **Associate Professor/ Program Director, Alliant International University**
Coordinate and teach courses in the Doctoral program for Community College Administration.
- 1987-present **Vice President of Student Services, Napa Valley College**
Responsible for the coordination, development and implementation of student and enrollment services and integration with instructional programs and processes. Develop and implement the college's marketing plan. Co-coordinate the district's enrollment management plan. Serve on the President's Staff, Planning and Budget Committees (shared governance), Title III monitoring committee, Instruction Council, Curriculum Committee, Academic Senate Student Affairs Committee, Student Equity Committee, and the President's Staff. Work closely with faculty on a variety of committees, special projects and faculty evaluations. Provide leadership to ten administrators and faculty coordinators and more than eighty staff members. Monitor a \$6.2 million budget. Address student complaints and petitions. Advise faculty and students. Serve as college ombudsperson to assist

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in problem resolution. Actively participate in college's community relations efforts. Address employee issues and sit on the District/CTA negotiating team. Develop, implement, and coordinate the district's matriculation plan. Provide district enrollment and FTES projections. Handle all student discipline and grievance cases. Oversaw printing operation, 1992-2001. Began serving as district Affirmative Action Officer in 1997, reviewing hiring pools, assigning affirmative action staff to hiring committees, presenting affirmative action topics at staff trainings, handling all discrimination and sexual harassment complaints, chairing Faculty/Staff Diversity Committee, and advising president on affirmative action issues.

Note: title changed from Dean, Student and Enrollment Services in July 1991, to report directly to the Superintendent/President. Public safety, printing services and negotiation assignments were added in September 1992.

- 1978-2001 **Instructor, part-time Napa Valley College**
Taught Political Science 120 and 121, Introduction to Political Science, during spring, fall, and summer terms (1993-2001). Taught student leadership classes (POLI 350) in 1970's and 1980's. Student evaluations were very positive and student retention rates exceeded 90%. Serve on political science substitute list (1993-2001) and fill in for instructors as needed.
- 1986-87 **Associate Dean, Student and Enrollment Services, Napa Valley College**
Represent student services on the Instruction Council. Coordinate the preparation of the college catalog. Responsible for the coordination, development and implementation of student and enrollment services. Develop and implement the college's marketing plan. Supervise five administrators and 45 staff. Develop and implement the High School Relations Plan. Directly supervise the counseling faculty. Assist in the development of the integration plan for the Early Childhood program and the Child Development Center. Represent the District LARC team at regional meetings.
- 1981-86 **Associate Dean, Student Services/Assistant Dean of Instruction, Napa Valley College**
Responsible for coordinating, developing, and implementing student services. Serve on the Instruction Council. Monitor budgets. Hire, train, and evaluate assigned management, counseling and clerical staff. Act as the student ombudsperson and as the student activities coordinator. Develop policies and supervise the library and Special Services. Develop, implement and coordinate the District Matriculation Plan. Serve on the district LARC team.
- 1975-81 **Assistant Dean, Student Services, Napa Valley College**
Responsible for the implementation, coordination, and development of the Financial Aid Department, EOPS Program, Child Care Center and Veterans Program. Assisted with the student activities program and taught student leadership courses.

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Established faculty interview process. Responsible for all Financial Aid Director duties during 1978-81.

1973-75 **Director, Veteran's Program, Grossmont College**
Responsible for the design, implementation, and coordination of program for returning Vietnam vets. Increased Vietnam veteran enrollments from 300 to over 3,000.

1971-73 **Coordinator, EOPS (Extended Opportunity Program and Services) Grossmont College**
Responsible for the design, implementation, and coordination of the first Extended Opportunity Program and Services program at Grossmont College. Instructor in the Neighborhood Youth Corps. Provided financial assistance, advising, and problem solving assistance to students. Served as recruiter.

1970-71 **Research Assistant, Grossmont College**
Conducted pre-employment counseling, job selection/development and established employment criteria. Assisted with research projects, including design and implementation. Established client needs from which community action projects resulted.

EDUCATION

1981	Ed.D.	University of Oregon: Higher Education
1975		University of Colorado: Community Colleges
1972	M.P.A.	San Diego State University: Public Administration
1969	A.B.	San Diego State University: History

CREDENTIALS

Community College Instructor Credential: Public Services and Administration
Community College Limited Service Credential: Government
Community College Student Personnel Credential
Community College Supervisor Credential

SPECIAL ASSIGNMENTS

2003,'02 **Consultant, Monterey Peninsula College**
Contracted to provide workshop for faculty and staff on classroom management of challenging students

1998 **Consultant, Cañada College**
Contracted to provide organizational analysis of student services and present to staff

- 1995 **Consultant, Chabot Community College**
Contracted to provide workshop to faculty on student discipline
- 1995 **Consultant, Foothill Community College District**
Consultant on student grievance matter
- 1994 **Consultant, San Francisco City College**
Contracted to provide workshop in enrollment management
- 1991 **Facilitator, Chabot Community College**
Facilitate student services staff reorganization meeting
- 1990 **Consultant, Hartnell Community College**
Advise and assist in the implementation of the matriculation program
- 1984-85 **Consultant, Sonoma Department of Education**
Advise and assist employment agencies in program development

NAPA VALLEY COLLEGE INVOLVEMENT

District Core Facility Committee
Budget Committee
Strategic Planning Committee
District/CTA Negotiating Team
Facility Committee
Instruction Council
Student Services Council, chair
Matriculation Steering Committee, Chair
Faculty/Staff Diversity Committee, Chair
College Council (Shared Governance Committee), alternate
Academic Senate Student Affairs and Student Equity Committees
President's Council/Staff
Title III Grant Committee; Internal Monitoring Committee
Staff Development and Flex Day committees; Staff Enhancement Committee
Project Director, VEA: Career Education
Administrative representative: Bay Valley Conference
Health Review Task Force, chair; JTPA: High Risk Grants
Accreditation Team; member, co-chair
Management Association, president

COMMUNITY ACTIVITIES

2006-present Member of NVEDC Board of Directors
Selected to serve on Board

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- 2004-present **Member, Napa County Airport Advisory Commission**
Appointed by the Napa County Board of Supervisors as general public member
- 2003-present **President, Napa County Hispanic Network Executive Board**
Appointed to the board and assigned as Oversight Chair. Became President in 2006.
- 2001-present **Chair, Infrastructure & Transportation Committee, ITT for Napa Chamber of Commerce**
Appointed by Chamber President to chair newly created committee
- 2000-present **Member, Napa City-County Library Foundation**
Appointed to three-year term to serve as member of Library Foundation and assigned to nomination committee and to annual fund-raising effort.
- 2000-2001 **Member, community group** that helped to locate a site, raise funding, and install a Hispanic Mural in downtown Napa.
- 2000-2002 **Member, Napa United Way Coordinating Council**
Appointed to three-year term to advise United Way of local needs and recommend allocations
- 2000-2006 **Member, South County Committee, 1999-present.**
Helped to create this committee when I was president of Chamber
- 1986-present **President 1999, Board of Directors, Ambassador, Committee Chair Napa Chamber of Commerce**
Appointed to six-year term, Chamber Board of Directors, 1995-2000.
Served on education and public relations councils; education chair, 1988-90
Ambassador since 1990; President of Ambassadors, 1994 and 1995
Council Chair, Business, 1997; president-elect, 1998; immediate past president,
As chamber president, I hired a new CEO, brought a deficit budget into balance with reserves, advocated for the *Picture Perfect* book fundraiser, advocated for publications on the construction impacts of flood and Highway 29 with local elected officials, and led efforts to retain 707 area code.
- 1986- 2000 **President, Advisor, Alternate Delegate, Vice-President of Programs Phi Delta Kappa, Napa Chapter**
Implement chapter objectives and advise executive board; member since 1982.
- 1987- 1995 **Coach and Assistant Coach Napa Soccer League**
Service as coach or assistant coach for young soccer players age six through 12.

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- 1987 **Member, NVUSD Strategic Planning Committee**
Served as college representative on the Napa Valley Unified School District Strategic Planning Committee.
- 1983-1989 **Chair, Vice-chair, Member**
Napa City/County Library Commission
Policy development and oversight of Napa City/County Library.
- 1983-1987 **President, Advisor**
American Heart Association, Napa Branch
Implement branch objectives and participate on regional board.
- 1975-present **Campaign Worker**
Participate on committees to elect candidates for city council, county board of supervisors, state senate and assembly, congress, and President/Vice President

STATE ACTIVITIES

- 2004 NASPA, national Knowledge Community Chair, Community Colleges
- 2000 Ad hoc advisory committee to Judith James, new Vice Chancellor, Student Services, California Community Colleges
- 2000 Co-chair, NASPSA Marriott Leadership Institute, Monterey
- 1994-present NASPA Northern California Executive Council, Community College Liaison
- 2001 Co-chair, Student Services Leadership Institute, Berkeley
- 1999-00 Member, Regional NASPA Conference Committee
- 1996-97 Task Force on Capital Outlay, CSSO representative
- 1992-94 AB1725 and 50% Task Force on Non-Teaching Faculty, CSSO representative
- 1991-93 Representative of Chief Student Service Organization on Chancellor's Council of Organizations and The Californians.
- 1988-94 Chancellor's Chief Student Service Council; joint meetings with the Academic Senate and the Chief Instructional Officers.
- 1988-94 CCCSSAA, President (1991-92), Past-president (1992-94), President-elect (1990-91), Vice-president, north (1988-90)
As president, sent letters statewide to deans of students, to the Academic Senate president on matriculation, to BOG president on enrollment management, statewide data collection on non-enrolled students for Chancellor's Office; planned, interpreted, and chaired Gateway to Consultation for all student services associations; developed protocol for communication for all student service associations into the consultation process still in use to this date.

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1987-91 Matriculation Advisory Committee, Chancellor's Office
1981-85 CCCCSSAA, Regional Representative
1988; 1992 Accreditation Team Member: Vista College, Cuesta College
1987-90 Regional Representative, State Matriculation Advisory Committee
1986-87 Student Services Representative, Task Force on Community College Leadership and California State Universities
1986-88 Greater Avenues for Independence Task Force, Chancellor's Office
1983-84 Task Force on Academic Quality for Community Colleges, Subcommittee on Matriculation
1978 Oregon State System of Higher Education Administrative Review Committee on Residency Classification

SPECIALIZED TRAINING

2005 James E. Scott National Academy for Leadership and Executive Effectiveness: Higher Education Today: Private Benefit or Public Good?

2001, 1997 NASPA Stevens Institute: Moral and Value Based Leadership; Professional Challenges in Student Services

2001, 1990, 1989 CCCCSSAA Student Services Training Institute, lead facilitator

1999, 2000 NASPA's Marriott Leadership Institute
1999 - Student Discipline and Assessment in Higher Education
2000 - co-coordinator

1998 Training in Sexual Harassment and Investigations, University of Vermont

1995 Institute on Legal Affairs/Student Discipline, co-coordinator

1993 Writing Across the Curriculum Workshop

1992 Professional Administrators Development Institute, AACJC

1993, 1989 Matriculation workshops on Assessment and Research

1988 California Administrative Leadership Seminar

1987 Racism and Sexism in Higher Education

1987 Economic Development and Community Colleges

1986 Marketing the Community College

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HONORS AND AWARDS

Napa County Hispanic Network Lifetime Achievement Award, 2002

NASPA Outstanding Region VI Dean of Student Service, 2001

Ambassador of the Year, Napa Chamber of Commerce, 1999

CCCCSSAA President's Award, 1992

Phi Delta Kappa of the Year, 1990, Napa Chapter

Outstanding Young Man in America, 1978

Kellogg Fellowship to attend Institute in Community College Administration, University of Colorado, Boulder, 1973

Outstanding Service in School Government, San Diego State, 1968-69

Who's Who in American Colleges, San Diego State, 1968-69