



## **Provisional Trustee Candidate Application Packet**



### Timeline

<b>Date</b>	<b>Day</b>	<b>Task</b>	<b>Meeting</b>	<b>Notes</b>
5/21/26	Thursday	Resignation Announcement Made	BoT Regular Meeting	Trustee Olsen announced resignation due to relocation
6/11/26	Thursday	Approve Provisional Appointment Process	BoT Regular Meeting	Public action to approve provisional appointment
6/15/26	Monday	Publish Application		1 week for submissions
6/18/26	Thursday	Announcement Published in General Circulation Paper		Requirement of AP 2110 Vacancies on the Board
6/21/26	Sunday	Deadline to Submit Application		1 week for HR to confirm eligibility
6/29/26	Monday	Trustee Applicant Review Period		3 weeks to review and score
7/15/26	Wednesday	Post Special Meeting Agenda		24hr Brown Act notice required
7/16/26	Thursday	Select Provisional Appointee	BoT Special Meeting (scheduled after Regular Meeting)	Open session vote required
7/20/26	Monday	Deadline to make Provisional Appointment		60 days from resignation announcement
8/20/26	Thursday	Swearing in of new Trustee	BoT Regular Meeting	1mo for onboarding



## Recruitment Publicity Notice

Napa Valley Community College District is soliciting applications for a member of the community to serve as an appointed member of the Board of Trustees for Trustee Area 5 through the end of the seat's current term, December 17, 2026.

Link to NVCCD Trustee Areas: <https://gis.countyofnapa.org/NVCTrusteesMap>

The Board of Trustees governs on behalf of the citizens of the Napa Community College District in accordance with the authority granted and duties defined in Education Code Section 70902. The Board is responsible for institutional performance and educational quality and provides vital educational services to the communities in the region.

The Board is seeking candidates who have the ability and time to fulfill the responsibilities of being a member of the Board, which include:

- Participation in the work of the Board, which includes attending all Board meetings and key college events, studying and discussing policy issues, and participating in Trustee education programs.
- Being knowledgeable about the communities served by the college, and a willingness to act on behalf of, and for the benefit of, those communities.
- Commitment to Community Colleges and their missions; understanding educational, social, and economic policy issues.
- Engaging in balancing the needs of many diverse groups while being able to contribute to and build consensus.
- Contributing to effective Board functioning and supporting the authority of the Board as a whole.

The Board of Trustees typically meets on the third Thursday of each month. Additional meetings may be called as needed or required.

For further information and/or to request application materials, please contact Napa Valley College Chief of Staff, Armando Robles at [armando.robles@napavalley.edu](mailto:armando.robles@napavalley.edu). Applications are due no later than Sunday, June 21, 2026. The Board will review candidate applications and anticipates it will make the provisional appointment on July 16, 2026.



## Letter to Interested Applicants

Dear Applicant,

Thank you for your interest in serving as an appointed member of the Board of Trustees of the Napa Valley Community College District. The appointee will serve through the end of the seat's current term, December 14, 2026.

All application materials must be received to the Office of the President no later than June 22, 2026.

Application materials includes the following:

- A letter of interest addressed to the Board President, Jennifer Baker
- An updated resume, including examples of community service and leadership
- A completed Applicant Questionnaire (enclosed)

The Board will consider these materials in determining who will be selected at a public meeting on July 16, 2026. The Board encourages you to review the enclosed materials that outline the Board's responsibilities and expectations. Additionally enclosed, you will find relevant Board Policies, the college's Mission, Vision, and Values statements, and other relevant material.

You are additionally encouraged to explore the college's website for more information:

<https://www.napavalley.edu/index.html>

Please contact Armando Robles, Chief of Staff at [armando.robles@napavalley.edu](mailto:armando.robles@napavalley.edu) if you have any questions about the position or the selection process.

Sincerely,

James Reeves  
Acting Superintendent/President, Napa Valley College



## Candidate Application Form

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Company: \_\_\_\_\_  
Business Address: \_\_\_\_\_

*Please complete the following or attach a current resume.*

Education (List degrees earned or highest year completed and the college or school)

\_\_\_\_\_

Employment History (last 6 years)

\_\_\_\_\_

Public and Community Service

\_\_\_\_\_

(Check if applicable) I am related to a current employee of the district.

If yes, name of employee and your relationship: \_\_\_\_\_

I understand that I may not be employed by the district and serve as a member of the board.

I certify that I meet all eligibility requirements. (Note: To be eligible, an individual must be at least 18 years old; must be a [resident Trustee Area 5](#); must be a registered voter and must not be disqualified from holding civil office by the Constitution or any law of the state of CA)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Application due by June 21, 2026, at 11:59 p.m. Application may be emailed to Armando Robles, Chief of Staff at [armando.robles@napavalley.edu](mailto:armando.robles@napavalley.edu) or delivered to the Superintendent/President's Office, Room 1530 at 2277 Napa-Vallejo Hwy, Napa, CA 94558.*



### **Applicant Questionnaire**

1. *Please state why you are seeking an appointment with the Board of Trustees.*
  
  
  
  
  
  
  
  
  
  
2. *What skills and abilities would you bring to the work of the Board?*
  
  
  
  
  
  
  
  
  
  
3. *Please describe your experience in serving on boards, commissions, appointed or elected positions. Please list the dates and how these experiences would contribute to your service on the board.*
  
  
  
  
  
  
  
  
  
  
4. *Describe other community involvement and experience that would contribute to the work of the Board and the college.*
  
  
  
  
  
  
  
  
  
  
5. *Is there anything else you would like the Board to consider for your application?*

*Applicants may attach supporting materials and letters of reference. The maximum number of materials that may be submitted is 10 pages (this includes the application, resume, interest letter, questionnaire responses and any supporting documents).*