

**MEMORANDUM**  
OFFICE OF THE  
**BOARD OF SUPERVISORS**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Kirk Uhler, Supervisor, District 4

DATE: August 28, 2007

SUBJECT: COMMITTEES AND COMMISSIONS – Historical Advisory Board -  
Approve the appointment of Tracy Falk to Seat 4 as requested by  
Supervisor Uhler.

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**ACTION REQUESTED**

Approve the appointment of Tracy Falk to Seat 4 as requested by Supervisor Uhler.

**BACKGROUND**

The purpose of the Historical Advisory Board is to advise and make recommendations to the Board of Supervisors and the Department of Museums Director in all matters of historic, prehistoric, archival and museum planning and policies. The Historical Advisory Board shall establish a County Historical Organizations Committee and a Cultural and Historical Resources Committee to assist in its work. The committee is composed of seven members, the Board of Supervisors shall appoint five, the Placer County Historical Society shall nominate one, and one of whom shall be nominated from the ranks of the County Historical Organizations Committee. The Board of Supervisors shall confirm all members. Appointees by the Board of Supervisors shall coincide with the Supervisors terms of the District from which they are appointed. The members recommended by the Historical Society and the Historical Organizations Committee shall not exceed two years. The committee shall have one bi-monthly regular meeting, plus additional meetings as may be called by the Chairperson, not to exceed twelve per year. Meeting location to be announced.

**FISCAL IMPACT**

None



PLACER COUNTY  
BOARD OF SUPERVISORS

APPLICATION FOR MEMBERSHIP ON  
ADVISORY BOARD OR COMMISSION

THE FOLLOWING IS PUBLIC INFORMATION

APPLICATION FOR MEMBERSHIP ON: Historical Advisory Board

(NAME OF BOARD, COMMISSION, OR COMMITTEE)

IF THIS BOARD/COMMISSION/COMMITTEE CALLS FOR A SPECIFIC TYPE MEMBER, PLEASE INDICATE THE  
POSITION FOR WHICH YOU ARE APPLYING: Seat #4 vacancy

NAME: Tracy A. Falk

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: 4

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: M-F TIMES: after 4:30 p.m.

EMPLOYMENT EXPERIENCE/PROFESSION (A RESUME MAY BE ATTACHED): please see resume

ORGANIZATION/COMMUNITY EXPERIENCE: on various local and regional historical organization boards, volunteer in church, see resume for more detail

EDUCATIONAL EXPERIENCE: CSU Fullerton BA in American Studies and Sociology-Highest Honors 8/89, CSU Fullerton MA in American Studies

8/95

APPLICATIONS WILL BE RETAINED FOR TWO YEARS

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS  
175 FULWEILER AVENUE, ROOM 101, AUBURN, CALIFORNIA 95603

DATE: 5/25/07

SIGNATURE

Tracy A. Falk

Tracy A. Falk, M.A.

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**EDUCATION:**

Master of Arts-American Studies, Cal State University-Fullerton: Honors 8/95

Bachelor of Arts-American Studies & Sociology, CSU-Fullerton: Highest Honors 1/89

**EXPERIENCE:**

3/07-present: Student Personnel Assistant-Transfer Services- Folsom Lake College, Folsom, CA.  
Serve as staff assistant in Transfer Center providing information to students on transfer resources, GE requirements, FLC policies and procedures and registration. Help coordinate transfer event, workshops, and resource fairs, network with various college representatives, assist in marketing transfer services on campus, supply ordering, and preparing publications and flyers. Use Word, internet, and Microsoft Publisher. Work with Admissions and Records, and Outreach staff.

12/03- 11/06: Evaluator- CSU Fullerton, Fullerton, CA.

Evaluate student transcripts, and prepare grad check document towards fulfillment of undergraduate graduation requirements. Interface with students, staff, faculty and public on university policies and procedures including General Education, major requirements, transfer coursework, gpa issues, advisement options, and course repetition regulations. Work closely with all areas of Admissions and Records staffers, as well as faculty advisors and department staff. Manned front counter person-to person questions, handled phone and e-mail student inquiries, and assisted with innovations in using computer advisement programs. Used SIS+, Word, Excel, and Panagon computer programs.

3/06-7/06: Co-Curator, Brea Historical Society Museum, Brea, CA.

Contracted with two other curators to research and prepare exhibit on Brea's history for Historical Society. Involved in selection of photos, artifacts, and themes for exhibit. Wrote label content for display.

12/01-12/03: Volunteer Coordinator- Homestead Museum, Industry, CA.

Recruit, select, train, evaluate, and manage volunteer staff at historic house museum. Schedule tours and tour coverage, edit and write monthly newsletter, help plan and coordinate special events, field trips, and continuing education workshops. Update training manuals and worksheets, maintain files, and conduct research. Give tours of site, oversee volunteer program budget, network with public and other museum personnel, and provide reception backup.

7/99-7/01: Coordinator-Orange County History Conference, Fullerton, CA.

Under the History Dept. at CSUF and the Historical Commission of Orange County responsible for history conference planning. Conduct local arrangements, select panel participants, write correspondence for event, program design, media contact, conduct registration, prepare budget, foster public & donor relations, supervise student workers & book sellers, and am involved in the production of publication based on event. Volunteered on Program Committee for joint event with California Studies Association, 2002 conf.

7/99-1/00, 8/00- 12/00: Teaching Assistant-Cal State Fullerton, Fullerton, CA.  
Assisted Dr. Art Hansen in History 478. Orange County History. Helped pick out materials and resources for class, responsible for lectures, helped create testing materials, & advised students on projects.

1/95-12/01: Office Manager-School of Library & Info. Science, Fullerton, CA.  
Register students, assist in scheduling of courses, maintain files, answer phone inquiries, & complete forms for a graduate program. Select, train & supervise assistants, order supplies, assist with budget preparation and payroll, and aid in resolving student problems. Network with faculty and various departments on several campuses. Possess knowledge of university policies and procedures. Perform outreach and special event planning with libraries throughout Southern California. Help set-up and administer distance education program throughout state. Attend staff development workshops on team building. ACCESS, supervising and management skills. Use Internet, ACCESS, Inmagic, Excel, FileMaker Pro and Microsoft Word software.

1/96-10/97: Instructor, Orange Co. Business College, Anaheim, CA.  
Taught Business English, Office Procedures, Business Machines, Public Speaking, Customer Service and Professional Development courses for private vocational school. Counsel students on academic and career preparation, lecture, prepare & grade exams, and participate in new student orientation.

7/94-12/94: Senior Intern-Homestead Museum, City of Industry, CA.  
Assist with caring for collection, provide tours, research, work on publicity and special events. Use Word 6.0, Pagemaker, Excel, and Q & A computer programs. Interacted with staff, volunteers, and public.

7/90-7/94: Program Specialist-Rancho Santiago College, Santa Ana, CA.  
Assess potential adult students for learning disabilities program. Worked with students with all types of disabilities: learning, acquired brain injuries, physical, and psychological. Maintain student files, complete school & state reports, assist in program planning, and tutor. Supervise six aides, answer phones, schedule appointments, conduct intake interviews and initial testing, utilize computer, and network with outside agencies & college programs.

8/93-7/94: Graduate Advisor-Cal State University, Fullerton, Fullerton, CA.  
Advise undergraduates on university policies and general education requirements. Answer phones; utilize computer, & present orientation workshops.

9/87-6/93: Instructional Aide-Rancho Santiago College, Santa Ana, CA.  
Tutor adults with learning, physical, & psychological disabilities, in college courses & basic skills.

7/90-7/93: Office Manager-Orange County Historical Society, Santa Ana, CA.  
Answer phone inquiries, service archival collection, conduct historical research, & network with individuals & organizations. Use computer for correspondence, daily projects, & to write monthly column for newsletter.

12/90-4/91: Independent Consultant- Museum of Natural History & Science, Aliso Viejo, CA.  
Catalog, photograph, & assess artifacts remaining on the Historic Moulton Ranch. Supervise two field assistants, research site's history, & complete all needed forms/reports.

3/86-10/87: Merchandise Hostess- Disneyland, Anaheim, CA.  
Worked as cashier & stockier in three shops. Trained new employees. Received three awards.

#### VOLUNTEER EXPERIENCE:

8/05-12/06: Volunteer, Children's Liturgy Ministry, St. Juliana Church, Fullerton, CA.  
Review and discuss readings for the day with parish children during Mass.

12/03-12/06: Docent, Homestead Museum, Industry, CA.  
Conducted tours of two historic houses, and participated in special events held at museum.

1/95-12/01: Administrative Liaison, Fullerton, CA  
Help School of Library and Info. Science students plan graduation ceremony, Career Fair, & other events.

1/89-1/91, 1/94-12/00: Historic George Key Ranch, Placentia, CA.  
Assist county ranger in cataloging, researching, & displaying artifacts in collection. Supervise other volunteers; give tours, & set-up photo collection index.

4/97-4/00: Docent, Yorba Linda, CA.  
Conduct tours of historic Susanna Bixby Bryant House and Gardens.

7/94-8/96: Research Assistant, La Habra, CA.  
Conduct newspaper research and oral history interviews for project on the Salton Sea.

1/88-6/91: Willard Junior High School, Santa Ana, CA.  
Provide after school tutoring in math for sixth, seventh, & eighth graders.

#### HONORS:

##### *Educational:*

On Dean's List at CSU Fullerton all four years as undergraduate

Editor of American Studies student newsletter

Recipient of Vaca Scholarship & Academic Achievement Award in American Studies Department

Recipient of MacNeel-Pierce Oral History award

Received scholarship from Pacific Preservation Field School-University of Hawaii, Manoa, Summer 1993

Member of American Studies & Sociology Student Assoc.

Member of Alpha Kappa Delta & Golden Key National Honor Societies

##### *Organizational:*

Member of American Association for State & Local History, National Trust for Historic Preservation & American Association of Museums

Member of the Friends of the Fullerton Arboretum, CSUF Alumni, California Studies Association & California Mission Studies Association

Member of the National Council on Public History

Member, Board of Directors, Santa Ana Canyon Historical Council, 1997-present, Secretary, 2000-2002

Member, Board of Directors, Orange County Historical Society, 1993, on board 1998-to present, Preservation and Activities Chair 1998- 2000, Curator 2000-2006, Editor 2006

Member, Southwest Oral History Association 1997- present, on board as Treasurer 2000-03, Secretary 2003-2005, Co-Chair, Scholarship and Service Awards Committees-ongoing

Member, Historical Society of Southern California, 1999-present

Member, Los Angeles History Seminar, 2000-2005

Member, Folsom Historical Society and Friends of the Folsom Zoo, 2007

*Publications:*

Seven years served on editorial board for award-winning CSUF History department journal, *Welebaethan*  
Co-compiler of CSUF's Oral History Dept. 25th anniv. publication, *Before Our Very Eyes*

Book review in the *Journal of Orange County Studies*

Published article entitled, "The California Dream: Ambiguity Versus Authenticity" in the CSUF American Studies journal, *American Papers*, vol. XIV

Published thesis entitled, *Uncovering A Sense of Place: The Interaction between Culture and Landscape in Santa Ana Canyon, Orange County, California*. 1995

Editor for two local historical society newsletters 2004-2006

Co-editor, *Orange County: Postcard History Series*, Arcadia Publishing, 2005.

Contributor, article on the Santa Ana River Valley, in the *Encyclopedia of Immigration and Migration in the American West*, edited by Gordon Bakken and Alexandra Kindell, Sage Publishing, 2006.

*Research and Presentations:*

Recipient of Haynes Research Grant awarded by the Historical Society of Southern California, summer 1998

Reader/Researcher, Huntington Library and Botanical Gardens, 1998-2002

Presenter, 4th Annual Networking Conference, Association of Personal Historians, Nov. 1998

Featured lecturer at Yorba Linda Historical Society, Orange County Historical Society, Continuing Learning Experience-CSUF and Anaheim Historical Society: topics: Orange County and Santa Ana Canyon history, California Missions, and Oral History as a tool for local historical societies, 1997-present

Panel member, "Roundtable on Academic vs. Contract Oral History", Southwest Oral History Conference, April, 1999, Palm Springs, CA

Panel member, "Exploring the Physical Environment", Southwest Oral History Conference, April 2000, Long Beach, CA. Topic: Raging River: Memories of the Santa Ana River Flood of 1938

HISTORICAL ADVISORY BOARD

COMMITTEE INFORMATION

**COMMITTEE PURPOSE:** To advise and make recommendations to the Board of Supervisors and the Dept. of Museums Director in all matters of historic, prehistoric, archival and museum planning and policies. The Historical Advisory Board shall establish a County Historical Organizations Committee and a Cultural and Historical Resources Committee to assist in its work. Res. 83-104, 83-448, and 86-499, replaced by Res. 2001-302 to change the function, composition and terms of office of the Historical Advisory Board.

**CONFLICT OF INTEREST:** No

**COMMITTEE COMPOSITION:** The Historical Advisory Board shall consist of seven (7) members, five (5) of whom shall be appointed by the Board of Supervisors as provided by Section 2.40.010 of the Placer County Code, one (1) of whom shall be nominated by the Placer County Historical Society, and one (1) of whom shall be nominated from the ranks of the County Historical Organizations Committee. The Board of Supervisors shall confirm all members. Appointees by the Board of Supervisors shall coincide with the Supervisors terms of the District from which they are appointed. The Supervisors take office January 1, with the appointed members expiring June 30 of that year. The members recommended by the Historical Society and the Historical Organizations Committee shall not exceed two (2) years.

**COMMITTEE MEETINGS:** There shall be one regular meeting of the Board bi-monthly, plus additional meetings as may be called by the Chairperson, not to exceed twelve per year.

**COMPENSATION:** Members shall receive no compensation for their services; however, any member traveling on official business for the Council shall be reimbursed for his actual and necessary traveling expense.

**COUNTY CONTACT**

Melanie Barton, PC Museums Admin.  
(530) 889-6501  
101 Maple St  
Auburn, CA 95603-

**COMMITTEE CONTACT**

**CURRENT MEMBERS**

**SEAT # 1**

Vacant Seat  
REPRESENTS: Dist 1  
STATUS: Vacant  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 6/30/2011

**SEAT # 2**

Glenn Vineyard  
REPRESENTS: Dist 2  
STATUS: Active  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 6/30/2011

**SEAT # 3**

Thomas Seth  
REPRESENTS: Dist 3  
STATUS: Active  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 6/30/2009

**SEAT # 4**

Vacant Seat  
REPRESENTS: Dist 4  
STATUS: Vacant  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 6/30/2009

**SEAT # 5**

Gerda Percival  
REPRESENTS: Dist 5  
STATUS: Active  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 6/30/2008

**SEAT # 6**

Donna Coffman  
REPRESENTS: Hist Org Comm  
STATUS: Active  
TERM LENGTH: 2-years  
APPOINTED BY: Hist Org Comte  
EXPIRES: 6/30/2008

**SEAT # 7**

George Lay  
REPRESENTS: Hist Society  
STATUS: Active  
TERM LENGTH: 2-years  
APPOINTED BY: Hist Society  
EXPIRES: 6/30/2009

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