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Executive Director
Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee
From: Krystinne Mica, executive director

Date: November 29, 2022

The following provides highlights of activities since November 1, 2022. The report is arranged in the four categories found on the Executive Director Job Description. The four sections are: Board Governance, Financial Performance and Viability, Organization Mission and Strategy, and Organization Operations. A portion of tasks include those completed by the ASCCC office team and are included to show the full operational activities. Those listed are only highlights and are not inclusive of all activities completed by staff. Please let me know if you need more details regarding any of the highlights listed.

Board Governance:

- Attended November 2, 2022 Executive Committee meeting
- Meet with Pres on a daily/weekly basis to discuss ongoing and new issues
- Attended Officers meeting on November 28
- Attended ASFCCC Meeting on November 16
- Bi-weekly meetings with Legislative Advocate
- Met with Strategic Planning consultant on November 9 and November 23
 - Worked with president and consultant on plan and strategy for strategic planning sessions
- Met with Allied Path Consulting on November 10 to discuss cultural humility training for Executive Committee

Financial Performance and Viability:

- Working on budget request to Chancellor's Office for potential funding for activities related to transfer, OER, common course numbering, AA to MA, mental health and trauma informed practices, and professional development
- Finalized contract for Githens and Associates (strategic planning firm)
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Coordinated and presented at Fall Plenary Session November 3-5
- Attended AB 1111 Task Force Meeting – November 29
- Met with RP Group ED on November 17
- Worked with partner organization on ASCCC calendar for 2022-23 to see how to minimize conflicting events
- Continued working on updating strategic planning document to incorporate fall 2022 resolutions and to update work against the strategic plan.
- Coordinated ICAS agenda and meeting
 - Continued work on the ICAS website redesign
- Met with S&P Chair and President to discuss Exemplary Program Award Nov 16 and Nov 17

Organization Operations

- On-going training with new Executive Assistant
- Worked with Communications Coordinator to finalize social media calendar and posts for the month of November
 - Worked with Communications Coordinator on ASFCCC Giving Tuesday Campaign
- Wrap up for Fall Plenary Session
 - Gathered survey results for consideration and planning for future plenary sessions
 - Accounting is wrapping up and finalizing costs for the event
 - Debrief with events team to see what went well and what can be improved
- Planning for ASCCC Spring Events
 - Working on registration links for all institute/sessions
 - Save the date announcement and registration links for [Academic Academy](#) are live
 - Determining badging system to use for future events
- Met with FELA Steering Committee on November 21 to review and match FELA Mentors and Mentees
- ASCCC Team Professional Development on December 15-16
 - Working on team evaluations for Office
- Continue operations preparation for 2022-23 including:
 - Ongoing discussion around Exemplary Program Award and next steps
 - Hayward Award – applications due December 18
 - Regina Stanback Stroud Diversity Award – applications will open on December 1

ASCCC Office Team Goals for 2022

1. Improve communications to the field and ways in which we get information to all faculty members
2. Provide the best possible events
3. Increase social engagement across our digital community
4. Increase awareness and transparency on budgeting and appointments