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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: June 1, 2022

The following provides highlights of activities since May 6, 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 May 6, 2022 Executive Committee meeting
- Worked with Executive Assistant to finalize June Executive Committee agenda with president on June Orientation agenda
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended Officers meeting on May 5
- Attended Incoming Officers meeting on May 26
- Attended Council of Faculty Organizations on May 18
- Attended Consultation Council on May 19
- Attended Board of Governors Meeting May 23

Financial Performance and Viability:

- Met with the Budget Committee on May 10
 - Updated draft Investment Policy with edits from Budget Committee for June Executive Committee meeting
- Working with Director of Finance to update tentative budget to prepare for summer work
 - Provided Statement of Financial Activities and Position, closed through March 31, 2022 for June Exec Meeting
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Attended and coordinated Career and Noncredit Education Institute May 13
- Finalized and distributed May Special *Rostrum*
- Finalized for print distribution April and May *Rostrums*
- Met with ICAS on May 12
- Met with FACCC ED on May 16
- Met with Dean Brooks regarding vetting of Ethnic Studies Competencies on May 26
- Attended ICW meeting on May 31
- Met with outgoing and incoming C-ID Curriculum Director for transition plan May 31

Organization Operations

- Hired Accounting Clerk Brando Jimenez
- Recruiting for Grants Administrative Assistant
- Worked with Nicol on finalizing social media calendar and posts for the month of May
- Continued planning for FLI and Curriculum Institute 2022
 - Finalized program for FLI
 - Drafted final program for FLI, worked on graphics with visual designer on Curriculum, April, and May Rostrums
- Working with AV for FLI and Curriculum Institute
- Prepare for summer work for the office and preparation for 2022-23
 - Board of Governors call
 - Audit for September
 - Budget preparation
- Prepare for Orientation and incoming Executive Committee board members
- Working with Director of Administration on Office Team Retreat – scheduled for August

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