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**Executive Director**  
Krystinne Mica

**DATE:** February 7, 2024

**NAME:** Krystinne Mica

**ADDRESS:** One Capitol Mall, Suite 230

**SUBJECT: Executive Director Report – February 2024**

The following provides highlights of activities since January 11, 2024. 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 the office. Please let me know if you need more details regarding any of the highlights listed.

### **Board Governance**

- Attended January 11-12, 2024 Executive Committee meeting
- Met with president on a daily/weekly basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Finalized February Executive Committee agenda
- Met with Resolutions Chair and President to continue discussions on resolutions process and forms for spring plenary
- Continued work on Legislative Advocacy Day – finalizing agenda and packet of materials
- Attended Officers meeting – January 31

### **Financial Performance and Viability**

- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com
- Provided Q2 – through November 30 report for Executive Committee meeting
- Continued work on RFP to solicit auditors
- Begin planning for 24-25 annual budget

## **Organization Mission and Strategy**

- Met with several legislative offices and key staffers to discuss areas of concern and potential budget requests – January 16
- Attended Campaign for College Opportunity Leadership on the Line event – January 16
- Attended Council of Faculty Organizations – January 17
- Attended Transfer Alignment Project meeting – January 18, February 5
- Attended Model Curriculum Workgroup meeting – January 22
- Attended Board of Governors meeting (virtual) – January 22
- Met with Los Angeles Guild Faculty to discuss climate change proposal – January 23
- Attended Academic Senate Foundation meeting – January 23
- Attended ICC meeting – January 24
- Attended C-ID Leadership meeting – January 24
- Presented to AB 928 Committee on Transfer process – January 25
- Met with WestEd to discuss Master Plan for Career Education – January 29
- Participated in media training with Rolli – January 30
- Attended ICAS meeting – February 1
- Attended California Competes Return to Earn: Insights for Supporting Comebackers to Completion and Careers – February 5

## **Organization Operations**

- Worked with Office Team to redact and send Hayward awards for review to Award Readers
- Coordinated attendance for Exemplary Program Award winners to January BoG
- Reviewed and edited Rostrum articles for February edition
- Met with Visual Designer and Developer to review changes to “Resolutions” section on website
- Continued onboarding and working with TAP Program Manager
  - a. Continued work on Transfer Alignment Project branding
- Continued planning for Spring 2024 events, Noncredit Institute, Spring Plenary Session
  - a. Updates to Resolution page
  - b. Updates to Elections page
- Events and meeting planning for 2024-25
- Begin review of customer relationship management (CRM) software for ASCCC internal database
- Earned Certified Association Executive designation (CAE)!

## **ASCCC Office Team Goals 2024**

1. Establish a data management system to help streamline internal and external ASCCC processes.
2. Identify what ASCCC members (faculty) want and need from the ASCCC to support their work.
  - a. Targeted marketing of resources and professional development/learning opportunities
  - b. Survey of trends among faculty
  - c. Onboarding of new senate leaders
3. Continue to promote ways to increase accessibility of all ASCCC’s resources and materials. In addition, continue to provide training and resources for faculty members on accessibility.