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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: February 2, 2023

The following provides highlights of activities since January 12, 2023. 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 January 12-13, 2023 Executive Committee meeting
- Meet with Pres on a daily/weekly basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Met with Strategic Planning consultant on January 24
 - Debriefed strategic planning session, part 2 and discussed final session for February's meeting.
- Continued planning for ASCCC Legislative Day on February 21-22
- Met with various Exec members to discuss assignments

Financial Performance and Viability:

- Worked with legal counsel to finalize ASCCC Investment Policy
 - For final approval of Exec Committee at March Exec
- Began planning for 23-24 preliminary budget
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Attended Consultation Council – January 19
- Met with RP Group ED – January 19
- Met with SSCCC ED and President – January 25
- Attended ICW meeting – January 31
- Attended AB 928 Committee meeting – January 26
- Continued working on updating strategic planning document to incorporate fall 2022 resolutions and to update work against the strategic plan.
- Planning for ICAS agenda and meeting in February
 - Worked with Chair on Statement regarding Cal-GETC
 - Met with ICAS Website Subcommittee on January 24 to review website content for updates

Organization Operations

- Worked with Communications Coordinator to finalize social media calendar and posts for the month of January
- Worked with Visual Designer to migrate ICAS website to staging site
- Planning for ASCCC Spring Events
 - Sent cancellation notices, per ASCCC Cancellation Policy for Academic Academy and Accreditation Regional Meeting
 - Worked with Director of Administration to finalize contracts for 23-24 plenary sessions
 - Fall – Westin South Coast Plaza – Nov 18-20, 2023
 - Spring – San Jose Marriott – April 18-20, 2024
 - Worked on draft spring plenary session program
 - Continue working with Events team on logistics for FLI and CI
 - Met with RankedVote representative to discuss upcoming elections and ASCCC needs
- Conducted ASCCC Office Evaluations – January 17 and 18
- ASCCC Accessibility Training on MS Word – January 23
- Continue operations preparation for 2022-23 including:
 - Regina Stanback Stroud Diversity Award – applications due February 5
 - Preparation of announcement for 2023-24 Disciplines List – Due September 30, 2023

ASCCC Office Team Goals for 2023

1. Continue work on improving communications to the field and ways in which we get information to all faculty members
2. Continue to provide the best possible professional development opportunities
3. Ensure ASCCC documents, website, and materials are made as accessible as possible for all users