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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: January 10, 2023

The following provides highlights of activities since December 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 December 1-2, 2022 Executive Committee meeting
- Meet with Pres on a daily/weekly basis to discuss ongoing and new issues
- Attended ASFCCC Meeting on December 14
- Bi-weekly meetings with Legislative Advocate
- Met with Strategic Planning consultant on December 12
 - Debriefed strategic planning session, part 1 and discussed part 2 for January's meeting.
- Planning for ASCCC Legislative Day on February 21-22
- Met with legal counsel on December 7 and January 5 to discuss referred resolution 01.05 F22.
- Met with various Exec members to discuss assignments

Financial Performance and Viability:

- Provided Q1 Statement of Activities for January 2023 Exec Meeting, pg. 106
- Worked with Chancellor's Office for March BoG item for C-ID grant
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Attended ASCCC OERI Advisory Meeting – December 8
- Attended FACCC Part-Time Faculty Event – December 9
- Attended Transfer Alignment Project meeting – December 13
- Met with Ethnic Studies Council, Chancellor's Office, and ASCCC Leadership to discuss ES Core Competencies and next steps – December 14
- Met with FACCC ED – January 9
- Worked on A2Mend scholarship application for March 2023 and announcement to the field
- 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
 - Continued work on the ICAS website redesign
 - ICAS logo rebranding
 - Planning for ICAS Legislative Day – February 28

Organization Operations

- Worked with Communications Coordinator to finalize social media calendar and posts for the month of December
- Worked with Visual Designer and software developer on website migration to new domain host – migrated ASCCC, ICAS, Curriculum, and ASFCCC
- Took Certified Association Executive (CAE) Exam – December 12
- Planning for ASCCC Spring Events
 - Updating website with information and registration for new regional meetings and webinars for spring
 - Coordinating materials for spring session, including ASFCCC new “swag” items
 - Working with Events team on logistics for FLI and CI
 - Began discussion and coordination on spring elections
- Conducted ASCCC Team Professional Development on December 15-16
- Continue operations preparation for 2022-23 including:
 - Hayward Award – redact applications and distribute to Area Readers and S&P Members
 - Regina Stanback Stroud Diversity Award – applications due February 5

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