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Executive Director
Krystinne Mica

Executive Director Update

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

Date: August 9, 2022

The following provides highlights of activities since June 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 June 3, 2022 Executive Committee meeting
- Attended June 4-5, 2022 Executive Committee orientation
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended Officers meeting on August 9
- Met (via calls and in-person meeting on June 28) and planned with president on strategies, work for the coming year, committee assignments, priorities, and miscellaneous items

Financial Performance and Viability:

- Worked with Director of Finance to finalize presentation of budget for 22-23
- Met with the Budget Committee on August 8
 - Reviewed final budget to be presented at August Executive Committee meeting
- Worked with Director of Finance to:
 - Send out college membership dues for 22-23
 - Send out final invoices for payments on C-ID and OERI grants
 - Finalize contract and send invoice for base grant funding
- 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 Faculty Leadership Institute on June 15-18
- Attended and coordinated Curriculum Institute on July 6-9
- Worked with OERI program manager to attend and coordinate CalOER event on August 4-6
- Worked with Executive Assistant on faculty appointments
 - Executive Assistant sent thank you notes to all past committee appointments
 - Worked with EA and President on new appointments for 22-23
- Coordinating logistics for ICAS meetings for 22-23 (ASCCC will host)
- Organized and Coordinated [System Partners calendar](#)
- Met with FACCC ED on June 6, August 8
- Met with FACCC Associate Director to discuss publications policies July 14

Organization Mission and Strategy con't

- Met with CCCAOE ED on June 6
- Met with ACCJC President on July 13
- Met with RP Group ED on July 14
- Strategized legislative advocacy for ASCCC. Met with Advocate, President, Vice President to discuss approaches for advocacy and potential new activities for ASCCC

Organization Operations

- Hired Amy Liao for Grants Administrative Assistant – OERI
- Hired Austin Webster for contract work as ASCCC Advocate
- Recruiting for Events Planner
- Conducted mid-year staff evaluations
- Promoted Nicol to Communications Coordinator and worked to finalize social media calendar and posts for the month of June, July, and August
 - Working with Communications Coordinator and Visual Designer on first steps to marketing ASCCC and related grants to the field
- Planning for events for 22-23
 - AV Considerations
 - Virtual platforms to use
 - Fees and other logistic considerations
- Continue operations preparation for 2022-23 including:
 - Board of Governors call
 - Audit for September
 - Awards documents and submission portals
- Working with Director of Administration on Office Team Retreat – scheduled for August 19

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