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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: December 1, 2021

The following provides highlights of activities since November 3, 2021. 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 November 3, 2021 Executive Committee meeting
- Attended November 17, 2021 Council of Faculty Organizations meeting
- Facilitated Call for Applications for ASCCC Interim At-Large position
- Worked with Executive Assistant to finalize December Executive Committee agenda
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended Foundation Directors meeting on November 10, 2021
- Continued planning for ASCCC Legislative Day 2022
- Attended Officers Meeting November 30, 2021

Financial Performance and Viability:

- Worked with Director of Finance to provide Q1 report
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com
- Met with Kathy Booth to discuss feasibility of C-ID funding work on Code Alignment Project
- Met with Chancellor's Office legal counsel staff to update contract language for C-ID's 3-year grant

Organization Mission and Strategy

- Attended and organized Fall Plenary Session 2021
- Attended ICW meeting on November 23, 2021
- Attended ICAS meeting on November 29, 2021
- Met with C. Aschenbach to discuss Rising Scholars work
- Met with RP Group Executive Director to discuss upcoming events as well as find ways to partner on a shared calendar
- Met with Chairs of Accreditation and Part-Time Committees to discuss upcoming events and logistics /program
- Drafted 2-year report for ASCCC

Organization Operations

- Planned and organized with Director of Administration Office Team retreat on Dec 6-7, 2021
 - Wrote and reviewed staff evaluations with Director of Administration
- Met with SSCCC Executive Director to exchange ideas on potential partnership for upcoming Faculty Leadership Institute
- Finalized components with Visual Designer and Web Developer for ASCCC website migration, scheduled on December 10.
- Prepared materials and webpage, and sent out an announcement for Diversity Award
- Sent out Exemplary Program Award applications for review to award readers
- Worked with E. Nicol on finalizing social media calendar and posts for the month of November
 - Focused on materials and collateral for ASFCCC's GivingTuesday campaign
- Updated the ASFCCC Donate page with GivingTuesday information and worked with Director of Finance to collect donations
- Discussed ASFCCC By-laws with ASFCCC president for potential updates
- Finalized and distributed bi-weekly ASCCC newsletters
- Begun planning for future ASCCC events to incorporate remote component per Resolution F21 01.05