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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: February 2, 2022

The following provides highlights of activities since January 5, 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 January 7-8, 2022 Executive Committee meeting
- Worked with Executive Assistant to finalize February Executive Committee agenda
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Continued planning for ASCCC Legislative Day 2022
- Attended Officers Meeting on January 27, 2022
- Attended Council of Faculty Organizations on Jan 19, 2022
- Attended ICAS Meeting on Jan 11, 2022

Financial Performance and Viability:

- Worked with Director of Finance and CPA to complete tax form submission for Y2020
 - Met with Director of Finance and ASCCC Treasurer to discuss tax form
- Continued discussion with Director of Finance on strategies to invest funds
- Worked with Director of Finance to get Statement of Activities and Financial Position through Nov 2021
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com
- Discussed with CCCCCO potential to transition C-ID grant to be pass-through to ASCCC in the same way as Governor's Grant

Organization Mission and Strategy

- Met with AM Irwin's Office on Jan 13, 2022
- Launched AB 928 Portal to collect input for single-GE pathway creation to submit to ICAS
- Met with legal counsel to discuss a recording policy and implications on Jan 13, 2022
- Met with FACCC Executive Director Jan 25, 2022
- Finalized draft of 2-year report and distributed to the field
- Worked with Lam to get AB 705 survey questions out to senate presidents

Organization Operations

- Launched the ASCCC new website!
 - Interviewed and hired software company TrueApex to help with fixes and updates for new site
 - Continue working with development team on updates and improvements, prioritizing work to get done first on the site
- Organized Hayward Award reviews and Diversity Award call for nominations – due February 7
- Continue working on recruitment for ASCCC Office Team positions
 - Worked with Davis to create new Job Opportunities page on ASCCC site
- Worked with Nicol on finalizing social media calendar and posts for the month of January/February
 - Launched new Webinar/Professional Development Newsletter
- Reviewed Rostrum articles and papers for distribution in spring 2022
- Finalized programs/Pathable for Part-Time Institute and Accreditation Institute
- Begun planning for spring plenary 2022
 - Worked on getting messaging out to the field about flat fee for registration
 - Worked with Davis and Martinelli to begin incorporating environmental sustainability into all events
 - Call for applications – Elections Chair
 - Review of Elections procedures

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

