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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: January 5, 2022

The following provides highlights of activities since December 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 December 3-4, 2021 Executive Committee meeting
- Worked with Executive Assistant to draft January Executive Committee agenda
- Attended Foundation Directors meeting on December 8, 2021
- Continued planning for ASCCC Legislative Day 2022
- Check-in with new Board Director on December 9, 2022 to review board role and expectations

Financial Performance and Viability:

- Attended Budget Committee meeting on December 8, 2021
- Discussed with Director of Finance strategies to invest funds
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com
- Signed C-ID 3-year contract with the Chancellor's Office
- Signed contract with WestEd for TOP to CIP conversion for C-ID

Organization Mission and Strategy

- Attended breakout sessions at CalSAE Seasonal on December 15, 2021
 - Beyond the Interview: How to Hire the Right People
 - Sustainable Meetings Post Covid-19
- Met with E. Shearer to discuss work on C-ID procedures manual
- Met with legal counsel to discuss by-laws and rules related to board elections
- Met with RP Group Executive Director and Umoja Executive Director on Jan 5, 2022
- Finalized draft of 2-year report and distributed to Executive Committee for review

Organization Operations

- Attended Office Team training and retreat on Dec 6-7, 2021
 - 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
- Met with OERI Program Manager to discuss DoF Report – due February 1, 2022
- Reviewed development site for new ASCCC website – scheduled for soft launch on January 9, 2022!
- Organized Exemplary program award reviewer submissions and worked with T. Davis and E. Nicol on identifying winners and announcing to the field.
 - Winners: Mt. San Antonio College – Adults with Disabilities (AWD) IMPACT Program and De Anza College – De Anza College Guided Pathways Initiative
 - Honorable Mentions: Rio Hondo College – The Division of Arts and Cultural Programs and Reedley College – Coffee, Tea, and GP
- Downloaded and organized submissions received for Hayward Award
- Worked with E. Nicol on finalizing social media calendar and posts for the month of December
- Finalized and distributed last ASCCC newsletter for 2021
- Begun planning for spring plenary 2022
 - Met with RankedVote software company on Jan 4, 2022
 - Met with T. Davis and E. Martinelli to discuss A/V quotes, hotel fees, and registration fees
 - Sent out attendance survey to senate presidents

