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**Executive Director**

*Krystinne Mica*

**Executive Director Update**

**To: ASCCC Executive Committee**

**From: Krystinne Mica, executive director**

**Date: March 2, 2022**

The following provides highlights of activities since February 3, 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 February 4-5, 2022 Executive Committee meeting
- Worked with Executive Assistant to finalize March Executive Committee agenda
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended ASCCC Legislative Day 2022
- Attended Officers meeting on February 24
- Attended Council of Faculty Organizations on February 16
- Attended CCC Practitioners meeting on February 7

**Financial Performance and Viability:**

- Attended Budget Committee Meeting February 28
- Worked with Director of Finance to research ways in which we can pre-pay current lease at building
- Worked with Director of Finance to get Statement of Activities and Financial Position through December 2021
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

**Organization Mission and Strategy**

- Met with Resolutions Chair on February 7 to discuss Resolutions timeline and process for spring 2022
- Collected and synthesized data from AB 928 portal and provided data to the ICAS Subcommittee working to implement AB 928
- Attended ICAS Special Committee on AB 928 on February 7 and March 2
- Met with VC Lowe on February 7 and February 22
- Met with RP Group ED on February 11 – discussed AB 705 surveys
- Met with FACCC ED on February 15 – discussed part-time faculty events
- Met with SSCCC ED on February 16 – discussed FLI collaboration
- Met with C-ID leadership on February 17
- Met with Transfer Alignment Project Workgroup – February 22
- Met with Assemblymember Irwin's Office on February 24

## **Organization Operations**

- Continuing development on ASCCC website
  - Search function is back!
- Finalized Hayward Award recipients for recognition at March Board of Governors meeting
  - Winners: Anne Kingsley, Diablo Valley College | Winsome Jackson, Sierra College | Marilyn Brock, Coastline College
- Compiled and sent to award reviewers Stanback-Stroud Diversity Award applications
- Continue working on recruitment for ASCCC Office Team positions
  - Hired Events Assistant – Kayla Vue – starts March 7
  - Recruiting for Accounting Clerk and Administrative Assistant
- Worked with Nicol on finalizing social media calendar and posts for the month of February
- Collecting Rostrum articles for spring plenary edition
  - Worked with EDAC Chair on timeline and call for proposals for special Rostrum edition
- Held events for Part-Time Faculty Institute and Accreditation Institute in February
- Planning for spring plenary 2022
  - Finalized second draft of program
  - Worked with Davis/Martinelli on AV needs
  - Elections process and Resolutions process review and timing for Saturday voting
- Met with CTELC and Noncredit Committee Chairs to discuss modality for CNEI
- Met with Curriculum Committee Chair to discuss hybrid options for Curriculum Institute

## **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