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**Executive Director**

*Krystinne Mica*

**Executive Director Update**

**To: ASCCC Executive Committee**

**From: Krystinne Mica, executive director**

**Date: May 5, 2022**

The following provides highlights of activities since April 6, 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 April 6, 2022 Executive Committee meeting
- Worked with Executive Assistant to finalize May Executive Committee agenda
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended Officers meeting on April 21 and May 5
- Attended Incoming Officers meeting on May 2
- Attended Council of Faculty Organizations on April 19
- Attended ASFCCC Meeting on April 20
- Working on orientation agenda for June Orientation

**Financial Performance and Viability:**

- Finalized draft of Investment Policy for review by Budget Committee for May meeting
- Drafted final budget for approval at May Exec meeting
  - Working with events team to determine cost of AV for future events
  - Working with Executive Assistant on AV for future Exec meetings
- 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 Spring Plenary Session
  - Facilitated Elections for 2022-23 Board Directors
- Working with EDAC on May Special *Rostrum* – received and reviewed articles for consideration
  - Working with visual designer on cover concepts
- Meeting with Comms Faculty ahead of ICAS meeting on April 14
- Attended ICW meeting on April 26
- Attended OERI Advisory Committee on April 28
- Met with C-ID Curriculum Director for transition plan May 3
- Met with FACCC ED on May 2
- Met with SSCCC ED on April 25
- Met with RP Group ED on May 4
- Met with Transfer Alignment Project Workgroup – May 5

## **Organization Operations**

- Ongoing development on ASCCC website
  - Provided backend access to 2022-23 Executive Committee
  - Working with developers on fixing reporting for Applications to Serve
  - Check-out new [Presentation Materials page!](#) Provides quick look up for past event presentation materials
- Working with Executive Assistant to rework the Volunteer to Serve page
  - [New webpage up](#) with additional information on volunteering for ASCCC
- Recruiting for Grants Administrative Assistant
- Worked with Nicol on finalizing social media calendar and posts for the month of April
- Continued planning for CNEI, FLI, and Curriculum Institute 2022
  - Finalized program for CNEI
  - Drafted final program for FLI, worked with visual designer on FLI graphics
  - Working with visual designer for graphics CI
  - Working with AV for FLI and Curriculum Institute
- Finished reviews of RP Group SSS proposals for October – proposal submitters will be notified on May 9 of acceptance
- Attended CalSAE Elevate Conference – April 25-26
  - Breakout sessions: The No BS Guide to Digital Transformation | Pillars of Successful Board Development, Recruitment, and Succession Planning | The Next Normal: Navigating the Future | Cybersecurity Awareness: What Every Leader Needs to Know

## **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