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Executive Director

Krystinne Mica

DATE: December 13, 2023

NAME: Krystinne Mica

ADDRESS: One Capitol Mall, Suite 230

SUBJECT: Executive Director Report – December 2023

The following provides highlights of activities since November 6, 2023. 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 the office. Please let me know if you need more details regarding any of the highlights listed.

Board Governance

- Attended November 15, 2023 Executive Committee meeting
- Attended Fall Plenary Session
- Conducted Fall Resolutions voting
- Met with Resolutions Chair to discuss process for this year
- Met with president on a daily/weekly basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Attended Officers meeting December 5
- Finalized December Executive Committee agenda
- Met with outgoing interim ED to discuss transitional items
- Met with NPTCE Committee Chair to discuss Noncredit Institute
- Met with Curriculum Chair to discuss Curriculum Institute
- Met with Data and Research Committee to discuss Local Senate Visit Survey

Financial Performance and Viability

- Reviewed C-ID 5-year contract for contract language
- Working with OERI on proposal for ZTC funding
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com
- Began preliminary review for upcoming RFP to solicit auditors

Organization Mission and Strategy

- Attended ICC meeting November 8, December 13
- Attended MCW meeting November 20
- Reviewed and matched FELA mentors and mentees November 20
- Attended FELA Cohort Convening December 12
- Discussed Climate Change Curriculum proposal with LA Guild November 21
- Attended Academic Senate Foundation meeting November 28
- Met with FACCC ED December 4
- Met with RP Group December 6
- Met with C-ID/MCW/ICC Leadership December 6, December 13

Organization Operations

- Reviewed and distributed to readers applications for Exemplary Program Award
- Finalized and submitted Board of Governors Agenda item for Exemplary Program Award
- Reviewed applications for Hayward Award
- Distributed Regina Stanback Stroud Diversity Award information to the field
- Facilitated ASCCC Office Team retreat December 7-8
- Reviewed performance evaluations for ASCCC Office team
- Reviewed ASCCC website updates
- Planning for Spring 2024 events
- Event planning for 2024-25

ASCCC Office Team Goals 2023

1. Continue work on improving communications to the field and ways in which we get information to all faculty members
2. Continue to provide the best possible professional development opportunities
3. Ensure ASCCC documents, website, and materials are made as accessible as possible for all users

ASCCC Office Team Goals 2024

1. Establish a data management system to help streamline internal and external ASCCC processes.
2. Identify what ASCCC members (faculty) want and need from the ASCCC to support their work.
 - a. Targeted marketing of resources and professional development/learning opportunities
 - b. Survey of trends among faculty
 - c. Onboarding of new senate leaders
3. Continue to promote ways to increase accessibility of all ASCCC's resources and materials. In addition, continue to provide training and resources for faculty members on accessibility.