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Executive Director

Krystinne Mica

DATE: January 10, 2024

NAME: Krystinne Mica

ADDRESS: One Capitol Mall, Suite 230

SUBJECT: Executive Director Report – January 2024

The following provides highlights of activities since December 14, 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 December 14-15, 2023 Executive Committee meeting
- Met with president on a daily/weekly basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Finalized January Executive Committee agenda
- Met with Resolutions Chair and President to discuss process for resolutions for spring
- Continued work on Legislative Advocacy Day

Financial Performance and Viability

- Met with Chancellor's Office to review C-ID 5-year contract
- 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
- Reviewed Accounting Policies and Procedures Handbook and made updates/revisions
- Reconciled Fall Plenary Session event

Organization Mission and Strategy

- Met with RP Group ED December 19
- Working on presentation for AB 928 Committee on Transfer Model Curriculum process
 - a. Met with Associate Director for Transfer Programs for CSU Jan 5
- Attended TAP Workgroup meeting January 9
- Reviewing strategic goals work plan for 23-24

Organization Operations

- Reviewed and distributed to readers applications for Hayward Program Award
- Coordinating attendance for Exemplary Program Award winners to January BoG
- Distributed Regina Stanback Stroud Diversity Award information to the field
- Collecting Rostrum articles – due January 14/15
- Reviwed ASCCC website updates
- Hired Holly Deme as Transfer Alignment Project Program Manager
 - a. Onboarding and information transfer
 - b. Weekly meetings to review project
- Beginning work on Transfer Alignment Project branding
- Updated ASCCC Employee Handbook
- Attended CalSAE Seasonal Spectacular – event for association management professionals December 13
- Continued planning for Spring 2024 events, including Noncredit Institute
 - a. Planning for ASCCC Elections and Resolutions voting
 - b. Faculty Leadership Institute preliminary planning
- Events and meeting planning for 2024-25

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.