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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: May 31, 2023

The following provides highlights of activities since May 9, 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 staff. Please let me know if you need more details regarding any of the highlights listed.

Board Governance:

- Attended May 10, 2023 Executive Committee meeting
- Meet with Pres on a daily/weekly basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Met with Veronica to discuss follow up to session two of Cultural Humility – May 23
- Finalized agenda for June Executive Committee meeting
- Continued to meet with incoming President to discuss planning for June Orientation
- Continued to meet with A. Webster to discuss executive director transition of duties
- Check-ins with committee chairs to wrap up work for 22-23
- FELA Academy meeting to review mentor applications for 23-24 – May 25

Financial Performance and Viability:

- Submitted Transfer Alignment Project Workgroup Scope of Work to Chancellor's Office - \$1.5M
- Drafted and submitted Professional Learning for Part-Time Faculty Scope of Work to Chancellor's Office - \$250K
- Finalized amendment with UC Davis for regional meeting payment for ASCCC OERI - \$30K
 - Completed application for SAM code with federal government
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Attended Cal-GETC Special Committee meetings – May 11
- Attended ICAS special meeting to review Cal-GETC Standards document – May 15 and May 22
- Attended ICW meeting – May 15
- Attended Transfer Alignment Workgroup meeting – May 16
- Met with incoming C-ID Leadership – May 17 and May 18
- Met with RP Group Executive Director – May 19
- Interviews for IDEA OERI Lead – May 30
- Attended ICAS meeting – May 31

Organization Operations

- Pulled together information for executive director transition planning. Main contact for Executive Committee are Austin Webster- austin@asccc.org for governance related questions and Tonya Davis – tonya@asccc.org for professional development events and office team related question.
- Worked with Communications Coordinator to finalize social media calendar and posts for the month of May
- Worked with Events Team and incoming president to finalize program for Faculty Leadership Institute
 - Planned FELA Academy Graduation Celebration
- Updated ASCCC and ICAS websites
 - Cal-GETC memo and standards document
 - Updated Adopted Resolutions page to prepare for June Orientation
 - Created login access to new Executive Committee members
 - Updated Strategic Plan webpage
- Planning for last ASCCC Spring Events
 - CalOER – planning and logistics
 - Curriculum Institute – logistics
 - Academic Academy – logistics for September
 - FLI 2024 – agenda item for action at June meeting
- Continue operations preparation for 2023-24 including:
 - Completed hotel and contracts with Patricia for 23-24 Exec Meetings
 - Completed reassignment letters for 23-24 Executive Committee
 - Completed planning for June Orientation
 - Review of new strategic plan advisor for August meeting
 - Review of scope of work for C-ID and OERI grants for 23-24
 - Review cultural humility plan for 23-24

ASCCC Office Team Goals for 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