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Executive Director

Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee

From: Krystinne Mica, executive director

Date: November 1, 2022

The following provides highlights of activities since September 30, 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 September 30, 2022 Executive Committee meeting
- Meet with Pres on a weekly basis to discuss ongoing and new issues
- Attended Officers meeting on November 1
- Attended ASFCCC Meeting on October 26
- Bi-weekly meetings with Legislative Advocate
- Met separately with committee chairs on related work for their committee (S&P, FLDC, CTELC, Noncredit)

Financial Performance and Viability:

- Finalized audit and letter to management with Director of Finance
 - Audit report has no comments or remarks
- Met with Budget Committee on October 24
 - Semi-final draft of Investment Policy reviewed and will be sent to legal counsel for legal review
- Worked with CCCCO to finalize contract for the additional Governor's Grant funding - \$111,000
- Accounting team working with colleges with past due membership payments
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Attended RP Group's Strengthening Student Success Conference October 5-7
- Attended AB 928 Task Force Meeting – October 13
- Met with RP Group ED on October 3
- Met with ICAS on October 12
 - Met with ICAS Website subgroup October 31
- Met with Secretary to review work on strategic planning documentation October 11 and 27
 - Worked to prepare strategic planning document for review for plenary session
- Met with FACCC ED on October 19

Organization Operations

- On-going training with new Executive Assistant
- Worked with Communications Coordinator to finalize social media calendar and posts for the month of October
- Met and vetted consulting firms to use for upcoming strategic planning session
 - Sent out 6 inquiries, met with 3 firms, and finalized moving forward with Githens & Associates
- Working with Communications Coordinator on social media statistics and monitoring trends
 - Finalized October social media calendar, bi-monthly newsletters, and partner calendar announcements
- Planning for fall plenary session
 - Finalized online plenary session program and at-a-glance for in-person attendees
 - Finalized all materials for plenary session
 - Communications to the field including delegate reminders and registration reminders
 - Resolutions day-off logistics
 - Onboarded new parliamentarian Scott Burns
 - Sent out ASFCCC Scholarship awards for fall plenary session
- Continue operations preparation for 2022-23 including:
 - Exemplary Program Award – applications due November 6
 - Hayward Award – applications due December 18
 - Applications for FELA Cohort mentors and mentees released and publicized – due November 8

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