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Executive Director
Krystinne Mica

Executive Director Update

To: ASCCC Executive Committee
From: Krystinne Mica, executive director

Date: September 13, 2022

The following provides highlights of activities since August 11, 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 August 12-13 Executive Committee meeting
- Attended Cultural Humility Training on August 11
- Meet with Pres on a weekly basis to discuss ongoing and new issues
- Attended Officers meeting on September 13
- Attended ASFCCC Meeting on August 30
- Bi-weekly meetings with Legislative Advocate August 17, August 31
 - Strategizing on January 11, 2023 meet and greet with legislators and ASCCC
 - Discuss potential OERI on-going funding
- Discussed with president Periodic Review Committee recommendations and assignments

Financial Performance and Viability:

- Worked with Director of Finance to prepare for the annual audit on Sept 5-9
 - Answered questions from auditors and worked with DoF on requested information
- End of Year Statement of Activities provided in agenda packet, pg. 85
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

Organization Mission and Strategy

- Worked with Executive Assistant on faculty appointments
 - Continued with appointments for 22-23
- Met with ICAS on August 29
- Met with SSSCC ED on August 16, SSSCC ED and President on August 17
- Met with FACCC ED on September 12
- Attended Council of Faculty Organizations (CoFO) Meeting August 17
- Met with Campaign for College Opportunity August 25

Organization Operations

- Recruiting for Executive Assistant
- Held mid-year team retreat to review 2022-23 ASCCC budget with Office team, as well as discuss potential improvements to the office structure
- Attended American Society of Association Executives (ASAE) Annual conference, and learned from various sessions including:
 - Strategically Engage Your Industry to Drive Social Impact
 - Generations, Racial Equity, and Their Intersection
 - Making Big Governance Moves, Reducing Bias, Increasing Diversity and Transparency
 - Nonprofit is a Tax Status, not a Business Model
 - Love em' or Lose em' Onboarding with Intention for Retention
- Worked with Communications Coordinator to finalize social media calendar and posts for the month of September
 - Continued working with Visual Designer and Comms Coordinator on how to bring in grants to marketing, including adding ASCCC logos to grant websites and utilizing ASCCC newsletter format for all grants communications
- Planning for events for 22-23
 - Prepared fall plenary program draft with president
 - Working with Events team on communications to the field
 - Prepared and sent out ASFCCC Scholarship information for fall plenary
- Continue operations preparation for 2022-23 including:
 - Board of Governors – finalized list of candidates for interviews on September 15
 - Awards documents and submission portals

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

