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**Representative at Large**

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**Executive Director**

*Krystinne Mica*

## Executive Director Update

**To: ASCCC Executive Committee**

**From: Krystinne Mica, executive director**

**Date: April 4, 2022**

The following provides highlights of activities since March 2, 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 March 4-5, 2022 Executive Committee meeting
- Worked with Executive Assistant to finalize April Executive Committee agenda
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended Officers meeting on March 24
- Attended Council of Faculty Organizations on March 16
- Attended CCC Practitioners meeting on March 7 and April 4
- Attended ASFCCC Meeting on March 23

### Financial Performance and Viability:

- Drafted Investment Policy for review by Budget Committee
- Drafted preliminary budget for discussion at April Exec meeting
- Worked with Chancellor's Office to get Governor's Grant agenda item to May Board of Governors meeting
- Worked with Program Manager to send final quarterly report for C-ID grant
- Worked with Director of Finance to get Treasurer's report ready for plenary
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

### Organization Mission and Strategy

- Sent out campus/district survey to senate presidents to help determine professional learning opportunities for 2022-23
- Attended ICAS Meeting on March 8
- Met with VC Lowe on March 8
- Met with VC Lundy-Wagner on March 29
- Continued discussions with partner organizations on AB 1705
- Met with FACCC ED on March 14
- Met with SSCCC ED on March 14 – continued FLI discussion
- Met with Transfer Alignment Project Workgroup – March 24

## **Organization Operations**

- Ongoing development on ASCCC website
  - Working on committee chair login
- Finalized Diversity Award recipient for recognition at Spring Plenary Session
  - Winners: Paula Parks, Bakersfield College
- Continue working on recruitment for ASCCC Office Team positions
  - Hired Accounting Clerk – Giovanni Cepin
  - Recruiting for Grants Administrative Assistant
- Worked with Nicol on finalizing social media calendar and posts for the month of March
- Finalized *Rostrum* for spring plenary
  - NEW section for Faculty Voices
  - Based on the recommendation of the PRC, began to include the Mission and Values statement in *Rostrum*
- Planning for spring plenary 2022
  - Finalized program
  - Finalized elections process and procedures
    - Worked with Elections Chair on presentation for Area meetings, recorded webinar
    - Updated Elections page with information
    - Finalized and opened for collection online Nomination Form
    - Worked with Office Team on ballots via RankedVote and messaging to delegates to complete delegate form
  - Worked with Davis/Martinelli on AV needs
  - Finalized timing for Elections and Resolutions for Saturday voting
- Participating on review of RP Group SSS proposals for October

## **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