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**Executive Director**

*Krystinne Mica*

**Executive Director Update**

**To: ASCCC Executive Committee**

**From: Krystinne Mica, executive director**

**Date: November 2, 2021**

The following provides highlights of activities since October 6, 2021. 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 October 6, 2021 Executive Committee meeting
- Attended October 19, 2021 Council of Faculty Organizations meeting
- Worked with EA Melissa Marquez to finalize November Executive Committee agenda
- Met with the Resolutions Chair and President to coordinate Resolutions voting
- Meet with Pres/VP bi-weekly to discuss ongoing and new issues
- Attended Foundation Directors meeting on October 20, 2021
- Begun planning for ASCCC Legislative Day 2022
- Attended Officers Meeting November 1, 2021

**Financial Performance and Viability:**

- Worked with Chancellor's Office in preparing and finalizing 2021-22 Governors Grant
  - Received funding on 10/25/2021
- Working with CCCCCO Project Monitor on 3-year grant for C-ID
- Worked with Director of Finance to review Auditors report and finalize management letter
- Reviewed Auditors report with ASCCC Treasurer and discussed future meeting agenda items for Budget Committee

**Organization Mission and Strategy**

- Attended Transfer Alignment Project meeting on October 25, 2021
- Attended ICAS meeting on October 22, 2021
- Attended OERI Coordinating Council meeting on October 29, 2021 (See OERI PPTs)
- Attended OERI Advisory Committee meeting on October 28, 2021 (See OERI PPTs)
- Met with VC Sheneui Weber to discuss Career and Noncredit Education Institute 2022 - Chancellor's Office is interested in funding the event
- Attended meeting with Senator Laird on October 15 to discuss transfer priorities, as well as a potential rework of SCFF

- Discussed with ASCCC Officers implementation of AB 705 and ways in which the ASCCC can support colleges with data and research
- Worked with Data and Research Task Force chair on survey to the field for AB 705 data collection
- Discussed C-ID and TOP to CIP Alignment with C-ID leadership, Craig Rutan, Kathy Booth

### **Organization Operations**

- Met with legal counsel to discuss implications of AB 5
  - Reviewed contracts and prepared materials for review by legal counsel
  - Discussed contracts and made revisions based on recommendations of legal counsel
- Interviewed a potential candidate for the Accounting Clerk position
  - Discussed with Directors vaccination policy and hiring of new staff
- Met with SSSCC Executive Director to exchange ideas on how to make hybrid events better
- Prepared and finalized Local Senates Handbook, Mentorship Handbook for distribution
- Collected, reviewed, and finalized Rostrum articles for November issue
- Prepared materials and webpage, and sent out an announcement for Hayward Award
- Worked with Emily Nicol on finalizing social media calendar and posts for the month of October
- Finalized and distributed bi-weekly ASCCC newsletters
- Continued planning for fall plenary session and finalized last details including:
  - COVID Attestation forms
  - Survey
  - Review of materials for Pathable site and materials going to the hotel
  - Coordinating materials for disciplines list
  - AV needs and setup
  - Resolutions voting for Saturday