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**Executive Director**  
Krystinne Mica

**DATE:** April 16, 2024

**NAME:** Krystinne Mica

**ADDRESS:** One Capitol Mall, Suite 230

**SUBJECT: Executive Director Report – April 2024**

The following provides highlights of activities since March 7, 2024. 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 the office. Please let me know if you need more details regarding any of the highlights listed.

### **Board Governance**

- Attended March 8-9, 2024 Executive Committee meeting
- Met with president on a daily basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Finalized April Executive Committee agenda
- Met with Resolutions Chair and President to review Area resolutions packet and packet for the first day of plenary session
- Discussion with Ed Policies Committee chair regarding repository for AI policies
- Updated webpages for Elections and Resolutions Process to reflect information for spring 2024
- Attended Officers meeting – April 15
- Attended Spring Area meetings – Mar 22

### **Financial Performance and Viability**

- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com
- Provided Treasurer's report for plenary session
- Finalized contract language for OERI ZTC funding
- Working with Chancellor's office on scope of work for Common Course Numbering summer efforts/continued work on TAP contract
- Completed first draft of 2024-25 annual budget

## **Organization Mission and Strategy**

- Model Curriculum Workgroup Meeting – Mar 11, Apr 8
- Meeting with Foundation Directors – Mar 14
- Bi-weekly meetings with TAP Program manager to discuss ongoing TAP work
- Met with RP Group Executive Director – Mar 18
- Met with Legal Counsel to discuss IP contract language for OERI/ZTC – Mar 19
- Attended Common Course Numbering Technology Workgroup meetings – Mar 22, Apr 12
- Weekly CCN Summer Convening planning meetings
- C-ID Leadership meeting – Mar 27, Apr 10
- ICC Meeting – Mar 27
- C-ID Advisory meeting – Mar 27
- AB 928 Committee Meeting – Mar 28
- FELA Cohort Convening – Mar 29
- Transfer Alingment Project DIG meetings – Apr 2, Apr 10, Apr 11
- Met with Assemblymember Berman’s Staff Ellen Green – Apr 3
- Met with UC Student Association – Apr 9
- Attended Board of Governor’s Legislative Reception – Apr 10

## **Organization Operations**

- Conducted interviews and hired Communications Coordinator – Eliza Caliolio
  - a. Continued onboarding for Comms Coordinator
- Worked with S&P Chair to finalize awardee for Regina Stanback Stroud Award
- Finalized April Rostrum
- Ongoing work on ASCCC website team to update from Drupal 8/9 to Drupal 10
- Working on website development for TAP
- Continued planning for Noncredit Institute, Faculty Leadership Institute, and Curriculum Institute
  - a. Worked with Director of Administration to transition Noncredit institute to alternative venue due to ongoing labor dispute
- Final spring plenary session planning

## **ASCCC Office Team Goals 2024**

1. Establish a data management system to help streamline internal and external ASCCC processes.
2. Identify what ASCCC members (faculty) want and need from the ASCCC to support their work.
  - a. Targeted marketing of resources and professional development/learning opportunities
  - b. Survey of trends among faculty
  - c. Onboarding of new senate leaders
3. Continue to promote ways to increase accessibility of all ASCCC’s resources and materials. In addition, continue to provide training and resources for faculty members on accessibility.