DATE:       June 6, 2024

NAME:       Krystinne Mica

ADDRESS:    One Capitol Mall, Suite 230

SUBJECT:    Executive Director Report – June 2024

The following provides highlights of activities since May 10, 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 May 10, 2024 Executive Committee meeting
• Met with president on a daily basis to discuss ongoing and new issues
• Bi-weekly meetings with Legislative Advocate
• Finalized June Executive Committee agenda
• Finalized June Executive Committee Orientation
• Met with Alcorn Law to discuss legal training – May 28
• Met with Allied Path Consulting to continue planning for cultural humility trainings for board – May 14

Financial Performance and Viability

• Monitored ASCCC finances to ensure funds are appropriately spent
• Approved and paid invoices on time in bill.com
• Continued working with Chancellor’s office on scope of work for Common Course Numbering summer efforts/continued work on TAP contract
• Begin work on audit preparation for Sept 2024
Organization Mission and Strategy

- Met with RP Group Executive Director – May 13
- Met with Campaign for College Opportunity to discuss CCN – May 14
- Met with Umoja Executive Director – May 14
- Common Course Numbering Webinar – May 15
- C-ID Leadership Meeting – May 15, June 3
- FELA Academy – Final Convening – May 17
- ICC Meeting – May 22
- C-ID Advisory Meeting – May 22
- Transfer Alignment Project – May 28
  a. Planning for ADT Educational Series – kickoff at Curriculum Institute
- ICAS Meeting – May 29
- Met with SSCCC Executive Director – May 21
- Common Course Numbering Technology Workgroup meetings – May 15, May 24
- Weekly CCN Summer Convening planning meetings – May 13, May 20, May 28,
- C-ID Leadership meeting – May 1
- ICAS Meeting – May 7
- ADT Educational Series Planning – May 8

Organization Operations

- Conducting Interviews for C-ID Curriculum Director
- Met with Novi AMS to discuss potential association management system for ASCCC
- Continued training and onboarding of Communications Coordinator
- Ongoing work on ASCCC website team to update from Drupal 8/9 to Drupal 10
- Working on website development for TAP
- Continued planning for Faculty Leadership Institute, Curriculum Institute, and Fall Plenary Session
- Common Course Numbering – June Convening planning and preparation!!!
  a. Finalized survey data collection and presentation – worked with C-ID Leadership Team to finalize
  b. Prepared and worked with CA/HD on PPTs for Norming Session and General Session
  c. Finalized Folders for resources for facilitators and attendees
  d. Final meeting preparations for June convenings
  e. CCN Norming Session – June 4

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.