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**Executive Director**

Krystinne Mica

**DATE:** March 7, 2024

**NAME:** Krystinne Mica

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

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

The following provides highlights of activities since February 8, 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 February 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 March Executive Committee agenda
- Continued discussion with Resolutions chair and president on submission form for resolutions
  - a. Work on separating Resolutions tab on website
- Discussion with RwLS chair and co-chair on updates to Liaison pages
  - a. Updated webpages with liaison information
- Participated in Legislative Advocacy Training and Day – February 27 and 28
- Attended Officers meeting – March 4, 2024

**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 ZTC contract language and TAP/Part-Time Faculty contract language
- Worked with Legislative Advocate for funding request for OERI
- Finalized RFP for Auditors – solicitation letters will be sent by mid-March
- Begin planning for 24-25 annual budget

## **Organization Mission and Strategy**

- Attended Transfer Alignment Project – February 13, March 4
- Attended C-ID Leadership meeting – February 14
- Attended ICC Meeting – February 14
- Attended C-ID Advisory meeting – February 14
- Met with CCCAOE to discuss possible spring 2025 collaborative program – February 15
- Met with EVC Lowe – February 15
- Met with RP Group Executive Director – February 15
- C-ID website meeting to discuss plans for the website development – February 22
- Met with Campaign for College Opportunity to discuss TAP work – February 23
- Attended Transfer Alignment Project meeting – January 18, February 5
- Met with California State Auditors to discuss Transfer – March 4
- Met with Assemblymember Berman’s Staff Ellen Green – March 5
- Attended ASFCCC meeting – March 5
- Attended ICAS Legislative Day – March 5

## **Organization Operations**

- Recruitment and hiring for Communications Coordinator position
- Worked with Office Team to redact and send Diversity awards for review to Award Readers
- Coordinated attendance for Hayward Program Award winners to March BoG
- Collected and reviewed Rostrum articles for April edition
- Met with website team to review timeline for website update from Drupal 8/9 to Drupal 10
- Finalized Transfer Alignment Project branding
  - a. Working on website development for TAP
- Continued planning for Noncredit Institute and Curriculum Institute
- Events and meeting planning for 2024-25
  - a. Spring plenary session planning including Area meetings, resolutions, elections, and event logistics
  - b. FLI planning (agenda item submitted)

## **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.