DATE:    May 9, 2024
NAME:    Krystinne Mica
ADDRESS: One Capitol Mall, Suite 230

SUBJECT: Executive Director Report – May 2024

The following provides highlights of activities since April 17, 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 April 17, 2024 Executive Committee meeting**
- **Met with president on a daily basis to discuss ongoing and new issues**
- **Bi-weekly meetings with Legislative Advocate**
- **Finalized May Executive Committee agenda**
- **Discussed final packet of resolutions with Resolutions Chair and President and finalized packet for distribution**
- **Updated webpages for Elections and Resolutions Process to reflect final information from spring plenary session**
- **Discussion with Curriculum Chair and President re: recommendation for 5C and Baccalaurate degree general education pattern – Apr 24**
- **Attended Officers meeting – May 6**
- **Reviewed Exec Committee Assignments with President**

Financial Performance and Viability

- **Monitored ASCCC finances to ensure funds are appropriately spent**
- **Approved and paid invoices on time in bill.com**
- **Working with Chancellor’s office on scope of work for Common Course Numbering summer efforts/continued work on TAP contract**
- **Completed second draft of 2024-25 annual budget**
- **Finalized RFP and selection of CPA firm to conduct annual audit – Propp Christensen Caniglia LLP**
Organization Mission and Strategy

- ICC Meeting – Apr 24
- Early Childhood Education and LMI – discussion with WestEd – Apr 24
- Model Curriculum Workgroup Meeting – Mar 11, Apr 8
- Met with SCCCC Executive Director – FLI Planning – Apr 25
- Attended Common Course Numbering Technology Workgroup meetings – Apr 26
- Weekly CCN Summer Convening planning meetings
- C-ID Leadership meeting – May 1
- ICAS Meeting – May 7
- ADT Educational Series Planning – May 8

Organization Operations

- Continued training and onboarding of Communications Coordinator
- Attended CalSAE Elevate – Apr 29-30
  - a. Keynote: How to Turn your Organization into an Innovation Machine
  - b. Leading Difficult Conversations Off-Script
  - c. Codes of Ethics: Avoiding Traps, and Maximizing Opportunities
  - d. Behind the Copy: Nurturing Positive Work Environments Through Writing
  - e. Keynote: How to be an EPIC Leader and Pioneering the Future of Associations
  - f. Technology Alignment: Diagnostics, Strategy, and Execution
  - g. Designing and Organizational Relationships Communications Strategy
  - h. Rules of the Road for Your Board and Staff
- 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, and Curriculum Institute
- Common Course Numbering – June Convening planning and preparation!!!
- Planning and preparation for June Board Orientation

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.