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**Executive Director**

Krystinne Mica

## Executive Director Update

**To: ASCCC Executive Committee**

**From: Krystinne Mica, executive director**

**Date: May 9, 2023**

The following provides highlights of activities since April 19, 2023. 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 April 19, 2023 Executive Committee meeting
- Attended Spring Plenary Session – April 20-22
  - Conducted Executive Committee Elections – April 22
- Meet with Pres on a daily/weekly basis to discuss ongoing and new issues
- Bi-weekly meetings with Legislative Advocate
- Met with Veronica to discuss session two of Cultural Humility – May 4
- Finalized agenda for May Executive Committee meeting
- Attended Officers Meeting – May 9
- Met with incoming President to discuss assignments for 23-24

### Financial Performance and Viability:

- Finalized preliminary budget for presentation at April Executive Committee meeting
- Finalized Scope of Work for ASCCC – to be presented at May Board of Governors for approval
- Finalized Transfer Alignment Project Workgroup Scope of Work
- Finalized amendment to MOU with CCC Foundation for Rising Scholars
- Monitored ASCCC finances to ensure funds are appropriately spent
- Approved and paid invoices on time in bill.com

### Organization Mission and Strategy

- Attended Dual Admissions Meeting with Chancellor's Office – April 26
- Met with Paul Steenhausen – April 26
- Participated in RP Group SSSC Proposal Review – April 27
- Special Committee on Cal-GETC – May 1, May 8
- CSU GE Webinar – May 2
- Met with FACCC ED – May 1
- CCCCO Part-Time Faculty Professional Development – May 8
- Model Curriculum Workgroup – May 8

## **Organization Operations**

- Worked with Communications Coordinator to finalize social media calendar and posts for the month of April
- Worked with Visual Designer to design Faculty Leadership Institute graphics
- Planning for ASCCC Spring Events
  - FLI planning
  - Academic Academy – Accreditation – outline for May meeting
  - CalOER – planning and logistics
  - Curriculum Institute – logistics
- Continue operations preparation for 2023-24 including:
  - Transition of information to Austin Webster for maternity leave
  - Confirmation of hotel and contracts with Patricia for 23-24 Exec Meetings
  - Draft reassignment letters for 23-24 Executive Committee
  - Planning for June Orientation
  - Review of new strategic plan advisor for August meeting
  - Draft MOU with FACCC
  - Review of scope of work for C-ID and OERI grants for 23-24

## **ASCCC Office Team Goals for 2023**

1. Continue work on improving communications to the field and ways in which we get information to all faculty members
2. Continue to provide the best possible professional development opportunities
3. Ensure ASCCC documents, website, and materials are made as accessible as possible for all users