

FAC Business Meeting Minutes – Fall 2020 (via Zoom)
Thursday, October 22, 2020

Attendees: Tammy Zibell, Heidi Townsend, Michelle Thorsen, Teresa Robinson-Duane, Crystal Allison, Melanie Ruiz, Brianne Sanchez, Cassandra Fry, Brigitte Baker, Oscar Verduzco, Kimberly Geer, Lisa Fortson, Amy Ybarra, Chantel Fields, Johanna Dwyer, Paul Lee, Tigist Stangohr, Meghan Ellis, David Nguyen, Loyal Allen Jr., Jamie Huey, Andy Hall, Beth Hawes, Celva Boon, Kimberly Uphold, Anita Radliff, Michelle Ho; Barbara Cloutier; Deann Holliday

11:03 am Meeting called to order by Tammy Zibell

Reports:

- Spring meeting minutes by Teresa Robinson-Duane:
Reviewed and edited by group.
Approved: (moved by Heidi Townsend; seconded by Barbara Cloutier).
- Treasurer's Report by Brianne Sanchez:
No new transactions since last meeting: ending balance \$8,906.41, includes reserve for access services.
Approved: (moved by Teresa Robinson-Duane; seconded by Deann Holliday).
- FAST Committee report by Michelle Thorsen:
 - Now coordinating Legacy and PS item types for new programs.
 - WSAC, state: new programs will create global item types/award codes.
 - Maintenance list: need to update PS ticket list for a more coordinated effort new deployment groups go live. Marjorie at SB is tracking the ticket list.
 - Synopsis of comment from Tammy Zibell: any enhancements that schools may want that are not currently available will have to wait until ALL colleges have converted to PS; only exceptions would be if State Board were to determine a fix or other benefit that will enhance a current set ups.

Old Business:

- Elections for Secretary and Treasurer by Heidi Townsend:
Nominees are: Tawnya Lea for Secretary (Bates Technical College); Erin West for Treasurer (Spokane CC). At the meeting time, ballot quorum had not been reached. Will follow up with election results when quorum is met.
- COVID letter to WA Senators by Tammy Zibell:
Copy provided to FAC committee; sent to all WA senators.
- FAC meeting date changes for 2020-21 by Tammy Zibell:
 - Rainbow Lodge spring meeting is cancelled due to travel ban (COVID related); tentative spring meeting dates May 12 -13; Brianne Sanchez will send cancellation notice to Rainbow Lodge.
 - Winter meeting dates TBD: discussion: coordinate with ARC liaison; Melanie suggested one day FAC, one day with ARC, or at minimum partial day with ARC. Tammy will coordinate with ARC to determine winter meeting dates. Other consideration is the DG4 schools going live in February.

- Work Plan by Tammy Zibell:
 - Not able to update due to conflicting priorities caused by CTC Link conversion activities and administrative impacts due to COVID lockdowns, moving business platforms online, and working and providing customer service in a virtual environment. Table work tentatively to winter meeting.
 - Discussion to add Racial Equity to work plan:
Homework for winter meeting: come with ideas and information to build the item into our work plan. Some ideas discussed: Tammy-FAFSA completion workshops; Melanie-outreach materials translated into other languages; Johanna-review communications to students and consider more targeted language to student groups based on unique demographics; Lisa-focus on incorporating diversity into financial aid and other areas; Kim Uphold-review procedures and policies thru equity lens to remove barriers.

12:01 pm Meeting ended (moved by Brianne Sanchez; seconded by Heidi Townsend).