

FAC Business Meeting Minutes

Friday, February 22, 2019

Attendees: Alex Bailey, Tammy Zibell, Kathy Day, Brianne Sanchez, Brigitte Baker, Heidi Townsend, Wendy Joseph, Anita Radcliff, Melanie Ruiz, Danielle Hodgen, Maisee Parlez, Teresa Buchmann, Deborah Englehardt, Erlinda Cruz, Johanna Dwyer, Rahel Weldu, MiChelle Thorsen, Cheryl Fritz, Jeff Lackey, Deann Holliday, Crystal Allison, Corinne Soltis, Stacey Savino, Kim Geer, Ben Beus, Oscar Verduzio, Chippi Bello.

8:20 am Meeting called to order by Heidi Townsend

- Heidi brought up a discussion about meals at Rainbow. Discussion and agreement to add meal selections to registration form for next meeting at Rainbow

8:25 am Teresa Buchmann presented minutes from Fall 2018 business meeting. Chippi Bello moved to approve minutes with no corrections. Stacey Savino seconded the motion. Minutes were approved.

8:30 am Quorum confirmed by Heidi Townsend

8:35 am Brianne Sanchez presented Treasurers Report. Danielle Hodgen moved to approve. Melanie Ruiz seconded the motion. Treasurers Report was approved.

8:40 am MiChelle Thorsen presented update from FAST.

- Legacy: Portal update with March 2nd update. Shopping sheet will be updated with new language. Discussion if we need to update charter for PeopleSoft representative and co-chair. Current committee is 6 members including a SBCTC representative.
- Tammy Zibell moved to update membership to 9 members including the SBCTC representative. Wendy Joseph seconded the motion. Motion approved. Johanna Dwyer will send out draft of change to charter for final approval before updating.
- Tammy Zibell created a CTCLink maintenance list. Enhancement requests are not included on this list, only compliance issues. Biggest concerns: SAP, ABE, Customer Account-cannot transfer between quarters/terms, Early Achiever and Worker Retraining item types.
- Becky Phillips described the formal process for enhancements in the 90s.
- Discussion about a letter from FAC. Spokane schools will have a conversation with Ruben Flores before a letter from FAC discussing how he can advocate for these critical compliance issues.
- Spokane schools advocated for a business support and IT specialist position in each FA office when the transition begins

9:11 am Old business presented by Heidi Townsend

- **Meeting venues-** Rainbow versus community college location. Costs are less at Rainbow, centralized location for speakers. Discussion about time of year for Rainbow meeting. Brianne will send out dates for Spring 2020 and 2021 at Rainbow. May transition to spring to meet at Rainbow for our 3 day meeting and hosting a winter one-day meeting at a college. Fall meeting will continue to be connected to WFAA conference, with 1 full day, include options to participate in meetings electronically through Zoom or other product. Currently next year's winter meeting is scheduled for the first week of March 2020. Discussion tabled for treasurer to get dates and send out doodle poll.

- **Reserve for accommodations**-Discussion about accommodations for disabilities. Heidi Townsend moved to set \$2000 in reserve for accommodations. Wendy Joseph seconded motion. Approved. Johanna Dwyer will update by-laws.
- **Implementing dues**-Discussion around dues. No dues at this time, but fees for individual meetings will continue. Deann Holiday moved to increase fee for 3 day meeting to \$50. Melanie Ruiz seconded the motion. Approved.

10:07 am New business presented by Heidi Townsend

- Process of work groups-Discussion to update by-laws to include a FAC representative on ARC elected during Spring elections. Heidi Townsend moved to update the by-laws. Stacey Savino seconded. Approved.
Anyone on a work group or committee should email Heidi Townsend list of members. Work groups and committees should report out to FAC when they meet and when there are developments.
Job Duties of elected position – discussion of having duties written down to aid in transition between years. Discussion about executive team/FAC board members meeting at least quarterly, probably through Zoom or other electronic communication. Heidi moved to have FAC board members meet quarterly. Stacey Savino seconded the motion. Approved.

10:22 am FAC elections

- Great opportunity for professional development
- One position open, President elect. Must be director or dean to qualify.
- Discussion about level of position as requirement of President. Especially important for outreach and testifying requirements. Will discuss with Ruben Flores with SBCTC and Christina Castorena with WSSSC

10:34 am Spring FAC meeting – Brianne will send doodle poll

10:35 am Refunds for FAC meetings

- No official refund policy, no refunds have been given in the past
- Registration forms will include notation indicating no refund fee
- Discussion about paying online
- ARC uses Eventbrite, fee for credit card
- Brianne will research options

10:40 am Oscar Verduzio provided update from WFAA

- Trying to get a 2 year contract with Yakima
- Call to provide requests for training at the next WFAA conference
- Professional development opportunities could be for WFAA or FAC meetings

10:44 am Heidi Townsend moved to adjourn. MiChelle Thorsen seconded the motion. Approved