# FAC Mini-Business Meeting – Spr'23– Wednesday, April 19, 2023

# In-Person: Spokane Falls Community College and via Zoom

Attendees: Ashley Clark, Alisha Meade, Angelina Rodriguez, Anita Radliff, Beth Hawes, Betty Craipo, Brett Steiner, Cassandra Fry, Celva Boon, Chantel Fields, Chris Bouchard, Christine Taylor, Crystal Bagby, Debra Dixon, James Flowers, Jennifer Adams, Jessica Harris, Jessica Perez, Jessica Vigil, Jocelyn Roberson, Karina Sanchez, Kate Jacky, Kimberly Uphold, Kwei Wong, Lisa Fortson, Maisee Perales, Manjula Deo, Meghan Ellis, Megan Newsted, Oscar Verduzco, Paul Lee, Rachael Moore, Ronda Reineke, Thu-Cuc Luong, Tuyet Tran, Teresa Robinson-Duane, Alexandra Bailey, Tawnya Lea, Joshua Temple, Tammy Zibell, Erin West, Lorena Saucedo, Shailene Gronemyer, Alicia Mallahan, Brian Isbell, Melanie Ruiz, Kim Greer

3:13pm Teresa Robinson-Duane called meeting to order

Teresa Robinson-Duane was recently added as a signor to the FAC account at Bank of America; now need to add Erin West, FAC Treasurer to the account.

Motion to add Erin West, FAC Treasurer to Bank of America Account made by Ashley Clark; Melanie Ruiz seconded. All in favor.

Will add President-Elect Deann Holliday as a signor in the near future.

Meeting adjourned at 3:17pm

# FAC Business Meeting – Spr'23– Friday, April 21, 2023

# In-Person: Spokane Falls Community College and via Zoom

Attendees: Anita Radliff, Ashley Clark, Josh Holloway, Shailene Gronemyer, Melanie Ruiz, Teresa Robinson-Duane, Ben Beus, Erin West, Joshua Temple, Kim Greer, Tammy Zibell, Travis McCullough, Alex Bailey, Beth Hawes, Celva Boon, Chantel Fields, Alicia Mallahan, Chloe Hayes, Christine Taylor, Crystal Bagby, Deann Holliday, Jessica Harris, Jessica Perez, Jessica Vigil, Brian Isabel, Kate Jacky, Kimberly Uphold, Lisa Fortson, Lorena Saucedo, Manjula Deo, Oscar Verduzco, Tracy Dahl, Tuyet Tran, Yokiko Hayashi-Saguil, Zoya Zhuk, Tawnya Lea

9:40 am Alexandra Bailey called meeting to order

Reports:

* Winter’23 Meeting Minutes by Tawnya Lea
Tammy Zibell moved to accept; seconded by Teresa Robinson-Duane; approved
* Treasurer’s Report by Erin West
Beginning balance $7,288.44
Expenditures $1,524.99 paid to Green River/Ovations Food Services for Winter’23 FAC Meeting
Ending balance $5,763.45 ($3,000 in reserves, $2,763.45 available)
Tammy Zibell moved to approve; seconded by Teresa Robinson-Duane; approved

* FAST Committee Report by Joshua Temple
FAST has been testing solutions for WA College Grant packaging and MAXT for SAP. Solutions are scheduled to go into production by end of April. Work on maintenance list will continue moving forward with meetings to be scheduled with FAC members for feedback and testing.
* ARC Committee Report by Melanie Ruiz
ARC has introduced proposal to add new role to their leadership that would facilitate technology tasks (similar to FAC’s FAST Committee). Have been requesting improvements to the OOAP. Dani Bundy presented on fraudulent applications; concern over increase of fraudulent applications despite new service indicator; Legacy is expected to be shutdown June 30, 2023 a work group consisting of ARC members is being formed. Discussed PRQ plan stack. FAC will continue to seek collaboration with ARC. Future ARC meeting dates are as follows: Fall’23 10/18-10/20 at Edmonds, Winter’24 1/17-1/19 at Skagit, and Spring’24 is 4/17-4/19 at Lower Columbia.

Old Business

* Work Plan Updates
	+ Tammy Zibell provided update on salary equity efforts at Spokane CC. Appeals were submitted to OFM which were approved and positions were updated to Program Specialist 3. Efforts through FAC as a whole to get system-wide salary equity have not been successful while efforts have been successful at some colleges when addressed locally. Managing a program as one of the duties in the job description has been the key factor in getting reclassified to a PS3. Tammy Zibell shared the job descriptions that were approved by OFM with FAC members. Alicia Mallahan with Edmonds CC shared that the reclassification at Edmonds was successful and is willing to share job descriptions with anyone interested. Group decided to remove this from the FAC work plan.

New Business

* 2023-2024 Elections by Teresa Robinson-Duane
	+ Alex Bailey moved to elect Kim Greer, seconded by Melanie Ruiz; approved.
	+ Melanie Ruiz moved to elect Christine Taylor as Secretary, seconded by Tammy Zibell; approved.
	+ Tawnya Lea moved to elect Erin West as Treasurer, seconded by Teresa Robinson-Duane; approved
* Moving forward, both President and Treasurer need to attend Fall meeting in person to visit FAC bank branch to add/remove signors.
	+ Teresa Robinson-Duane moved to keep Erin West on bank account as a signor, remove Teresa Robinson-Duane as a signor in the Fall and add Deann Holliday as a signor as the incoming President. Seconded by Tammy Zibell; approved.
* Erin West asked for feedback on the process for collecting payment of the $250 FAC annual membership fee along with possibility of deadlines. ARC uses Eventbrite, Melanie Ruiz is contacting ARC to get more information on Eventbrite. ARC members pay annual membership at each Fall meeting, additional attendees pay at each meeting.
* Tentative Future FAC Meeting dates: Fall’23 10/17-10/18 to align with WAFAA Conference 10/18-10/20, Winter’24 1/17-1/19 at Skagit, and Spring’24 is 4/17-4/19 at Lower Columbia to align with ARC.
* Alex Bailey will work with SBCTC to update FAC designees posted on website.

Teresa Robinson-Duane moved to adjourn meeting, seconded by Tammy Zibell; Alex Bailey adjourned meeting at 10:45am.