

Committee Minutes

ADA Committee

September 15, 2016, 3:00 pm VCC 212

Members present: Cindy Burns, Chris Diorietes, Susan Ellis, Rosemary Kelly, Margarete Morley, Linda Novak, David Smith, Krista Smith, David Sullivan, Stacy Walent

Legend: (A= Administration, F = Faculty, S = Staff)

Members absent: Robert Antill, Sheila Cameron, Louanna Casteman, Antonio Jackson, Cynthia Massie, Mary Mitchell, Amy Samperton, Joe Talarico, Darlene Wood.
Legend: (A= Administration, F = Faculty, S = Staff)

OLD BUSINESS: There is a central location for VPAT on the L drive. HR Compliance update – Fill in forms, need instruction. Decisions – What is public information?

NEW BUSINESS: November 18th - Regional Workshops at FTCC to include Microsoft Products in which faculty and staff are encouraged to attend. Additional upcoming ADA trainings include: Refresher for Creating Electronic MS Word, Online Trainings, PDF training with Darren Evans. David Smith working on trainings through VLC to be made available to FTCC, including training regarding Microsoft Products.

Actions/Activities/Assignments before next meeting: Investigate process of offering work study students captioning assignments. Use of periscope for instructors video messages. Add having a VPAT as a condition to a PSA. Webmaster to work with website developer to fix accessibility concerns identified by SiteImprove.

Next Meeting: TBA

Adjournment: September 15, 2016 at 4:00

Minutes Prepared by: Stacy Walent

Minutes Approved by: Stacy Walent

Minutes submitted to Office of HR & IEA for Web Page Posting: <<9/21/2016>>