

Attendees

Jake White
Tim Trussler
Mary Ann Keith
DeAnne Hamilton
Rhonda Sample
Karrie Zylstra
Kym Pleger

Absent

Chelsea Linqvist - excused
Al Griswold - excused

Resignations

ASG Public Relations – Christian Clarks

Opening

Tim brought the meeting to order and pointed towards the completed charters from Renton Technical College and either North Seattle College. Tim brought our attention to the current action plan. This plan was completed as per the earlier SBCTC request, and Tim said our new accessibility plan may experience some changes. The plan reflected the brainstorming session from the prior meeting.

Action plan recommendations

- Change the plan to a series of “to-do”s along with a timeline – Karrie volunteered to update the action plan into more readable checklist
- Josh moved to approve the plan, Rhonda seconded, unanimous approval. Action plan is approved.
 - Since this is a google doc, we can edit the plan in real time and people can make changes.

Agenda

DeAnne let the committee know that the agenda is flexible. Discussion of turning the action plan into a work plan with proposed outcomes and meeting the goals of the committee, including workgroups. Discussion moved towards the travel budget, perhaps hosting a guest speaker.

Jake mentioned that staff (faculty, etc) are wanting to have documents uploaded to the website that are not accessible. Recommended a department point person who will check internal documents before they send them to Jake for uploading. This person would ensure they meet not only content is correct, but accessibility is also correct. This is a larger issue.

To-do summary

- Karrie will turn the action plan into a checklist
- Mary Ann will look into other bylaws, including the College Council bylaws. They exist on the google drive
 - College Council bylaws on the public website. <https://batestech.edu/wp-content/uploads/documents-directory/10/12/COLLEGE-COUNCIL-BYLAWS-18.pdf>
 - Will draft responses to the 7 bulleted points (name, object or purpose, members, etc)
- Workgroups

- Summit workgroup formed. Goal is to train the this workgroup by either travel or hiring a speaker.
 - Proposed idea to bring in “Jess” from the State Board, who is the accessibility champion at the state board.
 - Volunteers to serve on the workgroup include Kym, Karrie, and Chelsea. Rhonda is the backup.
- TROC workgroup formed, Karrie and Mary Ann to meet with TROC
- Training workgroup- DeAnne, Tim, and Josh are going to meet with HR for training. Phased approach that starts with accessibility emails and Outlook use, then towards Word documents and Adobe PDF’s, finalizing with images. Best practices, perhaps via BAT.
 - Outcomes:
 - Agenda item for Feb BAT meeting
 - Meet with HR
 - Present at Deans meeting
- Medical Mile Workgroup – want to have a voice and input on the design to ensure that the new building meets the spirit of the law, not just the letter of the law. Meeting is January 4th. DeAnne will let Holly and Al know we want someone to join that meeting, and Rhonda will meet with Bob R first. Rhonda and the student are on the workgroup.
- Plan to attend the statewide Accessibly meeting at Kent Station (Green River) in March 2019
- Tim will finalize the survey by mid-February.
- DeAnne will use these existing notes and use it to give an update to Cabinet in the month of December.

Committee agreed to meet on the first Fridays of each month at 9am in the Online Learning Center.