

ADA/Section 504 Committee Minutes from Meeting held on November 6, 2014 at 2pm in TCC, Room 229

Attendees: Clint Atkins (Safety); Josh McAlpin (Physical Plant); Belinda Patterson for Jennifer Hatten (Parking Management); Corey Stapp for Justin Long; (Residence Life); Karen Reidenbach for Jeff May (I-Tech); Matt Quin (Counseling Center); Robin Johnson, chair (Coast); Rebecca Anderson (Coast) Marks Elder (ODA); Suzy Hebert (ODA); Geoff Locicero (University Communications); Dr. Emily Stanback (College of Arts and Letters); JoAnn Johnson (Research, Centers and Institutes); and Dr. Glenn Bond (College of Science and Technology).

- I. **Mission of the Committee:** Robin Johnson called the meeting to order. Robin reviewed the mission, which is to increase disability awareness in an outreach, grass-roots manner, provide feedback to ODA, offer ideas on ways to increase disability training opportunities and disseminate information about ODA and disabilities. All attendees introduced themselves and identified the area each represents. Robin recognized the new committee members, Marks Elder with Disability Accommodations, Dr. Emily Stanback from College of Arts and Letters; Rebecca Anderson from the Coast campus; and the College of Business representative, Dr. Jamye Foster, who couldn't attend the meeting as she was at a conference. ODA noted that the coast had two representatives in the past but it is no longer that way. However, there are two departments on the Coast, Student Services and Gulf Park Testing Services, that frequently assists ODA in accommodating students. Since ODA does not have an office on the Coast, help from these offices is appreciated. Glen Bond suggested that possibly others from the Coast could participate in the committee by phone or another way. Attendees were reminded that an audio recorder is used to assist in recording the minutes.
- II. **Business Items:** Business items included replacements for College of Arts and Letters, College of Business, new ODA staff and student representatives. ODA shared that a former student, Ryan Arnold, just returned enrolled in a graduate program and is excited that he will be part of the committee
- III. **Upcoming Access Meetings:** Marks Elder announced the following events which are open to faculty, staff and students:
 - **Web Access Meeting** will be on Thursday, November 11 at 12:15pm to 1pm in Owing-McQuagge Hall, Room 109. Representatives from ODA and other departments will be there to answer questions and hear concerns about access to online classes, web sites and BlackBoard.
 - **Physical Access Meeting** will be on Tuesday, November 13 at 12:15pm to 1pm in Owing-McQuagge Hall, Room 109. Representatives from ODA and other departments will be there to answer questions and hear suggestions about access to campus facilities, parking and pathways.
- IV. **ODA Changes**
 - **Growing demand for services:** Suzy reported that there has been a huge increase in demand for ODA services. From January 2012 to May 2014, the number of students served by ODA increased 51%. An expansion of all of ODA's services resulted from this increase.
 - **Additional office space:** ODA has acquired adjacent office space which will provide the much needed space for testing. Now ODA has 30 permanent testing stations in their six exam rooms. Additional space will also be used for storage of desks, files, and a wheelchair charging station.
 - **Electronic record system-** ODA hopes to implement a software program soon which will improve the efficiency in serving students and will reduce the space required to store files.
 - **Other key campus services** – are relocating very close to ODA, which will be beneficial for the students. The Counseling Center will also be located in Bond Hall and the Health Clinic will be in the next building. Both departments frequently assist students served by ODA.

V. **Updates**

- a. **Campus Construction and Physical Access** – Josh McAlphin shared that the elevator in Cook Union is under construction for the elevator to be brought up to ADA standards. He added that the North 31st Parking lot is under construction and will be paved. Karen Reidenbach pointed out that the handicap parking adjacent to Chain Tech Building is difficult. There was much discussion on why the university was forced to remove the much closer 13 handicap parking spaces in 2007. Another discussion followed about possible ways to restore the handicap parking spaces in that area and that changes may occur in the future.
- b. **Web Access:** Geoff Locicero reported that he met with Paul Walters who provided the guidance that the university should use WCAG 2.0 as the access standard for the web. He noted that it is a higher standard than the 508 Standard. The need for a captioning process was mentioned. Dr. Glenn Bond clarified the difficulties in using voice recognition programs as part of the captioning process.
- c. **ADA Training and Compliance:** Suzy reported that since July 1, 2014, ODA participated in one staff orientation. In three other employee orientations, other staff presented and disseminated ODA and disability information since ODA's staffing was critically low at that time. ODA also gave presentations to two academic departments, five staff groups and four classes. Other departments are now sharing ODA's information electronically. Further, Suzy explained that several upper-class and graduate students have met with her to understand disability challenges and services then gave presentations in their classes.
- d. **ADA Compliance:** Suzy reported that since the ADA Compliance Office was moved out of ODA, these issues are now being handled by the university's Compliance Officer. A very positive benefit of this change is that it frees up the ODA staff so they can focus more on serving students.

VI. **Other:** Dr. Glenn Bond explained that three power doors in the Union and Chain Technology buildings weren't working because the switch was not turned on. There was discussion on the ON-OFF switch on the doors. Suzy recommended that when a power door doesn't work, contact ODA or Fran Jones if this happens in the Union Complex. The university has a contract with a company to ensure that our power doors are maintained.

VII. **Next Meeting:** The next meeting will be held in Spring 2015 and that Suzy will email everyone with the details.

The meeting minutes were recorded by Suzy and the meeting lasted 34 minutes.