

ADA/Section 504 Committee Minutes from Meeting held on February 28, 2013 at 2pm in Union, Room A

Members in Attendance: Jennifer Hatten (Parking Management); Justin Long (Residence Life); Rodger Jackson (Safety); Josh McAlpin (Physical Plant Project Manager); JoAnn Johnson (Research, Centers & Institutes); Karen Reidenbach (for Jeff May, I-Tech); Matt Quin (Counseling Center); Robin Johnson, chair (Coast); Ragan Summers (ODA); Suzy Hebert (ODA); Scott Dossett (ODA); Karen Lott (ODA); Susan Rayborn (Learning Enhancement Center); Jameela Lares (College of Arts and Letters) and Ryan Peters (Student Representative) joined the meeting when discussing Physical Access.

Items Distributed: Meeting Agenda and circulated the minutes from September 11, 2012 meeting.

- I. **Audio Recorder:** Committee chair Robin Johnson called the meeting to order. She explained that the committee will use an audio recorder to assist in recording what is said which will be used later when the minutes are typed.
- II. **Mission of the Committee:** 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. She also thanked the members for their participation and noted that their involvement is vital to helping ODA in their mission.
- III. **Business item:** Robin explained that several members can rotate off the committee at the end of June 2013 and the list includes: Jonathan Williams, JoAnn Johnson, Jeff May and Susan Rayborn. Since these members have the option of staying on another three years, Suzy Hebert clarified that if any want to rotate off, they should email Suzy stating their choice. Otherwise, it will be assumed that the members want to continue as part of the committee for three more years.
- IV. **ADA Consultants:** Robin shared that ODA is still awaiting feedback from the consultants' assessment and report. Since the assessment was arranged through the university's legal office, the report will be sent there and they will relay the information to ODA. She added that the assessment was extremely thorough.
- V. **ODA Awards:** Suzy shared information about the three ODA Awards (Outstanding Student, Outstanding Instructor and Outstanding Staff) that ODA gives every Spring. Nomination forms for each have been distributed and the due date is March 20. Copies of the forms will be emailed to members so they can be easily forwarded to others in their department. Dr. Jameela Lares suggested that it would be helpful to include an introductory letter and Suzy agreed to send one with the forms.
- VI. **Minutes from Fall 2012 meeting:** Robin reported that Suzy mailed the minutes from the Fall 2012 meeting twice to members so all should have had chance to review them. Copies were also circulated in today's meeting to provide another opportunity to see if changes are needed and members were given a few minutes to review. The committee approved the minutes from the September 11, 2012 meeting.
- VII. **Spring Access Meetings:** Ragan Summers invited members, other staff and students to attend the Access Meetings that are open to the campus community. The Physical Access Meeting will be Tuesday, March 5, at 12:15pm – 1pm in Owings-McQuagge Hall, Room 109. And the Web Access Meeting is on Thursday, March 7, at 12:15pm – 1pm in Owings-McQuagge Hall, Room 111.

VIII. **Updates**

- a. **ADA Training:** Suzy reported that, so far in this FY12-13, ODA has shared disability awareness, ODA, and ADA information with: Five student organizations; two campus departments; three classes; two perspective student groups; and one off-campus group. It also participated in five new employee orientation activities and a legal panel discussion with 180 faculty members. And it mailed ADA training packets to 110 new and adjunct faculty. Suzy thanked the committee for their efforts in spreading information about disabilities and ADA because employees and others on campus are now reaching out to ODA about these ideas.

- b. **Campus Construction, Tornado Recovery and Physical Access:** On campus construction, Josh McAlpin reported that: (1) they moved back the due date on North 31st Pedestrian Plaza project to March 27 due to other issues and the tornado; (2) College Hall is complete; and (3) College of Business project is going well. Rodger Jackson reported that the building demolition projects are a little behind schedule. He added that recovery from the tornado damage involves Marsh Hall, the PAC, Elam Arms Hall, McLemore Hall, Southern Hall, and Kennard-Washington Hall. He advised that all should avoid Elam Arms and nearby area on Hardy because they are trying to expedite the demolition of Elam Arms. Suzy thanked the Physical Plant and volunteers for quickly removing the debris to restore access. Suzy also explained that a student, who uses a wheelchair, recently complained that he couldn't get to class because a shredder truck was parked on sidewalk near Owings-McQuagge Hall. The student took a picture blocking the pathway, which ODA enlarged and passed around in the meeting. After Suzy reported that this student (Ryan Peters) hoped to join the meeting late, he arrived. Then Ryan explained that this truck driver saw him but didn't move the vehicle so he called Parking Management to report the problem but was only connected with a voice message option so he left a message. Jennifer Hatten said that his call to Parking Management should have rolled over to the next phone. Jennifer also explained that the shredder truck driver had called Parking Management and they instructed him where to park but he didn't follow these instructions. Both Jennifer and Rodger said that they provide guidance and education to prevent vehicles blocking access. Jennifer shared that they routinely make violators move and give tickets. Rodger reported that they frequently tell contractors about not blocking access. He asked for Suzy to email him the picture so he can follow-up with the company whose truck was on the sidewalk and she agreed to do so.

- c. **Web Access:** Karen Lott said that there are no new reports and that web access is an ongoing process. She added that if anyone is aware of problems accessing websites, they can contact her.

- IX. **Next Meeting:** Robin announced that the next meeting will be held in Fall 2013 and that Suzy will email everyone with the details.

Minutes recorded by Suzy Hebert.