

## **ADA/Section 504 Committee Meeting Minutes (October 20, 2011 at 2pm in Union, Room A)**

Members in Attendance: Neal Mead (Athletics), Belinda Patterson for Lucy Bowens (Parking Management); Dr. Stephanie Messer, Vice-Chair (Residence Life); Rodger Jackson (Safety); Karen Reidenbach for Jeff May (I-Tech); Robin Johnson (Coast); Michelle C. Rose (College of Science & Technology); Dr. John Beedle (College of Science & Technology); Matt Quinn (Counseling Center); JoAnn Johnson (Research, Centers, & Institutes); Rene Fleishbein for Jameela Lares (College of Arts & Letters); Suzy Hebert (ODA); Karen Lott (ODA); Scott Dossett (ODA); and Ragan Summers (ODA)

Items Distributed: Agenda; Bylaws with proposed amendments highlighted; Rotation Member list and the Committee Member List

### **I. Minutes from Spring 2011 Meeting and Vice Chair assumes Chair Role for this year:**

Meeting called to order by the ADA Committee Vice-Chair, Dr. Stephanie Messer, who will assume the Chair role for this academic year while Dr. Aimee Thomas is a visiting professor at Loyola in New Orleans. Members were told that the minutes from the February 2011 will be emailed to all members later today.

Reviewed the committee's 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.

### **II. Refine Bylaws; items considered:**

- a. It was not certain if Article # 8 of Bylaws was fully adopted in the February 21, 2011. So, in this meeting, the committee voted to adopt it and Article # 8 will be written in the Bylaws as:  
*The Bylaws can be amended or repealed, in part or whole, through a two-thirds majority of those committee members present and voting, provided that the amendment(s) have been submitted in writing to each committee member at least two weeks in advance of the vote.*
- b. Propose clarifying the Bylaws to add a statement indicating that officers can either be voting or ex-officio members. Suzy Hebert sought guidance from the Committee on Committee about the possibility of adding this to the Bylaws and they indicated that this is permissible. The committee voted to add the following statement to the Bylaws' section on officers, under Article # 4:  
*Both voting and ex-officio members can serve as officers.*
- c. Propose to reword the Bylaws' section on member rotation, which was written as: *One-third of the members will rotate off the committee July 1<sup>st</sup> of each year.* But it became confusing because the Bylaws' section on Membership Terms states that members serve a three year term and may serve two consecutive terms for a total of six years. To clarify how this works, Suzy consulted with Mary Dayne Greg (member on the Committee on Committees), who shared that one-third of the members' terms expire on July 1 of each year and since they can serve two consecutive terms, they could be reappointed for another three years. So, the committee voted to change to wording in the Rotation section of the Bylaws to be written as:  
*One-third of the members' terms will expire on July 1<sup>st</sup> of each year. Since it's permissible for members to serve two consecutive terms, they may be reappointed for another three years. After serving six consecutive years, a member must rotate off by July 1<sup>st</sup>.*

III. **Rotation of the Committee Members.** Since there are 16 voting members who will rotate off the committee at some point, 16 cards were placed in a box and each of the voting members drew a card that informed them when their membership term would end. The present voting members drew card and cards were drawn for each absent member. The cards either read as: *Your term ends at end of June 2012, Your term ends at end of June 2013 or Your term ends at end of June 2014.* Below is table summarizing the results of the card drawing process used to determine member rotation.

Voting or Ex-Officio	Campus Department	Representative	First Term Expires in Yr.	Second Term Expires in Yr.
ex officio	Safety Officer	Rodger Jackson		
ex officio	Physical Plant Planning Person	Dr. Chris Crenshaw		
ex officio & Secretary	Disability Accommodations	Suzy Hebert		
ex officio	Disability Accommodations	Ragan Summers		
ex officio	Disability Accommodations	Scott Dossett		
ex officio	Disability Accommodations	Karen Lott		
Voting & Vice Chair	Residence Life	Dr. Stephanie Messer	2014	
Voting	Counseling Center	Matthew Quin	2014	
Voting	Park. Management	Lucy Bowens	2012	
Voting	ITech	Jeff May	2013	
Voting	Communications	Aaron Green	2012	
Voting	Learning Enhancement Ctr	Susan Rayborn	2013	
Voting	Learning Enhancement Ctr	Megan Mulloy	2012	
Voting	Athletics	Neal Mead	2013	
Voting	Research, Centers & Institutes	JoAnn Johnson	2013	
Voting	Coast, Staff	Robin Johnson	2012	
Voting	College of Health, Faculty	Dr. Jerry Purvis	2014	
Voting	College of Business, Faculty	Jonathan Williams	2013	
Voting	College of Arts & Letters, Faculty	Dr. Jameela Lares	2014	
Voting & Chair	College of Science & Tech., Faculty	Dr. Aimee Thomas	2012	
Voting	College of Science & Tech., Faculty	Michelle Rose	2014	
Voting	College of Ed. & Psychology, Faculty	Dr. John Beedle	2012	
voting	Student Rep.	Ryan Arnold		

voting	Student Rep.	Ryan Peters		
voting	Student Rep	Darren Holland		
voting	Student Rep.	Justin Martin		

**IV. Updates:**

*a. Announce Fall's Access Meetings open to campus community:*

Announced that the Physical Access Meeting will be on Tuesday, November 8, at 12:15p.m.–1:00 p.m. in OMH, Room 109. And the Web Access meeting will be Tuesday, November 15 at 12:15pm-1pm in OMH, Room 109.

*b. Campus Construction and Physical Access*

Roger Jackson reported that renovation of College Hall will start soon and that the Safety Office will alert ODA if there will be any changes to access around this area. One of the members shared that she noticed an uneven sidewalk on the west side of Forrest County Hall. Rodger instructed her to email him and they will address it. Questions were asked about the accessibility of the new designated smoking areas. Rodger shared that some are on concrete and some are not.

*c. Web Access*

Karen Lott reported that the Web Access Subcommittee will meet once a semester or as needed.

John Beedle asked if Blackboard 9.1 has any accessibility problems and Karen said that she didn't think so. Suzy added that it was reported that BlackBoard's newer version has resolved some of the accessibility issues that it had in the past.

John inquired about what needs to be done to for captioning course videos and Suzy provided guidance on the university's requirement to provide captioning for all videos. She explained that the university has a committee exploring the best way to address this issue. It was asked if videos used in BlackBoard must have captions and Suzy said that they should.

**V. Next Meeting:** The next meeting will be held in Spring 2012. The members will be sent information on the meeting's date, time, and location via email.

Minutes recorded by Suzy Hebert.