

## **ADA POLICY ADVISORY COMMITTEE MINUTES**

**2:10 p.m. Meeting Begins**

**2:40 p.m. Meeting Ends**

**Location: Human Resources Conference Room**

### **I. OCTOBER 18, 2012: CALL TO ORDER-Huda Melky**

Called to order at 2:10 p.m.

### **II. ATTENDANCE-Huda Melky**

Those in attendance were Huda Melky, Doug Wiles, Matt Davis, Stephen Rowland, Vernon Sheeley, Charles Jones, Jeff Jones, Michael Shilling, and Cindy Smith.

### **III. APPROVAL OF MINUTES**

Minutes from the September 27, 2012 meeting were reviewed and approved with the change to "Blackboard account" instead of "the link", in Update on Section 508 Web Accessibility; letter G.

### **IV. INTRODUCTION**

- A.** Huda introduced Doug Wiles, Library Security Coordinator, Library Public Services. Huda discussed accessibility of the library for a wheelchair user. Currently, there is only one accessible entrance for the entire complex and a staff member is having difficulty entering the building. Huda asked that Access Control, Chief Robert Dean, and Howard Bailey be contacted regarding a core door to be keyed for this staff member.
- B.** Charles Jones discussed an email from Bryan Russell requesting a ramp to be installed at Cravens Library.

### **V. REQUEST FOR HUMAN RESOURCES REPRESENTATIVE TO JOIN COMMITTEE**

- A.** Huda is requesting that Denise Cornelius, Benefits Specialist, Human Resources, be added to the ADA Committee. Charles Jones asked that Denise communicate with Jennifer McLeod, Employee Relations Specialist, Facilities Management, any information that DFM should include in their orientation.

### **VI. FACILITIES MANAGEMENT**

- A.** Michael Schilling met with Billy Breakfield, Assistant Supervisor, Facilities Management, and toured the campus and viewed stairs that could be hazardous for the visually impaired. Charles Jones reported these locations and a stripe and/or slip resistance protective coating will be used on the steps. Charles said some of the steps will be done this fall and the remainder next summer. Charles asked Michael to submit a work order when he identifies situations on campus that are potential issues.

**VII. STUDENT DISABILITY SERVICES**

- A.** Matt Davis submitted the SDS Data and Student Accommodations reports for the committee to review.
- B.** Student Disability Services have had several programs for Disability Awareness Month.
- C.** Matt said Student Disability Services will employ a floating Coordinator to visit the regional campuses and handle SDS issues.

**VIII. SECTION 508 WEB ACCESSIBILITY**

- A.** Huda distributed the Website Accessibility Status Report to the committee members for their review. Huda reported that Gopi Chand Nutakki continues to audit websites and is also assisting departments to make their websites compliant.
- B.** Jeff Jones reported that three people registered for “How to Make your Website Compliant”, but no one showed up for the class.
- C.** Huda shared that the University of Louisville will host an ADA Symposium on November 1, 2012 and she encouraged committee members to attend. Huda asked Cindy Smith to send information to committee members.