

## ADA ADVISORY COMMITTEE MINUTES

2:05 p.m. Meeting Begins

2:50 p.m. Meeting Ends

Location: Academic Affairs Lobby Conference Room

### **I. OCTOBER 9, 2008: CALL TO ORDER – Huda Melky**

Call to order at 2:05 p.m.

### **II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Matt Davis, Jennifer Tougas, Kelly Burch-Ragan, David Coffey, Bob Ware, Jeff Jones, Vernon Sheeley, Cheryl Lewis-Smith, and Cindy Smith

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

Minutes from September 25, 2008 were reviewed and approved.

### **IV. ACCESSIBILITY SUBCOMMITTEE REPORT**

- A. John Kessell was unable to attend the meeting; however, he will serve as a subcommittee Chair. The subcommittee will consist of Bob Ware, Kelly Burch-Ragan, Matt Davis, Jeff Jones, and Ben Johnson. The following projects will be reviewed:
- Five interior and exterior doors, in order to check the weight and tension
  - Check the International House for accessibility
  - Determine if Agriculture Farm's restroom is accessible
  - Automatic door opener for Student Disability Services
  - Three buildings with ramps need to be reviewed on the inside for accessibility
- B. Huda Melky reminded the committee that not all buildings must be accessible. According to ADA law, a reasonable accommodation can be made. Ms. Melky also stated that the wheelchair user who requested to be in the International House has worked on reasonable accommodation. Someone will meet him in an accessible building, the Academic Complex. Ms. Melky also informed the group there is no construction funding allocated for accessibility projects; however, we will give a listing based on priority of the President and Administrative Council for review and recommendation.
- C. Jennifer Tougas suggested that ADA policies be reviewed with the Planning, Design and Construction department to inform them about the policies before projects are started on campus.
- D. Bob Ware once again reminded the committee that he is the one who is in charge of maintenance, and Ben Johnson is in charge of Planning, Design and Construction.

**V. LEGAL UPDATE ON EEOC AND OFCCP ON ACCOMODATING DISABLED VETERANS**

- A. Huda Melky shared handouts with the committee and discussed the impact of the disabled veteran's requirements. The EEOC requires online applications, website accessibility, and accessibility for the visually impaired.
- B. Dr. Sheeley confirmed the President did sign the bill on September 25, 2008. Huda Melky said the ADA Amendment will be effective January 1, 2009 and WKU needs to be ready to accommodate these individuals by that date.
- C. David Coffey shared that individuals who served 90 days or more in the military are eligible, including their families. Currently WKU has 3 that qualify.

**VI. UPDATE ON SECTION 508 WEB ACCESSIBILITY**

- A. On October 8, 2008 a meeting was held with Dr. Richard Kirchmeyer, Tony Glisson, Ann Mead, Dr. Richard C. Miller, and Huda Melky. Dr. Miller discussed the importance of 508 compliance and the need to audit all websites across campus.
- B. Jeff Jones has looked at the IT website, and noticed it required several corrections. He also received a call from Carolyn Green in Finance, and gave her one-on-one training on how to make corrections to their website. Jeff said Human Resources will be the next web site he checks. He stated that there is a video tutorial for making websites accessible, and notified the committee that there will be a webmasters meeting next week to look at new web checking.

**VII. UPDATE ON REQUEST FOR FACULTY AND STAFF ACCOMODATIONS**

- A. Cheryl Lewis-Smith had no new updates or request at this time. There was a brief discussion with the committee regarding the faculty member who requested natural lighting for her office. Cheryl Lewis-Smith informed the committee of the Safety Fair scheduled for Wednesday, October 15, 2008 from 10 a.m. – 2 p.m. in the Garrett Ballroom.

**VIII. UPDATE ON STUDENT DISABILITY SERVICES, DEPARTMENT PROGRAMS AND SERVICES**

- A. David Coffey shared with the committee that SDS is responsible for working with the students at WKU who have disabilities. We currently have a situation with a deaf student who wants to go to a play. The student needs an interpreter, and the department has to pay for the service. WKU has a grant, but it is only for academic needs.
- B. David Coffey stated WKU should strive to better serve students with learning disabilities. Murray State University has a Learning Disability Specialist and tutors available for their students. They charge the parents for this service and the parents are willing to pay. David suggested that WKU hire a trained professional to work with these students. He said we would need 10-15 tutors. There are currently 230 students with learning disabilities at WKU and he believes 60 of them would choose the service. David Coffey said someone with a Special Education background would be needed to fill the position.

- C. David Coffey said that SDS is in desperate need of more space. The department currently has 3 full time people in one office, testing accommodations continue to be a problem, and David feels the department has come so far and he does not want it to end. He wants to see the department continue to grow.
- D. Huda Melky said there needs to be an accessible map for WKU, and it was recommended to contact Steve Newton in Planning, Design and Construction.
- E. Huda Melky said the ADA Guidebook for Students with Disabilities has been sent to several department heads for review and updates.

**IX. PARKING AND TRANSPORTATION**

- A. Jennifer Tougas said there are no updates at this time.
- B. David Coffey thanked Jennifer for helping with a parking issue his department had this week.