

ADA POLICY ADVISORY COMMITTEE MINUTES

2:05 p.m. Meeting Begins

2:55 p.m. Meeting Ends

Location: Academic Affairs Lobby Conference Room

- I. MARCH 25, 2010: CALL TO ORDER – Huda Melky**
Called to order at 2:05 p.m.
- II. ATTENDANCE – Huda Melky**
Those in attendance were Huda Melky, Jeff Jones, Matt Davis, Vernon Sheeley, Stephen Rowland, Jennifer Tougas and Cindy Smith.
- III. APPROVAL OF MINUTES**
Minutes from the February 25, 2010 meeting were reviewed and approved.
- IV. FACILITIES MANAGEMENT**
 - A.** Charles Harrison was unable to attend the meeting. Huda Melky said she will be working with Facilities to get ready for the audit that will be done at WKU the week of April 19, 2010.
 - B.** Huda will be meeting with Steve Newton from Planning, Design and Construction on Friday, March 26, 2010 to discuss the accessibility maps being available to view on line.
 - C.** The auditor has asked for a list of buildings, when they were built and a list of any renovations currently in process.
- V. STUDENT DISABILITY SERVICES**
 - A.** Huda spoke with Ellen Bonaguro regarding the removal of out dated documents from the SDS website. Matt Davis stated the website should be updated by April 16, 2010.
 - B.** Matt distributed current SDS Diagnosis and Accommodations documents for the committee to review.
- VI. UPDATE ON SECTION 508 WEB ACCESSIBILITY**
 - A.** The EOO website has been updated with policies, procedures, guidelines, etc for employees and staff with disabilities.
 - B.** Huda attended the Administrative Council meeting and has their approval of the updated website.
 - C.** The Disabled Veterans Policy is now on the website.
 - D.** Huda asked committee members to please review the website and let her know if they see anything that needs to be changed.
 - E.** Sudhir is working very hard to make the websites on campus accessible. Sudhir has gone to several offices and helped them with making their website accessible. Huda shared the current work report with the

committee as to how many audits have been done and how many have passed.

VII. UPDATE ON REQUEST FOR FACULTY & STAFF ACCOMODATIONS

- A. Huda shared the documentation process she is using to obtain information for faculty/staff on campus that have disabilities. We need to let them know jurisdiction has been changed to our office.
- B. It was suggested by committee members to send out an email to all faculty/staff on campus and ask them to contact our office if they need accommodations.
- C. We currently have a faculty member with a disability who is asking for her voicemail to be sent to her email. Jeff Jones said he would look into it.
- D. Jeff Jones has been working with Dr. Milliman regarding his issues with Blackboard.

VIII. PROJECT GOALS

- A. There is currently nothing to report on Project GOALS at this time.

IX. PARKING & TRANSPORTATION

- A. Jennifer Tougas reported that Ginny Griffin is working on the parking situation at Southwest Hall regarding 3 students who have disabilities.
- B. Jennifer said she has a disability parking map she can submit for the April 19, 2010 visit.
- C. Stephen Rowland reported there has been good ridership on the ADA Shuttle. The fixed route has increased wheelchair users.