

Minutes

ADA Compliance Committee

11/2/2010

12:00-12:45 PM

Health Sciences Conference Room (158)

Type of meeting:

Regular

Facilitator:

Chris Raber, Chair

Attendees:

Billy Blanton, Butch Kotcamp, Chris Meade, Leah Osolinski, Deb Scurlock, Bane Sylvia

Agenda topics

New member introductions

SGA members were introduced and updated contact information for member list.

President's Charge for 2010-2011

All members have received this year's charge from Dr. Morris, which is: *The ADA Compliance Committee is a university-wide committee charged to ensure that Shawnee State University is in compliance with the Americans with Disabilities Act and makes recommendations for appropriate policies and programming. Compliance includes a variety of activities including training employees, monitoring compliance efforts, providing technical assistance to departments, and handling complaints about the Americans with Disabilities. During this academic year the committee can expect to work with Human Resources in the design and conduct of the Compliance Audit recommended by the Committee. Mr. Sylvia will be responsible for the completion of this project.* We discussed the charge and Bane noted he will have more information about the Compliance Audit at the next meeting. It was noted that any recommendations we want considered for FY-12 budget are due February 18, 2011, using the Planning Recommendation template. We will work with Bane to further define ADA indicators and mechanisms for monitoring these as the Compliance Audit is designed and conducted, to address SSU's ADA compliance in all areas affecting students, employees, and the public.

2010-2011 Goals

Based on the charge, the following goals were drafted and discussed:

1. Provided educational programming to identified stakeholders (identify educational needs).
2. Design and conduct Compliance Audit with HR (create specific goals).

All present agreed with these general goals, which will be finalized at next meeting. Discussion around goal 1, and possible educational needs focused on employee groups, including those with custodial and clerical responsibilities, as well as working with SGA to identify student education needs. Leah suggested that discussion with Matt Alard, SGA president, would be useful to identify these needs, and one idea was to provide education to SGA members to increase awareness and better help with planning for student education regarding ADA issues.

Clearinghouse Issues/Discussion

We had follow-up discussion concerning ADA desks and noted that they are not present in some areas of Health Sciences building since the remodeling was completed, and that Marcia Tackett stated no ADA desks are available in the new Teacher Education building. Each area that needs ADA desks are reminded to place work order to request them for their areas. Butch will provide total count of ADA desks and let committee know, to ensure there are enough available for all areas. He noted there are some in storage that can be placed in areas lacking them currently. We will continue to monitor this issue. Chris M. that ADA Compliance Committee reports will be added to UFS agenda, and Deb Scurlock will communicate this to Clifford Poirot for inclusion in next UFS meeting. We discussed web design issues and it was noted by new members that it can be difficult to easily find ADA information. It was suggested that we work with Liz Blevins in Communications office to create a general “fast facts” feature about ADA compliance. As the goals and audit plan are finalized, we will follow up on this suggestions with Liz.

Respectfully submitted,
Chris Raber, Chair