**Principal’s Accessibility Advisory Committee Meeting**

**May 8, 2019**

**KC 218**

**Attendees**: Julie Horne (Chair), Joanna Bedggood, Tom Jory, Chris MacNeil, Jeffrey Preston, Angela Core, Doug Mantle, Maureen Moore, MK Arundel, Susan Mahipaul, Hailley White and Shaila Matthews

**Regrets**: Doreen Vautour, Linda Whidden and Jim Zucchero

**1. Approval of the Minutes from February 7, 2019**

**M/S** MK Arundel, Maureen Moore

**2.** **Business Arising from the Minutes**

1. **Roll out of Accessibility Policy**

Julie Horne updated the committee that the Board has approved the Policy, and the next step is to inform the College community. In addition, at this time another policy has been approved, the Employment Equity Policy at the end of May. Should we email communicate both policies together or communicate separately? After a discussion, the consensus was that the Policies should be kept separate and that the Accessibility Policy should be rolled out in the fall.

**Action Items: A subcommittee was formed consisting of Tom Jory, Chris MacNeil, Jeff Preston and Susan Mahipaul, to create a communications plan for the fall, this committee will meet over the summer. Groups to be targeted are: College Council, Chairs, Budget Unit Heads and the intranet**.

1. **Feedback from Student**

Julie Horne updated the committee on the status of the students concerns raised in the last meeting.

* 1. The automatic door opener request has been added to the list for doors needing auto door openers.
	2. Physical Plant Department is continuously improving their snow and ice removal process.
	3. Chris MacNeil reported that there are a few areas on campus that have been identified as having lighting issues. Plans are in place to review these areas and see if improvements can be made.
	4. This is still a to do item. A suggestion from the committee is to discuss with Sam Pearson regarding sending out yearly reminders to faculty who have inaccessible offices to offer alternative meeting arrangements, and/or to employing technology to create more options for meetings. Another suggestion was that the room booking system could highlight meeting rooms that are accessible.

**Action Items: Julie Horne will set up a meeting with Sam Pearson to discuss reminders and with Doreen Vautour to discuss accessible room notifications.**

1. **Disability Classroom Update**

Julie Horne updated the committee that Enrollment services have been implementing this plan. Julie Horne requested that Jeff Preston and Susan Mahipaul keep the committee informed as to the success of this plan**. Julie will send an email to Pam Cushing to update her on this new practice.**

1. **Duty to Accommodate Policy:**

Some changes were made directly to the document, and reordering of the some sections were also completed.

**Action Items: The wording around non-compliance needs some work. When the revisions are made, Shaila Matthews will circulate to the committee via email.**

1. **Personalized Emergency Plans**

Under the Integrated Standards, personal emergency plans are required for anyone who has identified himself or herself with a permanent or temporary disability. The committee was asked for feedback.

**Action Items: The committee will review and send changes/revisions to Lisa Bayer.**

1. **New Business**
	1. Meeting Dates for 2019 and 2020
		1. Suggestion for meeting dates are for the following months: September, December, March and May.

**Action Items: Lisa Bayer will send out a doodle pool to narrow the dates and times.**

**6.** **Adjournment**

 **M/S** MK Arundel, Maureen Moore