

# ACCESSIBILITY COMMITTEE MINUTES

Date: 12/6/2019

Time: 9:00-10:00

Facilitator: DeAnne Hamilton

## In Attendance

DeAnne Hamilton, Josh Clearman, Colin Dory, Jake White, Rhonda Sample, Chelsea Lindquist, Frank Jones, Mary Ann Keith, and Christina Nelson.

### 1.) HR Overview

Christina Nelson from HR was invited to come by and address some of the committee's questions.

1. Can accessibility questions be added to the interview process? – Yes. Since Tim Trussler has done good work on this before, he would be a good person to request draft language for future interviews.
2. How do we ensure accessibility of the hiring process? – All job documents are accessible through the government website. There are still some concerns about accessibility when it comes to the physical process (such as building accessibility). HR is working on rebuilding accessibility guidelines lost in the cyberattack.
3. What can be done to improve the future training of faculty and staff? – One step would be making all materials accessible for Professional Development Day and other trainings, such as:
  - Microphones must be used for all presentations.
  - PPTs must be checked for accessibility before it is presented. One idea would be to appoint one person (such as Dory) to review them ahead of time for approval. This would require establishing a definitely due date and time BEFORE the training. Ideally at least a few days ahead.
4. How do we track individual training? – Data that was previously kept was lost. It currently has to be rebuilt.
5. Do employees get stipends for training? – For PTE staff, training is part of their contract. Faculty training is funded by the state.

## 2.) Updates

- a. ASG Member – Frank Jones has been added to the committee as a student member.
- b. Follow-up on Ambassadors – Josh Clearman is still working on this.
- a. Website – All web requests will have to be done through [postmaster@batestech.edu](mailto:postmaster@batestech.edu) for the immediate future.
- b. Allied Health Center – As a medical building that will service the public, it will need full accessibility. Currently the columns original located in the restrooms have been moved elsewhere, making the restrooms far more accessible.
- c. Meeting with the Board – The Accessibility Committee is on the agenda to meet with the Board in February, Monday the 24<sup>th</sup>. If all available members can both attend the meeting and possibly wear similar colored clothing, it will make a big impression.
- d. Other Concerns – Frank Jones brought up some important things to consider when it comes to accessibility at Central Campus:
  - All doors, including the restrooms and classrooms, are very heavy and cause issues for students with mobility limitations. It is unsure at this point if this can be fixed easily, or what the cost of installing an automatic door opener would be.
  - Fixing the single use bathroom in Central Campus' Advanced Technology building is still ongoing. The lock will have to be changed in order to make it open to the public.
  - Due to a number of questions, such as state law regarding door accessibility, Chuck Davis will be invited to the next meeting to discuss some of the concerns.
- e. Review Accomplishments/To-do List/Plans and Goals – This will be done during the next meeting.

## 3.) Current Standing Positions

- a. Cabinet
- b. eLearning and Library Manager
- c. (Information Technology) IT
- d. Marketing and Communications
- e. Instructional Dean
- f. Disability Services
- g. ASG
- h. General Education Faculty
- i. Career Training Faculty
- j. Non-Teaching Faculty
- k. Student Services
- l. Member(s)-at-large (1 position)

## 4.) Announcements

- a. Next meeting is January 3, at 9:00 am, at Central Campus Library, Rm. B207.