**The President’s Commission on People with Disabilities**

**Minutes**

**January 12, 2016, Tuesday**

**2-3:00 pm**

**Memorial Union 300**

**Attendance and Introductions:**

Christine Sullivan Steve Baker Joanna Portman-Daly Annette Bourbonnaire

Pamela Rohland Anita Jackson Tammy Bolotow Shalene Clark

Will vote on December minutes with January minutes at February meeting

**New Business:**

1. **Election of Staff Co-Chair for two-year appointment to start in January 2016. Nomination was submitted for Christine Sullivan.**
	1. Will send out an email vote as did not meet quorum today. However, those members present (7) were in unanimous support of her appointment. In addition, Joanne Lynch (nominator), Paul DePace, and Adam Moore also support her appointment. To meet quorum we need three more votes. Please reply to Anita Jackson.
2. **Timing for Election of Student Advisor (currently Annette B. who will soon graduate).**
	1. Looking for students with disabilities, students from Providence and Kingston campuses, veteran status
	2. One student advisor, but can have more than one student member
	3. Suggest elect student advisor in May 2016 from students recruited during Spring 2016.
	4. How do we best invite others to attend our meetings? Current members are appointed for 3 year terms- how will we generate future interest in membership and ensure appropriate commission turnover?
3. **Brief Review (items from 12/11/15 minutes) of how to weave PCPD into the fabric of the University.**
	1. Sheleen Clark from Lands and Grounds attended with suggestions and discussion on accessibility for various walkways that should include campus design personnel. Some discussion regarding winter accessibility. See old business comments.

**Old Business**

1. Reports or discussion of progress
	1. Curriculum & Online Accessibility – Pilot for Online Course Videos
		1. Need to streamline instructions for faculty to ensure they are sending videos that are not already available as CC, also to get approval to CC videos for legal purposes, need to ensure length of videos is 10 minutes or less, timing is important to ensure requests can be addressed in a timely fashion
		2. Videos are being captioned and scheduling kinks are being worked on, overall going well
	2. Transportation and Parking
		1. PTAC-Parking and Transportation Advisory Committee is established 1/5/16
			1. Will be discussing master plan, 4 bids came in and technical review under way
			2. Goal to have master plan by June/July and data collection will be in March
		2. Lands and Grounds
			1. Call 4060 for storm-related concerns if during an active storm
			2. List of ADA essential entrances are color coded by Land and Grounds in order to prioritize these entrances and assign teams to locations
			3. Request that information to Lands and Grounds be directional to ensure accuracy of information (e.g. East entrance versus front entrance)
	3. Safety and Evacuation
		1. CEMAC meeting 1/7/16 – creating laminated cards for emergencies, prefer one-sided that can be quickly assessed; need to ensure a plan is made for each Department to assist a person with a disability in an emergency
2. Update of website for Taskforce membership.
	1. Currently 27 members listed
3. PCPD website - search engine priority – the word “disability” added to various locations of the site will increase the priority.
	1. Need to continue to tweak wording and add more key words to appear in searches

**Future Meeting schedule**

1. February 12, 2016, Friday, 10-11:00am MU 354
2. March 14, 2016, Monday, 3-4:00pm  MU 300
3. April 15, 2016, Friday, 10-11:00 am MU 300
4. May 4, 2016, Wednesday, 3-4:00 MU 300