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| **Accessibility Committee**  | *Thursday, March 28, 2024**3:00 to 4:00 pm* | *Zoom* |
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| **Members Present** | Susan Trist, Gregory Sly, Justin McMenomy, Amanda Godin, Kathryn Cocking, Rachael Schneider |
| **Members Missing** | Nichole Paul, Mary Gillespie, Troy Wadsworth, Robert Ciminski, Jeffrey Erickson |
| **Guests** |  |

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| **Agenda Topic** | *Designate Recorder* |
| **Action Taken** |  |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** | Gregory Sly volunteered to be the recorder |
| **Comments/Information** |  |
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| **Agenda Topic** | *Review January 2024 Minutes* |
| **Action Taken** | *Approved*  |
| **Summary of Discussion** | Greg motion, Amanda 2nd |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** |  |
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| **Agenda Topic** | *Accessibility Training Update*  |
| **Action Taken** | *Upon final review by committee, Human Resources will notice all staff of training requirement. Training will open mid-April 2024 and be due for completion by end of September 2024. Motion by Amanda, 2nd by Justin, unanimous support.*  |
| **Summary of Discussion** | Amanda and Justin briefed committee as sub-committee members. The training is ready for deployment. Justin will launch training module upon notice to staff by HR. Launch date discussed for mid-April 2024. Training will have two-year renewal requirement. Time frame for completion of training discussed in depth, with faculty input by Greg. Training non-compliance follow up also discussed with no action at this time. May include HR involvement and/or notices to Directors.  |
| **Assignments/Potential Agenda Items** | Committee to review final notice of training. HR to notice all staff of training requirement. Once noticed, Justin will roll out training module. |
| **Comments/Information** |  |

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| **Agenda Topic** | *Accessibility Leads Budget Resource Request* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Susan updated committee. The budget request supporting four lead staff (approximately $21,000) was delayed by the Budget Committee until April 2024. Remains under Budget Committee review.   |
| **Assignments/Potential Agenda Items** | Susan will send out to committee the final approved version of the job description prior to next meeting. Once Budget Committee approves, notice will go out to recruit lead faculty.  |
| **Comments/Information** |   |
| **Agenda Topic** | *Bylaws Amendment* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Susan previously sent out revised Bylaws for input. Review edits were received. Susan will incorporate recommended edits, issue revision. Susan will take to College Council for May 2024 meeting. Anticipate voting for approval in September 2024.  |
| **Assignments/Potential Agenda Items** | Susan will revise the Bylaws and notice College Council for review and approval process.  |
| **Comments/Information** |   |
| **Agenda Topic** | *Public Comment* |
| **Action Taken** | *Discussion only* |
| **Summary of Discussion** | None |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |   |

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| **Meeting Adjourned** | *Meeting adjourned at ~4:00 pm* |
| **Action Taken** | *Adjournment by group consent.* |
| **Summary of Discussion** | N/A |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** |
| Next meeting scheduled for Thursday 4/18/24 at 3:00 pm |

Meeting Minutes Draft prepared by Gregory Sly