Due to limited number of members available for the scheduled in-person meeting on April 13, it was decided that any issues and concerns would be addressed over email. A meeting would be rescheduled if certain topics needed to be discussed in more detail. Email with items for discussion was sent to each member of committee. Notes and comments included from email discussion are below. A follow-up meeting was not necessary at this point:

I. **Update on Emergency Evacuation Procedures**: minor changes were made to the Emergency Evacuation Procedures for students, with approval from CODA and Emergency Planning Subcommittee. They will be posted on the Student ACCESS website.

II. **Accessibility Signs Posted**: based on suggestions from the last meeting, signs have been posted to the cafeteria doors directing individuals to the accessible entrance around to the front of the building.

III. **Workforce Recruitment Program**: Student ACCESS signed up to participate in the Workforce Recruitment Program for individuals with disabilities. This will begin in the Fall 2012 semester. At least eight students must sign up to interview in order for WRP to come to our campus. We may collaborate with the other community colleges in order to ensure we meet the required number of applicants. More information will be provided as we get further into the process. Go to [www.wrp.gov](http://www.wrp.gov) for more information.

IV. **Projects on campus/accessibility concerns**: The primary concerns addressed were:

   **A.** (From Nadine) regarding the remodeling of building 7 beginning in the winter break between Fall 2012 and Spring 2013 semesters. How will individuals needing to use the floor-to-floor elevator through the library be able to access that if the library will be closed for remodeling? Wayne will be considering options such as temporarily opening up the rear elevators for all people. This will need to be planned out.

   **B.** (From Cynthia) recommended keeping accessibility for DE classes on the agenda for next year. While this is being sufficiently dealt with now on a case by case basis, it clearly needs to remain a concern as the number of courses and students pursuing the DE option is on the rise.