**Principal’s Accessibility Advisory Committee Meeting**

**December 10, 2019**

**KC 119**

**Attendees**: MK Arundel, Joanna Bedggood, Angela Core, Julie Horne (Chair), Tom Jory, Susan Mahipaul, Maureen Moore, Jeffrey Preston, , Linda Whidden, Erin Wilson (secretary), Jim Zucchero

**Regrets**: Lisa Bayer, Chris MacNeil, Doug Mantle, Doreen Vautour, Hailley White

**1. Approval of the Minutes from October 21, 2019**

**M/S** MK Arundel/Angela Core

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

1. **Communication Plan for Accessibility Policy**

Julie Horne let the committee know that the new training system was purchased. We are looking at the system being rolled out at the end of the first quarter next fiscal year. It is the plan to have the five AODA modules of training available on this system.

The communication plan for the Accessibility Policy was delayed. It is the intention to have the policy communicated to the King’s community the second or third week of January.

**Action Items: Julie Horne to contact the Communications department to communicate the policy via email, mykings etc.**

1. **The accessibility symbol has been removed from SA060.**

Julie Horne confirmed that the accessibility symbol has been removed from room SA060. Providing people using the rooms more information about each room and the barriers/limitation of rooms was discussed. Consensus was to look into creating a wayfinding system to provide this information for King’s.

**Action Items: Human Resources research the scope of a wayfinding project, looking at other organizations and what how they have done it. From there a subcommittee will be created to develop the project for King’s.**

1. **Amendment to Duty to Accommodate Policy has been made. Will be moving forward.**

Changes to the policy have been made as directed by the committee.

1. **Personalized Emergency Plan will be communicated to Community.**

The personalized emergency plan will now be included in new employee orientation packages. Existing employees need to know about personalized emergency plans as well. Suggestion was to put all accommodation documents on Mykings and put on the MyKings news feed banner.

**Action Items: Personalized emergency plan to be included in all new orientation packages. A request for a new section on MyKings website for accessibility documents to be created. Information to be sent to communications department to be put on mykings news feed banner. Julie Horne to talk to Physical Plant department in regards to communication with people who are sheltering in place.**

1. **New Business**
   1. **Duty to Accommodate Policy next steps in the process for approval.**

It was agreed that the duty to accommodate policy will be shared with the King’s community for their suggestions and input. This committee will also be sharing the policy with the Associations to bring the policy to their members.

**Action Items: Work with communications to send out the policy for input from Staff, PAOA and Faculty.**

* 1. **Creating a culture of accessibility**

A discussion was has about creating a culture of accessibility and how this committee can help with that goal. We need to be changing our reactions in regards to accessibility and EDI issues. As a committee, we need to do our part in helping facilitate this culture. How can this committee educate the King’s community and help with this change so that King’s be a leader in this area.

**6.** **Adjournment**

Meeting adjourned.