**Principal’s Accessibility Advisory Committee Meeting**

**December 9, 2020 at 1:00pm**

**Via Zoom**

**Members**: Zainab Al-Jaiashi, MK Arundel, Joanna Bedggood, Angela Core, Julie Horne (Chair), Tom Jory, Chris MacNeil, Susan Mahipaul, Doug Mantle, Maureen Moore, Jeffrey Preston, Doreen Vautour, Linda Whidden, Jim Zucchero, Lisa Bayer

**1. Approval of the Minutes from October 7, 2020 (T. Jory/ J. Zucchero)**

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

1. HR to look at a survey to ensure that the majority of barriers are addressed.
2. Request for Accessibility budget was approved for $30,000 and has now been included in the ITS budget. The focus will be on transcription and closed captioning.
3. **New Business**
4. Discuss website update – communicating committee purpose, how accommodations are obtained, potential discussion of universal design and learning
5. How do you build in accommodations and how do you communicate the processes to get an accommodation. We need to do more work on this. Some examples were mailboxes, breaks during long meetings, etc.
6. Committee awareness – potentially College Council or Town Hall to advertise the PAAC Committee and what we do.

**4.** **Adjournment**

 Meeting adjourned at 2:50pm.

 M/S – C. MacNeil/ L. Whidden