Minutes

Agenda Item III: President Staben’s request for recommendations regarding placement of the ADA Coordinator role

Presenter: Erin Agidius/Elissa Keim

Discussion

- ADA Coordinator is the individual designated to coordinate ADA compliance. Title II provisions of the ADA require state and local entities with 50 or more employees to appoint an ADA Coordinator. The position helps resolve issues, provides information and conducts training and serves as the University’s primary resource for questions and concerns about services and accommodations for individuals with disabilities, including third parties, students, faculty and staff.

- The ADA Advisory Committee has the opportunity to influence some functions of the ADA Coordinator, the diversity of the membership demonstrates the areas ADA touches and the experts on our campus in those areas

- There is a potential for the institution to designate multiple coordinators, specific to students, employees, and infrastructure, for example

- A question was raised about how other institutions have designated this function on their campus and the most common practice seen is an ADA Coordinator designated within Human Resources or with a compliance office

- There was a concern raised that if the institution designates more than one ADA Coordinator, it would be confusing who to go to if you had a concern or a potential breakdown in communication when issues did need to be addressed

- One suggestion was to designate one coordinator and have multiple deputies representing areas of expertise (for example: students, employees, infrastructure). The ADA Coordinator would be a single point of contact who could triage and delegate issues as needed to the appropriate deputy
It was noted that deputies already exist to some extent, just without the formal title.

An example of this is when there are accessibility concerns about websites, those concerns are routed to UCM.

A question was raised about whether or not this role is responsible for conducting an audit function and it was pointed out that some subareas (e.g., ITS) do their own internal self-audits while there are external agencies that can conduct audits.

Possibility this function could be a subcommittee of the ADA Advisory Committee.

The potential proposals to present to the president, with discussed advantages and disadvantages, include:

- Creating a position, 1FTE ADA Coordinator and designating deputies
  - Advantages: single point of contact, decreasing ambiguity of who is responsible, and one person to delegate to a specific deputy; more efficient with one individual to triage and delegate.
  - Disadvantages: resource limitations with creation of new position; would need one person to potentially be an expert on a broad range of issues.

- Adding ADA Coordinator responsibilities to a current employee and designating deputies
  - Advantages: all of the advantages above; minimal impact on resources.
  - Disadvantages: employee with added responsibility may not have time to dedicate; would need one person to potentially be an expert on a broad range of issues.

- Adding ADA Coordinator responsibilities to multiple current employees
  - Advantages: easier workload distribution if divided among multiple employees.
  - Disadvantages: no single point of contact which is problematic for compliance.

- ADA Coordinator duties shared subject matter experts in specific areas (students, employees, infrastructure, etc.) “lead” ADA Coordinator would be rotated annually.
  - Advantages: minimal impact on resources.
  - Disadvantages: ambiguity on who is responsible, employee with added responsibility may not have time to dedicate.

### Action items

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<thead>
<tr>
<th>Action items</th>
<th>Person responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>✓ Compile meeting minutes to send to committee for review and feedback</td>
<td>Erin Agidius/Elissa Keim</td>
<td>3/24/17</td>
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<tr>
<td>✓ Review meeting minutes and provide feedback, corrections, etc. regarding discussion points, proposals and related advantages and disadvantages.</td>
<td>All Committee</td>
<td>4/3/17</td>
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<td>✓ Connect with faculty senate to ensure committee meeting membership is updated</td>
<td>Erin Agidius</td>
<td>3/17/17</td>
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<tr>
<td>✓ Check in with DSS on use of current or potential need for case management system</td>
<td>Erin Agidius</td>
<td>3/24/17</td>
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