

**Agenda - ADA Committee Meeting
Agenda and Minutes for 11-3-17
Rooms 423/717**

Position	Member	Present	Not Present
PASS Dept. Director/ OSD Coordinator	Deana Lehman, Chair	✓	
Dean of Instructional Services			
Dean of Student Services	Jim Nordone		✓
Associate Dean of Student Services	Kristin Harris		✓
Director of Nursing	Mary Rivard	✓	
Instructor- LVN	Michael Scott		✓
Instructor- English	Dean Johnston	✓	
Instructor- Health Information Management	Ruth Rascon	✓	
Instructor- History	Adrien Ivan		✓
Instructor- Nursing	Bobbie Graf	✓	
Tutoring Center Coordinator	Amber Hunsaker	✓	
Interpreter Services Coordinator	Kathy Peterson		✓
Director of Congregate Meals	Iva Belew	✓	
Student Services- Counselor	Lindsey David	✓	
Community & Recreational Services Coordinator	Seth Hughes		✓
Administrative Assistant- Associate Dean of Instructional Services	Judy Ditmore	✓	
Administrative Assistant to PASS Dept. Director	Jan Shoemaker	✓	

Agenda

- I. • Approval of Minutes from February 17, 2017 (Exhibit 1)
- II. • ADA Statistics (Exhibit 2)
- III. • Adaptive Physical Education Overview
- IV. • Adjournment

Minutes

- I. Approve Minutes from 3/31/17 ADA Meeting – Exhibit 1
 - Judy Ditmore made a motion to approve, and Iva Belew seconded the motion. All members in attendance voted to approve the minutes as is.

- II. Vernon College Service Animal in Training Policy and Procedures - Exhibit 2
 - Deana Lehman went over the new policy. She said that she followed the policy that Texas Tech uses because they have an expert in this area on staff. She said that a dog is not considered a service animal until it is trained, and that we must make room for the trainer in the classroom. We are allowed to ask only two questions of someone who brings a dog to class: 1) is this dog serving a person with a disability? and 2) what task does the dog perform? Judy Ditmore made a motion to approve the policy as written, and Lindsey David seconded the motion. All members in attendance voted to approve the policy as is.

III. OSD Verification Form for Service Animals in Training – Exhibit 3

- The committee reviewed the verification form for the service animal in training. Ms. Lehman said that the college can't even ask the owner of a service dog if they have had a rabies vaccination. Judy Ditmore made a motion to accept the verification form as written, and Iva Belew seconded. All members in attendance voted to approve the policy as is.

IV. Director's Report – Exhibit 4

- Deana Lehman gave a brief report on ADA services for 2016-2017 and noted that we are already serving 67 students this fall semester.

V. Adjournment

- Deana Lehman asked for a motion to adjourn. Lindsey David made the motion, and Bobbie Graf seconded. All members in attendance voted to adjourn the meeting at 9:25 a.m.