

Minutes Chancellor's Committee for Persons with Disabilities

Tuesday, February 21, 2017, 3:30pm – 5:00pm

W1004 Lafferre Hall (Engineering Bldg)

<http://committees.missouri.edu/persons-disabilities/index.php>

Attendees: John Bowders, Ashley Brickley, Amber Cheek, Cynthia Cotner, Philip Deming, Bonnie Gregg, Barbara Hammer, Gerald Morgan, Fred Murdock, Abbie O'Sullivan, Ellie Stitzer

1. Welcome and Introductions – John Bowders
2. Approve minutes of the 15 December 2016 committee meeting – John Bowders
 - Postponed until next meeting
3. Lee Henson Award proposed timeline – Ashley Brickley
 - Four possible schedules discussed. Consensus was to keep the Lee Henson Awards ceremony at the start of Celebrate Ability Week (first week of October). Nomination period opens immediately after the ceremony and closes August 1st. CCPD decision on recipients during week of August 21st. Tentative timeline below and general guidelines attached to these minutes.

October 3	Nominations open (MU Info & mass email), For 2017 Open nominations immediately (March 2017)
April 3	1 st day to reserve room for ceremony (6 months out)
August 1	Last day to submit a nomination
August 2-5	Compile results and review nominations
August 21	CCPD decision on recipients
August 28-Sept1	CCPD chair sends emails notifying recipients/nominees/supervisors of nomination and invite to attend ceremony (all emails must be sent by September 1)
September 15	Send reminder email about RSVPs to recipients
September 18	Last day to submit order for trophies
September 22	RSVP deadline
September 26	Final guest count due to catering
September 27	Last day to submit printing
October 2	Lee Henson Access Mizzou Ceremony (Celebrate Ability Week)

Additional Items for Lee Henson Award Process:

- All nominees will be recognized (announced) at ceremony
- A 'Qualtrecs' nomination form will be developed and housed on the Diversity or CCPD web site, include some rubrics/prompts for nominator, e.g., number of years active, others

4. Accessibility issues:

- Accessibility issues due to: pavement, snow, ice, branches – Report to Campus Facilities Service Desk (Phone 882.8211) Pete Millier - Landscape Services and Matt Maher – Custodial Operations want our campus to be safe and accessible.
- Parking Structure #7 Missouri Orthopedic Institute, navigation for wheelchair users from handicap parking is dangerous. Garage and MOI are undergoing some changes due to the expansion and remodeling of MOI. Gerald will check out the situation with Mike Sokoff (MU Dir. Transportation).
- Campus accessible signage: installation has been completed. Every entrance should have either an accessible logo decal or directions to the accessible entrance.
- Missouri Theater: Amber met with the new director. There will be a curved ramp inside the theater and no carpet on the ramp. Carpet on stairs will be removed or an edging will be installed to make them safer. An automatic door opener will be added to the front entrance.

5. Gary Ward will again provide \$10k for 2017 for accessible projects. Amber will bring proposals to the committee for a decision.

Meeting adjourned 5:00p

Respectfully submitted, John Bowders

Minutes of the CCPD meeting 21 February 2017

General Guidelines for the Lee Henson Award Process and Ceremony:

At Least Four Months Before the Event

- Identify date, time, and location of the event (traditionally the Monday of Celebrate Ability Week)
 - o Space goes quick, so the earlier you can reserve the room, the better

At Least Two Months Before the Event

- Solicit nominations via MU Info, mass email, etc. (Open nomination period 03 October until 01 August)
- Send "Save the Date" emails to campus dignitaries/officials

At Least One Month Before the Event

- Select award recipients
- Invite all nominated to the ceremony, include RSVP deadline for two weeks prior to the event
- Invite campus dignitaries and other campus officials to attend

At Least Three Weeks Prior to the Event

- Last week to order awards in order to have them ready by the ceremony

At Least Two Weeks Prior to the Event

- RSVP deadline for recipients. Follow up with recipients that have not RSVP'd by the deadline

At Least One week prior to the Event

- Last week to order flowers through Tiger Garden (number of centerpieces depends on number of tables/guests)
- Provide final guest count to catering (typically required 4 business days before the event)
- Print programs (provide about 2 days for printing and an additional 1 – 2 days to correct errors, if necessary)

Day of

- Arrive early for final room set-up and to greet guests