

9/18/19 TABS Minutes**In Attendance: Jack Henson, Andy Smith, Jennifer Andrew-Cox, Tammy Asbury, Sandra Munoz, Tara Firmin, Jeana Morales, & Angela Hall****Unable to Attend:****Guests: Captain Albritton, Anand Ramaswami**

Topic	Team	Discussion Highlights	Action/Date
Incident/offense reports	Captain Albritton	Any offenses that go on with TABS students, need to be reported to campus police, so that the proper report can be filled.	
Emergency info	Angela	TABS students and faculty need to be informed on what number to call for an emergency. They also need to know what the blue lights around campus are for.	Jack will inform his faculty, staff and students of this information.
ADA Accommodations	Tara	Tara is looking for solutions for class places for ADA accommodations. There will be a push button accessibility added to 1 restroom on each floor throughout the TR campus.	
TREC Tours	Tara	We are planning TREC tours for sophomores/juniors.	A Friday will work best. Possibly splitting into two sessions.
ECHS	Tara	Needs data from 1 full time TABS employee.	Jennifer Andrews-Cox will assist.
New Application Process	Tara	We will no longer use Apply Texas. A new application process will be live on Oct. 7.	
Paper	Tara	Per Mike Herndon, copy paper will be provided to TABS by TCC.	