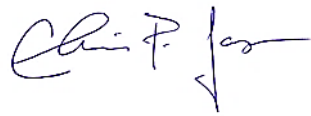


MEMO

DATE: January 4th, 2024

TO: Deans, Chairs, Faculty

FROM: Chris Janzen, Senior Vice President,
Academic 

SUBJECT: Maintaining Accessibility Furniture in Learning Spaces

Dear Colleagues,

One central and recurring theme within the Academic Plan is *Belonging*. The idea is that every individual who comes to the College feels a sense of acceptance and support, experiencing a sense of being at home. Part of how the College strives to achieve that sense is through the provision of accessible furniture in learning spaces. As we begin the new term, I kindly request that you ensure this furniture remains available in those learning spaces and that it is in good working order. Please refrain from relocating the furniture to different locations. If you discover that needed accessible furniture is missing or not in good working order, please collaborate with your Chair and Facilities Management to rectify the situation.

Thank you very much for your continuous efforts in supporting all of our learners.