

DISTRICT ACCESS COMMITTEE (DAC)

January 28, 2019

Button Conference Room (Second Floor)

3:00 – 4:30 p.m.

Present: Karen Furukawa, Kim Starke, Don Webb, Ralph Gause, Jessica Melvin, Leila Rand, Erin Daniels, Corinne Haverinen, Kathy Bell, Scott Conrad, Jennifer Richardson, Cindy Chong, Rob Brownlee, Robin McHale, Tara Johnson and Susan Muskar

I. Housekeeping; Check-in; Rumors

Tara Johnson has returned from Sabbatical and will rejoin the committee.

II. Approval of Minutes from November 26, 2018: Motion to approve minutes by Kathy, with a second by Rob.**III. Old Business:**

- **Review Facilities & Bond Projects: Cindy**
 - Burbank: the exterior concrete of Burbank is complete. The contractor is currently working on the interior concrete and steel. Serafin is willing to provide a tour of the building, so please contact him directly.
 - Elliott swing space is up and moving.
 - Bussman roof replacement is complete.
 - Tauzer roof replacement is in process.
 - STEM design phase is moving along.
- **Status update - Web Accessibility Policy/Procedure: Leila**

Leila presented the revised Web Accessibility P/P to the committee after the initial College Council review. Discussion ensued. The revised P/P will go back to College Council on February 8, 2019.

Karen expressed concerns with the procurement piece of the policy. Leila will work with Purchasing and the Vice President of Finance & Administration to develop language to add to the P/P regarding departmental responsibility, for example, the individual/department ordering software should ensure compliancy of the product. This may be accomplished by contacting the Help Desk in IT. Cal card purchases are not trackable. The District could consider requiring the Cal card holder to sign an agreement prior to the Cal card being issued ensuring compliance with orders. Karen, Leila and Phyllis Usina will review the P/P further to include language about product compliancy prior to it being ordered.

- **Digital Accessibility/ADA Compliant Signage: n/a**
- **Update on Maps: Cindy**
 - Cindy Chong is exploring maps on all sites. Searching for hard copies of maps. Jessica suggested an EMS map which includes all “green” spaces. Tara has an urgent need and asked that maps be fast-tracked regarding paratransit drop offs, elevators, single space restrooms. Tara will forward the email trail of concerns to Cindy.

- Digital Accessibility: Robin
Good testing event in December, with positive feedback received. Highlighted that the District needs to increase the sound level across the campus. Working to improve platforms. Don is working with technology including Library PA systems.
- Quinn Locker Room rooms: Cindy/Karen:
Shower curtains have been installed in the locker rooms. Feedback from Kathy: need grab bars to ensure stability of the students using the showers.
- One-way street at Scholars Drive – Kathy
Facilities is currently exploring options to widen Scholars Drive and to also widen the sidewalk in the area. More information to follow.
- Proposal for DAC Funding for a blind student worker to work on accessibility projects – Corinne/Leila
Corinne and Leila provided an update regarding students hired to work on accessibility projects.
 - ✓ Corinne confirmed that the student she hired and trained to work on accessibility issues is no longer working in the department.
 - ✓ Leila's students are trained and are progressing on projects.
 - ✓ Discussion also included accessibility work performed by disabled students. Tara advised that the District should appreciate the work of all students.
- Portal and website portal design: Don Webb
Challenges with student and faculty portals have arisen. A PDA presentation to educate employees on the portal is scheduled. Once portals are finalized, there will be overlap with the existing and new programs until the new program is up and running. We have received updates on Drupal from version 7 to Drupal 8, which scans for accessibility.
- Southwest Center Paper Applications:
No new follow up.

IV. New Business:

- Procedure – Information and Communication Technology (ICT) accessibility issues/grievances recommended by the Chancellor's Office – Leila
The committee briefly reviewed information received from the Chancellors' Office. They are recommending that Districts establish written procedures for the compliance process. Karen stated that there are current grievance policies in place, therefore, she would like to review the new recommendation more completely. Karen asked that Leila review other District's policies before moving forward.
- LPAS: Working on furniture procedures: Robin We have receive three (3) vendors to demonstrate their equipment. Each vendor will have two days for demonstrations of their office space and classroom furniture. Two of the vendors were originally slated to provide furniture at the District are included in these vendors. DRD furniture vendors should be pulled from Base Camp.

V. Adjournment: 4:40pm