

DISTRICT ACCESS COMMITTEE (DAC)

November 26, 2018

Button Conference Room (Second Floor)

3:00 – 4:30 p.m.

Present: Karen Furukawa, Kim Starke, Don Webb, Leigh Sata, Jessica Melvin, Leila Rand, Erin Daniels, Corinne Haverinen, Kathy Bell, Scott Conrad, Jennifer Richardson and Susan Muskar

- I. Housekeeping; Check-in; Rumors

- II. Approval of Minutes from September 24, 2018 – Motion to approve minutes by Jennifer, with a second by Jessica.
Approval of minutes from October 22, 2018 meeting – Motion to approve minutes by Kathy, with a second by Corinne.

- III. Old Business:
 - Review Facilities & Bond Projects: Leigh
Leigh provided a PowerPoint to show the committee several, planned building designs funded by the bond.

 - Status update - Web Accessibility Policy/Procedure: Leila
Leila presented the draft policy and procedure “Accessibility of Information & Communication Technology” to College Council on November 15. The committee provided feedback, ideas and constructive criticism on both P/P. Discussion ensued regarding the possibility to combine facilities accessibility with online accessibility, however, it was determined this may be too cumbersome. The committee suggested that some of the language currently in the policy be moved to the procedure. Discussed where the policy should live (2.13 is IT and this P/P is much too broad). Suggestions to add additional expanded language to the Procedure, including revisions, bullet points, and more definitions. **See revised draft. Revised PP scheduled for another review by College Council on December 6**
NOTE: Leila will finalize the new drafts and send to Karen for disbursement to DAC.

 - Digital Accessibility/ADA Compliant Signage: n/a

 - Update on Maps: Leigh
 - Cindy Chong, Director of Facilities will now be responsible for updating maps. She will begin working with Mike Garcia of Public Relations when updating online maps.
 - Leigh Sata will still be responsible for SRJC’s naming convention for buildings/classrooms (building numbers that conform and that makes sense).
 - Karen asked that Kim work with Cindy on Wayfindings and accessibility for our disabled students and patrons. Leigh indicated this information may already be included in the ADA database. This database is File Maker Pro and is being administered by Ryan Lewman in IT. Karen suggested a demo of the database be scheduled for a future DAC meeting. Kim will also manage the data due to DRD accessibility. Scott plans to discuss converting the database into a more manageable, user-friendly database --SQL

- **Digital Accessibility:**
Committee is still discussing emergency communications. Regroup, Informacast, AlertUs may be able to talk to each other. Robin is working on a December 3 communications test of the emergency broadcast system.
- **Portal and website portal design: Don Webb**
Faculty and student portals are being designed; however, with the AB 705 requirements, portal design may be postponed. The project may be ready for release in the spring. It was stated that we could run parallel for a period of time. The portals will work in conjunction with the existing portals. Leila is heading up a new web project to update SRJC's website. Analytics are being examined. There will be a need for more training once the updates are put in place.
- **Southwest Center Paper Applications:**
No new follow up.

IV. New Business:

- **Accessible Locker Rooms: Leigh**
The committee requested a status update on this project. The architect has been hired and is working on the plans. Leigh suggested hanging shower curtains up at each stall, providing a private shower/dressing space, while working drawings are being approved by the DSA. Cindy, Leigh and Hank Lankford, Manager/Fac. Ops will meet to discuss this matter.
- **One-way street at Scholars Drive – Kathy**
Kathy requested an update on Scholars Drive and the possibility of making the drive one-way. Leigh indicated that SRJC cannot make Scholars one-way because the street is scheduled to be closed at some point in the future. Cindy and Leigh will walk the project to determine the best resolution to this concern.
- **Concern regarding Student Hygiene – Kim**
Kim is looking for a policy to govern a student health concern (bed bugs). It was suggested that she speak to Robin McHale of Environmental Health & Safety as this matter is a health concern.
- **Proposal for DAC Funding for a blind student worker to work on accessibility projects – Corinne/Leila**
A proposal was presented to DAC to request additional funding for a blind student to be employed as a student employee for spring 2019 to work on accessibility projects for a NTE \$2,000. All committee members supported the proposal.

V. Adjournment: 4:40pm