

November 23, 2020, 3:00 – 4:30 p.m.

<https://santarosa-edu.zoom.us/j/91419721633>

TOPIC	TIME	OBJECTIVE
1. Note-taker: Stephanie; Facilitator: Kim Attendees:		
2. Approval of Minutes for October 26, 2020 meeting <i>Committee discussed changes to the minutes and Kim made changes. Minutes approved</i>	1 minute	
3. Housekeeping; check-in; rumors <i>Kevin will report out the meeting info. to Don Webb Q: Accessibility and Zoom: 11/24 messaging goes to District re: new captioning info., with many new options for transcripts</i>	5 minutes	
4. Review of Facilities & Bond Projects – Serafin Fernandez (<i>Capital Projects</i>) <i>Currently doing an inventory on many of the new building items with detail list to follow for committee</i> <ul style="list-style-type: none"> – Update on location of changing tables – request for adult changing tables, not for children/infants. Need to add a “single use” private shower – accessible to all gender and family use and to include a changing table here. Quinn Center - not currently included in bond \$ for locker rooms. Is this a Facilities responsibility? – Update on location of lactation rooms – have not been included as a defined standard or “programmable” space in all buildings. Committee would like these rooms to be designated in buildings and mapped prior to returning to campus for staff and students. – Update on repairs due to student concerns (Have Serafin come back for this update during the next meeting). Sarah will talk to Kate re: designated rep. from Facilities. – Spring 2021: Update on accessible locker rooms in Quinn – See above – Accessibility consultants for new projects – Can there be a designated post-secondary accessibility specialist or additional vendor (like Sally Swanson) to sit in on bid discussions in addition to architects? Is meeting ADA min. requirements enough for functional use (universal design)? 	30 minutes	Review pending goals

District Access Committee function:

Assist the District in interpretation of and compliance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX, and other laws and regulations pertaining to access to facilities, services, and programs; identify and recommend to the District the removal of any architectural, equipment, and/or program barriers that would impede access to any of the District’s facilities, services, or programs; develop and recommend District policies and procedures to ensure the prevention of future architectural, equipment and/or program barriers; conduct regular assessments of access to District facilities, programs and technology for the ADA and Section 508 Transition Plans and compliance with other laws and regulations; review and monitor progress toward the removal of identified barriers; assist Environmental Health & Safety with District-wide emergency management planning for persons with disabilities, and recommend regular trainings for District employees; promote the knowledge and understanding of access.

<p>5. IELM Accessibility Review:</p> <p>Does the Committee have enough information to approve the ITG/IELM requests? Can we get this list earlier than the last min? By end of October?</p> <p>Does this bypass the Purchasing process? What is the approval process prior to accessibility review?</p> <p>\$ has to be spent before end of calendar year and January.</p> <p>IELM questions, talk to Mike Roth (for IT items), Q, Phyllis.</p> <p>Can a DAC member be in the room when decisions about requests are being made or have a dept. rep come to our meetings for a presentation?</p> <p>Can we address the DRD chair request for more info. before approval?</p>	<p>15 minutes</p>	<p>Review instructional equipment requests for accessibility compliance</p>
<p>6. Committee Function Review (see notes below)</p> <ul style="list-style-type: none"> - Discussed at College Council on 11/5/20; request to provide background/clarification regarding the intentions for the items highlighted below. <p>CC: Kate Jolley commented on addition of procurement language in the function. Purchasing office has implemented processes already for purchasing materials that are accessible.</p> <p><u>District Access Committee is established to:</u></p> <ol style="list-style-type: none"> 1. Assist the District in interpretation of and compliance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX, and other laws and regulations pertaining to access to facilities, services, and programs. 2. Identify and recommend to the District the removal of any architectural, equipment, and/or program barriers that would impede access to any of the District's facilities, services, or programs. 3. Develop and recommend District policies and procedures to ensure the prevention of future barriers, in areas such as: architecture, technology, online materials, equipment, and/or procurement, which would impede access to any of the District's facilities, services or programs. program barriers, including on-line captioning, and written materials. 4. Conduct regular assessments of access to District facilities, programs and technology for the ADA and Section 508 Transition Plans and compliance with other laws and regulations. 5. Review and monitor progress toward the removal of identified barriers. 6. Assist Environmental Health & Safety with the District-wide with emergency management planning for persons with disabilities, and recommend regular trainings for District employees. 7. Promote the knowledge and understanding of Universal Access. 	<p>5 minutes</p>	<p>Finalize revisions</p>

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<p>Procurement of Software/Online content has come on board over the past couple of years, and committee does not address only infrastructure concerns for accessibility.</p> <p>Tara and Leila will attend the College Council Meeting on 12/3 to clarify the committee function changes about Online materials.</p>		
<p>7. DAC Database</p> <ul style="list-style-type: none"> - Update on subgroup review (ask Greg to come back for this meeting) - 10,000+ files! <p>How do we archive the info. on the list so it can still be referenced once the issue has been resolved?</p> <p>Can new titles be added? Progress, Active...transparency</p> <p>Also add phase #?</p> <p>"Campus Exterior"</p>	15 minutes	Update on review of database
<p>Goals for 20/21</p> <p>1. Software Accessibility (documentation/testing (is there are process for procurement? Not currently a process)/rubric/plan) – Don/Leila</p> <p>Leila volunteered to draft some language about goals and will bring it back to the group. Could Lisa, Kim and Corinne attend a sub group too?</p> <p>8. Accessible Math homework site – WeBWork: Kim/Don</p> <p>9. Voluntary Product Accessibility Template form: Leila report out after meeting with Kate Jolley</p> <p>2. Capital Projects</p> <p>DAC Database Review</p> <p>Accessibility Review for Capital Projects (including changing rooms/showers)</p> <p>3. IELM Review Process</p> <p>Motion to amend the above items as goals</p> <p>Motion passed</p> <p>Can we address the Committee titles at the next meeting?</p>	10 minutes	Discuss ongoing projects and goals for 20/21
<p>4. New Initiatives – REMOVE this item for future agenda</p>	5 minutes	Discuss potential

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		new initiatives
<p>5. Next meeting agenda</p> <ul style="list-style-type: none"> • Discussion regarding plan to assess software accessibility – approved • College Council update – approved (Tara, Sarah and Leila will report to Committee) • DAC Database Review • Is Lisa Beach confirmed as a replacement for Q? Yes and she is also a designee for Alicia. We are missing a Purchasing administrator <p>Ask Hank to attend every meeting as the Facilities administrator and Invite Serafin to join every other meeting for Meas. H</p>	2 minutes	
6. Adjournment		

(Next Meeting: Monday, January 25, 2021)

<p>Future Agenda Item Committee did not discuss</p> <ul style="list-style-type: none"> • Update on “maps:” (Hold on map updates for 6-8 months until major construction projects are complete)

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