

February 22, 2021, 3:00 – 4:30 p.m.
<https://santarosa-edu.zoom.us/j/91419721633>

| TOPIC | Minutes |
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| 1. Note-taker/Facilitator: Kim | |
| 2. Approval of Minutes for January 25, 2021 meeting | Tara made the motion to approve, Leila seconded said motion. Minutes approved unanimously. |
| 3. Housekeeping; check-in; rumors <ul style="list-style-type: none"> • ADA Transition Plan | <p>Sarah was able to find the 2017ADA transition plan for the accreditation process, and is wondering if we should implement a more regular schedule of review.</p> <p>Tara reported that it was supposed to be an ongoing updating process as things change in the District. This will be addressed perhaps as a more formal goal during the next academic year. Anything we do will have to be post-COVID 19 related.</p> <p>MOVE TO MAY AGENDA.</p> <p>Lisa Beach asked for a brief description of what ADA transition plan covers. It includes an overview of the DAC data base and the information that is in the Data base as well as an historical perspective.</p> <p>The assessment at that time, was an assessment of the physical campus, but now 508 is in the forefront and therefore technology needs to be considered as well.</p> |

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.

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| | <p>If the issues are identified and a plan is made to correct an issue we are protected to a certain degree. The point was made that the plan should be continually updated.</p> <p>The plan is a living process that is an ongoing, never-ending process. Sarah will scan and send the current plan to the committee.</p> |
| <p>4. Discussion on standards to assess software accessibility</p> <ul style="list-style-type: none"> • Documentation/Testing/Procurement Process/Rubric/Plan – Don/Leila • Leila to share draft language for goals • Possible subgroup work with Lisa, Kim and Corinne | <ol style="list-style-type: none"> 1. Continue to request accessibility documentation form vendors for District software purchases. 2. Investigate requesting third-party accessibility verification for large-scale web applications. 3. Create a rubric for determining the proposed software purchases that have the highest accessibility priority. 4. Develop a plan for testing the accessibility of these high priority purchases. 5. Explore creating a process for requiring accessibility accountability for vendors of high priority purchases. 6. Include accessibility language and requirements as part of the contract process. <p>The overall language in contracts should include accessibility as a high priority.</p> |

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| | <p>Tara shared the draft report for Academic Senate with the committee. (See attached)</p> <p>The point was made that the District is responsible (ultimately) for accessibility. Lisa noted that having Senate and AFA behind this would provide another layer of strength in assuring accessibility.</p> <p>Does a task force need to be formed? Discussion ensued.</p> |
| <p>5. Committee Function Review</p> <ul style="list-style-type: none"> Discussed at College Council on 11/5/20, 12/3/20 and 2/4/21 (Tara and Leila attended meeting on 12/3 to provide clarification about the intent of the revisions); College Council recommendations in green and yellow highlight below; DAC edits in red. Online accessibility including procurement of software and websites, etc. and these updates needed to be incorporated in addition to accessibility for facilities <p><u>District Access Committee is established to:</u></p> <ol style="list-style-type: none"> 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 to the District the need to align policies and procedures to ensure the prevention of future architectural, equipment and/or program 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. 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. | <p>Sarah shared her experience at College Council. It was determined that #6 be removed based on prevue and potential negotiation issues.</p> <p>The group questioned why the request to remove the language was made. Robin made recommendations that she would consider appropriate to the committee function. Would remove “emergency management” as it is an ongoing function of EHS.</p> <p>IF a shared governance comm. is not the place to discuss these issues, where is?</p> <p>The point was made that, this is the body that should be making decisions regarding overall District accessibility.</p> <p>The committee should be reviewing what the District is doing, and if there</p> |

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| <p>5. Review and monitor progress toward the removal of identified barriers.</p> <p>6. Assist Environmental Health & Safety with the District-wide with providing guidance for emergency management planning for persons with disabilities, and recommend identify the need for regular trainings for District employees. CC recommends removal of this item.</p> <p>7. Promote the knowledge and understanding of Universal Access.</p> | <p>are concerns, the committee needs to advise (or assist).</p> <p>Robin feels that including vocabulary such as assist and advise would include the necessary function of DAC.</p> <p>Ability to assist and advise is included in #1.</p> <p>If the committee is not OK with CCs recommendation, Sarah would prefer continuing to work on the function.</p> <p>Sarah shared that emergency planning was moved to DP.</p> <p>Tara will attend CC with Sarah when DAC takes new terminology that will replace #6... See below.</p> <p>6. "Recommend to the District guidance for emergency management planning for persons with disabilities, and recommend the need for regular trainings for District employees on this topic."</p> <p>Motion made to submit revised language by Erin, and a second by Tara. Motion passed unanimously.</p> <p>Lisa had questions regarding #3. Strike "the need to align..." "Recommend to the District to implement new pol. Or procedure. PLACE THIS ON APRIL's AGENDA for further discussion.</p> |
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| <p>7. DAC Database</p> <ul style="list-style-type: none"> - Update from Kate Jolley? | <p>Not discussed today other than to address potential workload issues.</p> |
| <p>8. Capital Projects & Facilities Update (pending confirmation from Serafin)</p> <ul style="list-style-type: none"> • Tauzer Accessibility Review (update from Kate Jolley?) • Serafin (ongoing projects) - <ul style="list-style-type: none"> → Changing tables in Tauzer incorporated in plans → Lactation rooms identified? → Update on repairs due to student concerns → Spring 2021: Update on accessible locker rooms in Quinn | <p>Tara shared that the current accessibility plans for Tauzer have been incorporated.</p> <p>Serafin shared that room numbering project has restarted. Tim Bell will be leading the project. Student concerns involved Emeritus. Kim will get Serafin bid from Sign-o-rama.</p> <p>Locker rooms in Quinn are currently on hold. Serafin will work with KAD Dean for a change order in Quinn.</p> <p>Robin noted, in terms of lactation rooms, spaces across campus should be identified that would be viable as a lactation space. Should be one in each building, or accessible enough that it's not difficult for a person to get to. If they are not present, we should identify potential spaces.</p> <p>Robin will send Serafin guidelines and Serafin will identify spaces so that Serafin can identify how we can provide this accommodation. Could smaller conference rooms be used? They may be able to be converted?</p> <p>The ADA transition plan is in the data base. The data base has not been updated currently. There are several areas that have been mitigated. The updates need to be made.</p> |

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| | <p>Kim will request that Robin have access to the database. Robin would like edit ability. The DAC committee all have read access. Serafin questioned edit status. Robin would like edit option to fulfill her role as EHS manager.</p> <p>Sarah discussed the database with Kate who proposed that the database be broken up by building managers to assess issues, or hire an STNC to assess the issues revealed in the database.</p> <p>Serafin notes that we can create a mitigation plan that would go to DSA. We could then work on the project on an ongoing basis.</p> <p>Serafin shared that EHS would identify issues and Capital Projects would fix issues. Robin, Kim, and Serafin will meet to create a draft process.</p> <p>PLACE DATABASE ON THE AGENDA in APRIL and place Serafin first on the agenda for a 30 minute discussion.</p> |
| <p>8. Goals for 20/21</p> <ul style="list-style-type: none"> • Software Accessibility (documentation/testing/rubric/plan) – Don/Leila Draft Language for DAC Procurement Goals <ol style="list-style-type: none"> 1. Continue to request accessibility documentation from vendors for District software purchases. 2. Investigate requesting third-party accessibility verification for large-scale web applications. | <p>Not addressed today.</p> |

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| <ol style="list-style-type: none"> 3. Create a rubric for determining the proposed software purchases that have the highest accessibility priority. 4. Develop a plan for testing the accessibility of these high priority purchases. 5. Explore creating a process for requiring accessibility accountability for vendors of high priority purchases. 6. Include accessibility language and requirements as part of the contract process. <ul style="list-style-type: none"> • Capital Projects <ul style="list-style-type: none"> - DAC Database - Accessibility Review - Ongoing projects (see agenda item above) • Discussion on Committee titles (from 11.23.20 minutes)? | |
| <ol style="list-style-type: none"> 9. Next meeting agenda <ul style="list-style-type: none"> • DAC Database update? • Define accessibility review for IELM process (invite Dean/Learning to attend future meeting) • Future Agenda Item: Update on “maps:” (Hold on map updates for 6-8 months until major construction projects are complete) | |
| <ol style="list-style-type: none"> 10. Adjournment | |

(Next Meeting: Monday, April 26, 2021)

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