

California State University, San Bernardino  
CAMPUS ACCESSIBILITY ADVISORY BOARD (CAAB)  
Minutes of the December 1, 2016  
3:00- 5:00 pm, COE- 260

Members Present: Amy Beran, Marci Daniels, Leatha Elsdon, Doug Freer, Thomas Gaffery, Ilseop Han, Randy Hanlin, Beth Jaworski, Richelle Marracino, Leon McNaught, Cesar Portillo, Donita Remington, Suzy Sharweed, Jody Van Leuven, Jill Vassilakos- Long

Members Absent: Hamid Azhand, Leigh Connell, Tina Howe, Jessica Luck, Brandy Montoya, Veronica Morales, Jenny Sorenson,

Guests Present: Gerard Au, Dayna Brown, Carlos Robles,

Freer called the meeting at 3:05 pm.

Review and Approval of June 2, 2016 Meeting

Freer approved the meeting minutes by consent.

Action Items List

McNaught was introduced as the new campus ATI Coordinator. McNaught has been working on developing a new ATI logo as well as the launch of a new ATI website that will provide up to six months of data. McNaught is also working on implementing a new software, Grackle, for campus use that will assist in creating accessible documents and PDFs. Training workshops on the new software will be taking place soon.

Freer announced that a handful of procurement changes will be rolled out at the start of the new year. All hardware and software requests will continue to have to be approved by ITS/ ATI prior to any purchases being made. Hardware and software will no longer be allowed to be purchased through the campus Pro Cards. These changes will bring the campus inline with the standards of the CSU system.

Elsdon confirmed the gate arms near the Administration Building and University Hall have been successfully installed. Before they go into full operation, Parking Services needs to complete the implementation of the clicker and code access process. It is anticipated they will be fully operational by the start of Winter quarter. Gaffery commented that only necessary vendors will receive permission to park near a building. All others will be directed to park in a service vehicle space on the outer banks of the campus.

Vassilakos-Long asked if the committee could look at a policy or procedure to assist with coordination of faculty/ staff services similar to SSD. Portillo stated Human Resources does provide similar services for employees. Please refer employees who are in need of the service, to Human Resources.

Elsdon confirmed that the Campus Accessibility Guide is a live document and is nearly final. FPDC will continue to provide updates when capital projects or campus maps have been altered. Daniels confirmed that stairwell lift chairs are being evaluated and a proposal for relocation is currently being worked on. Van Leuven and Daniels will meet to finalize the few areas that need to be updated.

*Items from the Floor:*

McNaught is working with University Police to convert their announcements and bulletins to an accessible format. Web services is creating accessible bulletin templates. Until those are finalized, University Police will be including plain text in all of their messages.

Gaffery announced that Parking Services has been enforcing the disabled placard usage.

There being no further business, Freer adjourned the meeting at 3:39 pm.