

California State University, San Bernardino  
CAMPUS ACCESSIBILITY ADVISORY BOARD (CAAB)  
Minutes of the November 1, 2012 Meeting  
2:00 – 4:00 pm, Foundation Boardroom

Members Present: Amy Beran, Leigh Connell, Kevin Doyle, Bob Gardner, Randy Hanlin, Beth Jaworski, Cynthia Linton, Zachary McCormick, Donita Remington, Terry Schmitt, Tony Simpson, Don Soderbloom

Members Absent: Hamid Azhand, Jimmie Brown, Ruben Gutierrez, Byanet Hermosillo, Ilseop Han, Tina Howe, Connie Jones, Hideya Koshino, Leon McNaught, Lupita Navarrete, Kristie Ogilvie, Ron Profeta, Dennis Robertson, Eva Sorrell, Michael Wahl, Dale West

Guests Present: Dayna Brown, Lorraine Frost

Gardner called the meeting to order at 2:03 pm

Review and Approval of August 23, 2012 Meeting Minutes

Jaworski moved for the adoption of the minutes. Schmitt seconded.

Action Items List

Gardner gave an update on CSUSB's comprehensive ADA Training that Human Resources is currently creating. The training will be mandatory for all MPP's and supervisors, as well as selected employees, as appropriate. Human Resources will work with department chairs to schedule a few minutes at each Chair Meeting, to brief faculty on the ADA Training. This version of the training will be brief, compared to the training MPP's and supervisors will go through.

The training held through Human Resources will focus on employees with disabilities. The training that Services to Students with Disabilities gives is focused on students with disabilities. Human Resources will also help facilitate a three-way communication regarding accommodations for employees with disabilities. This three-way communication will involve the employee, their supervisor, and a Human Resources staff member, who will be the leader of the conversation.

Gardner provided a brief statement regarding the ADA Coordinator Position. At this time, Gardner has not yet met with President Morales regarding this position, and there has been no change to the status as of yet.

Jaworski stated that the revised Service Animal Policy was ready to go through the policy adaptation process. D. Brown will work with the President's Office to have this policy added for review and input at an upcoming Administrative Council. Gardner will ask a member of the Environmental Health and Safety to attend and present on the policy at an upcoming Administrative Council meeting.

An update on the building signage and maps will be given from a Capital Planning Design and Construction representative during our Winter Quarter meeting. Frost did note that the brail signs on the new exterior signage on campus are inconsistent. Frost will contact Wahl to discuss the inconsistency in further detail.

Jaworski updated the committee on the issues regarding the new Executive Order 1074 that covers Anti-Discriminatory Policy and Procedures. It has been found that the Academic Grievance Policy that is currently used by our campus needs to be revised. Jaworski will be working with AVP Clark and Provost Bodman to have the Academic Grievance Policy revised so it is in compliance with Executive Order 1074. It will be a lengthy process, as once the policy is rewritten, it must go through Faculty Senate for approval.

Jaworski provided an update regarding what to do in the event that a student driver is involved in an accident while driving the ADA Van. In the event that such an accident does occur, it will be treated like any other CSUSB state vehicle that is involved in an accident. The campus insurance will cover the damages.

Jaworski noted that the new wheelchair accessibility cart will be arriving in either the second or third week of November.

Soderbloom had members from Environmental Health and Safety follow up with the fire marshal regarding the area of concern in the basement of University Hall. There is a strong evacuation team in University Hall, and they know they are to report to the basement to help those in need in the event of an emergency. Soderbloom stated that the University Hall evacuation team and basement officers are knowledgeable and know what to do to help during evacuations. After the office relocations are completed, Soderbloom will hold a meeting with all of the offices to educate all staff members on what to do in the event of an emergency. In the event that a person in a wheel chair needs to be evacuated, at least two employees will help lift and hoist the individual, in their chair, out of the building and up the stairs to a safe location.

The Bio Lot has officially been demolished and no longer exists. The handicap accessible spaces that were up to code before the demolition are still available and are being used. Parking Services has implemented a new policy to help crack down on the fraudulent use of handicap placards.

Frost provided the committee with the goals of the ATI Coordination Initiative. This year, the committee will focus on web access, procurement, and instructional materials. The committee will evaluate all website addresses on a quarterly basis. A new form must be completed and approved for any office/ department that purchases any electronic product that is either a large cost (\$ 15,000+) or has a large impact on students (1,000+). Employees will need to be trained on how to fill out the new EEAAP form, which stands for Equally Effective Alternative Access Plan Form. Although a policy is not yet in place, all alternative media must have Closed Captioning options. The ATI Committee hopes to create and have a Closed Captioning Policy in place this year.

D. Brown informed the group that the online Campus Accessibility Guide will be updated in Summer 2013 after all construction on paths of travel are completed.

It was noted by the group that the path of travel construction going on through campus has not been clearly communicated to the campus community.

Gardner announced that CSUSB achieved our Disable Veteran Business goals of 3%.

### Items from the Floor

Jaworski noted a few areas of concern with current construction areas on campus. One area of concern is where the Access Bus turns around outside of the Commons. There is a piece of pavement there that drops off that has not yet been painted. Simpson will follow up with CPDC to correct this curb. Also, the new paving area behind the bookstore is missing a curb cut. This is still a project being worked on, and they will soon be cutting out handicap ramps.

Jaworski asked D. Brown for the status of the CAAB Charter. The CAAB Charter had been signed and approved by President Karnig before he left office. D. Brown will distribute the final charter to the CAAB community for their files.

Jaworski noted that the new bollards have been installed on campus, but are not yet completed. Simpson stated that once they are operable, a person will need either a clicker or a code to pass through them. The bollards will help prevent access to the general public.

Jaworski would like to remind everyone that Services to Students with Disabilities is for students, not for staff, faculty, campus visitors, etc. The office will kindly help assist staff and faculty from time to time, but the office is there to serve the students.

Jaworski asked Soderbloom if the fire alarm that went off in University Hall last week was a drill or not. Soderbloom confirmed that it was not a drill, but that it was not an actual emergency. During this fire alarm, it was discovered that the evacuation chair on the second floor was not operable, and got stuck. The evacuation team was not able to use it to transport a student down the stairs. The chair has since been repaired. Soderbloom announced that the campus will now use the office phones during fire drills/alarms, in a similar fashion that they are used during campus emergency alerts.

Jaworski would like to be notified in advanced of the upcoming construction that will be going on regarding the Financial Aid Office. This construction will highly impact the services that Services to Students with Disabilities offers, such as their specific testing rooms, etc. Jaworski will meet with Azhand to discuss the issue further.

Thanks to Dr. Zorn, Jaworski was able to give a brief presentation and training to the new and first year faculty regarding accommodating students with disabilities. Gardner

suggested adding a similar presentation to the new employee training that Human Resources offers.

Doyle informed the committee that Dr. William Aguilar is now overseeing Commencement. There is already a meeting scheduled to address ADA needs for the December Commencement Ceremonies.

There being no further business, Gardner adjourned the meeting at 2:56 pm.