

California State University, San Bernardino
CAMPUS ACCESSIBILITY ADVISORY BOARD (CAAB)
Minutes of the August 8, 2013 Meeting
2:00 – 4:00 pm, University Enterprises Boardroom

Members Present: Hamid Azhand, Amy Beran, Leigh Connell, Kevin Doyle, Lorraine Frost, Bob Gardner, Beth Jaworski, Cesar Portillo, Ron Profeta, Donita Remington, Tony Simpson, Michael Wahl

Members Absent: Jimmie Brown, Ruben Gutierrez, Ilseop Han, Randy Hanlin, Byanet Hermosillo, Tina Howe, Connie Jones, Hideya Koshino, Cynthia Linton, Leon McNaught, Lupita Navarrete, Dennis Robertson, Cathy Ryan, Terry Schmitt, Eva Sorrell

Guests Present: Dayna Brown, Debbie Burns

Gardner called the meeting to order at 2:03 pm

Review and Approval of May 16, 2013 Meeting Minutes
Simpson moved for the adoption of the minutes. Azhand seconded.

Action Items List

Gardner introduced Cesar Portillo, Associate Vice President for Human Resources, who began his duties in June.

Portillo stated that supervisors should have recently received a link to the online ADA training. Human Resources is monitoring the completion of the training closely. For those who do not complete the training by the allotted due date, Human Resources will actively follow up with them until training is completed. Due to the migration to a new training system, employees hired after a certain date will be required to complete the training in a new platform. If an employee completed the in-person training recently, the employee will not have to complete the online training. Human Resources has a training completion goal of August 31, 2013. Portillo will look into the cycle of how often this training will be required per employee, i.e. every two years or three years.

Gardner reported that there is not much to update on the ADA Coordinator position. This position will be looked into more thoroughly once the campus sorts out the current campus positions related to diversity and Title IX. Gardner hopes to make progress on the ADA Coordinator position during the Fall 2013 quarter. The intention of this position is to be comprehensive and inclusive in all matters related to ADA. Before the position becomes finalized, it needs to be decided how the position will be structured and if it will be an independent position. Also, a discussion will need to take place to clarify the relationship this position will have with Services to Students with Disabilities.

During the ADA Coordinator position conversation, it was decided that Debbie Burns will

now be the new signee for final approval on all EEAAP ATI plans with regards to risk when purchasing technology.

Jaworski updated the committee on the revised Grade Grievance Policy as it relates to the Office of Civil Rights Executive Order 1074. The Faculty Senate was not able to review the revised policy during the spring quarter; therefore, the policy review is on the agenda for the fall Faculty Senate meeting.

Frost updated the group on the current ATI Initiatives. This November, the ATI committee will submit their annual reports on the three areas. A copy of the report will be submitted to campus, sharing the activities that took place this past academic year. The committee is currently looking at creating a policy regarding captioning of all videos used in the classroom, including online videos. The policy will also state that any items purchased as media must be purchased with captioning. This policy will affect the academic side, as faculty do use media and show videos during their classes.

Wahl reported that the installations of the new cabinets for campus maps are completed and the maps have been installed. Jaworski noted that the map inside the kiosk outside of University Hall is old and outdated. Wahl stated that they are trying to figure out how to use the old kiosks to change out the maps. The interior kiosk sign is very old and not easy to change out.

Wahl stated that the bollards have been installed. One motor was damaged and will be replaced by next week. Once the motor is replaced, the bollard will be functional. Clickers to operate the bollards will be coming soon for the departments.

Jaworski will be partnering with Dave Janowski to work on training the Sodexo staff before fall quarter begins. This training will provide guidance to the Sodexo staff on what they should be doing and shouldn't be doing for those that need accommodations. There will be in-person training with the staff that will be followed up with written communication.

Items From The Floor

Jaworski noted that, written in the CAAB charter, a one year report with a list of all CAAB activities is due. Brown will put together the CAAB action items from the past year for the annual report. The report will be submitted to all Vice President's and the President of the university for their review and files.

The five year CAAB report is also due. Jaworski will provide student needs information to Brown for the report. The five year CAAB report will be completed after the end of the 2013-14 academic year. Brown will add this as a continuing agenda item for all future CAAB meetings for the group to have input on what should be included in the five-year report.

Jaworski noted that the current ADA procedure online is outdated and inaccurate and needs to be revised. Jaworski suggested that the ADA Procedure be taken down from

the website as the CAAB charter covers the procedures. Gardner stated that this will need to be discussed further to determine the proper way to eliminate the ADA procedure online.

Jaworski advised the committee that the blue phone by the turnaround outside of the commons is still not active. Azhand explained that a non-standard wire needs to be replaced and Al Salgado is currently working with TNS to get the wire. CPDC has identified a path in order to put in the new conduit to get the phone back to being operational. Azhand stated that a work order has already been processed, and the wiring work for the phone should be completed around September 30th.

Jaworski mentioned that when Student Union Drive was reconstructed into a one-way street, it negatively impacted the Services to Students with Disabilities office to transport their students within the four-minute window. However, SSD has been compliant with this one-way street, but continues to witness others use the street as a two-way street. Jaworski noted that the one-way street is not being enforced. Gardner will talk with CPDC and University Police to determine ways to enforce this street. Azhand will be thinking about new signage that can be installed that will reduce the abuse of the street. In the meantime, please notify Gardner of any incidents you witness when people are not abiding by the one-way street signs.

There being no further business, Gardner adjourned the meeting at 3:07 pm.