

## ADA/504 Compliance Committee Meeting Notes May 24, 2012

**Attended:** Nancy Hart, Dennis Carr, Margaret Robertson, Gweneth VanFrank Carlson, Shalimar Steinberg, Lynn Lodge, Dave Fors, Pamela McGilvray, Darcy Dillon, Kathy Torvik, Jace Smith, Dawn Barth, Jyoti Naik, Bethany Robinson (recorder)

**Guests:** Jennevi Green (service provider), Tashiko Weinstein (student)

**Absent:** Cathie Reschke, Helen Garrett, Dave Willis, Mark Richardson

**Reminder: Both Nancy and Dennis (the college's ADA/504 Compliance Officers) must be able to attend the ADA/504 meetings in order for the meeting to take place. If one cannot attend, the meeting will be canceled and rescheduled.**

### REVIEW AGENDA & ADD TOPICS

#### New Topics:

- Gweneth brought up concerns about the protocol for students who were sighted and now blind. [Lynn, Cath]
- Disability club and non-traditional students need more members and would like training related to advocacy skills for students. [Toshiko]
  - Kathy Torvik has researched the interest in a club in the past; she will work with Toshiko and they can meet with Barb Delansky to work out details for restarting the club. The goal is to introduce the club to the college and create an expanded web area on the DR website. [Kathy Torvik]
  - Minimum number of students for a club is 10 in order to get ratified; they must have 1 meeting per week. [Toshiko]
- Jace would like to have a student, staff or faculty interested in disability issues (or with a disability) to be a member on the parking appeals committee. [Lynn, Gweneth and Shalimar are interested]
  - Process for parking citation appeals involves either an email, written statement or they can appear in person. Info is reviewed by the

committee. Clarified that the college follows the standards established for the community re: parking citations, so there is no reduction in standards.

- Dennis Carr designates proxy to Darcy for the 2<sup>nd</sup> half of the meeting.

## ONGOING/ FOLLOW UP TOPICS

### Committee Membership:

- The committee unanimously agreed to Nancy's proposal to add DR staff to the committee membership since they are on most of the subcommittees and will be participating in most of the tasks. [Nancy/Bethany]
- Facilities Management and Planning (FMP) will continue to send one rep to each meeting.

### Task Assignments:

- Add Group under MyLane. Search for groups ADA/504committee group under MyLane. Any questions contact Shalimar. [All]
  - Communication, mailing list message groups, sub groups, pictures. Go in to MyLane got to top right corner and click on groups icon do a search for a group. Put in ADA/504 and join.
  - Need to make sure it is all captioned and tagged. [Lynn]
  - Lynn volunteered L # to Shalimar so Shalimar can test it. [Shalimar]
  - Set up group leaders on the administrative side. Can be added by going to the Administrator (Carol McKeel right now). Bethany and Lynn will be group leaders (Carol is on vacation). Shalimar will communicate with Carol. [Shalimar]

### Signage:

- Signage, verbiage, height, truncated domes, change to accessible, bringing signs down and braille on elevator- [Jyoti, Gwen, Lynn, Margaret and Shalimar] are on wayfinding committee and will discuss this.
- Kiosks are very confusing; need to do a temp fix otherwise will have to change the whole system, which will take too long. Fix the main directional signs right

now. Funk Levitz is a design firm and working with them to update signage.

[Wayfinding Committee]

- Large kiosk direction signs and evac signs are not within standard. Funk & Lewis will create new standards perhaps using colored areas. Timeline: Standards to be developed. Signage to be fixed first for Fall. Next June may have new standards. [Wayfinding Committee]
- Will signage be big letters bold? Already too small and hard to read. [Wayfinding Committee]

### Wayfinding:

- Indoor navigational systems. University of Nevada has developed this- Gwenneth indicated that it's similar to click-and-go. There are several different options. This combined with floor mapping would be a good solution for those with vision loss. [Wayfinding Committee]
- Door issues:
  - The doors do not stay open long enough for wheelchair access
  - Weighting of doors is also a problem- all doors should be checked by Facilities every term. Over time the doors change so bring attention to the matter.
  - TO DO: Send Jyoti an email with the location to get a work order... or just submit a work order and notify Jyoti. [All & Jyoti]
- Jyoti said that as of Dec 31 2011, truncated domes are no longer required (thought they previously were). It's difficult to determine what is most helpful since different groups have different needs/preferences.
- Chalking can create confusion for those with vision loss... ASLCC needs to pay attention to the location.
- Wayfinding Committee needs to keep the parking lots in mind; inclusive design for children and parents; access and safety in Learning Gardens discussed
- Accessibility Map idea: Shalimar will continue working on her goal of an accessibility map with layers of maps. It can be posted on a website; have layers that turn on and off, and have links that show detailed maps and entrances. She

will get a basic version (Lynn Sogar), then re-digitize buildings and figure out placement of ramps since the current aerial photos are not clear. Need to get all information compiled. Plan to place evacuation routes and Evacutrac locations on the map. [Shalimar]

- IDEA: Purchase a 3-D printer that builds models. Apply for joint ADA / drafting grant advanced technology for printer models (Lynn Sogar willing to help write grant proposal). [Shalimar]
  - Captions are option could be one layer or hover over object to see label. Pull in CIT or CS program to make it more commercially functional. [Shalimar]
- Fall meeting- have demo. [Shalimar]
- Update on Transportation Fund moneys potentially being used for Wayfinding, if ET (Executive Team) agrees. [Dave W]

#### **Deferred Maintenance:**

#### **ADA Access Website/link:**

- Update on ideas for replicating the University of Montana's website and the "report barriers" webpage; also the Landmark College's website "accessibility" link at the bottom of the page. Clarify whether GIS mapping will make this possible and whether students in the GIS class are interested in doing this as a special project. [Shalimar]

#### **Accessible Parking Issues:**

- We continue to get requests for changes in parking lots. Parking lot N is a drop off for people with access limitations. (N/E near performing arts). This is a problematic location since it is so far from the central areas of the college.
  - Team Oregon motorcycle training- proposal to significantly change parking lot N. Route into campus, accessible spaces and uses of transportation fund.

#### **Evacuation Issues:**

- Evacutrac:
  - 4 on campus: 2 in Bldg 30 and 2 in Center Bldg. Preventive maintenance schedule? [Dawn].
  - Need to do a demo of the Evacutrac that goes up from the basement. DR staff need to know how it works. Lynn will contact Dawn in Sept. [Lynn]
- Lane should provide better culture for evacuation, where faculty can review this at the beginning of each term. This will increase awareness. IDEA: create a template for wayfinding and evacuations for consistency. Committee could make joint recommendation Safety and ADA/504 Committee. [Jace/Dawn/Lynn]
  - Develop a set of videos for evacuation instructions for each building. Add into an orientation. [Dawn] [REMINDER: Any video any campus has to be captioned]

#### Other:

- Accessible Furniture: Lane's compliance status re: furniture? Jyoti ordered 92 ADA desks with adjustable heights for classrooms- they will be here in June.
- Closed Captioning: Need to train staff/faculty on how to turn on closed captioning. Cath has offered training. She plans to offer training to a few divisions a year. Sect 508, 504 and ADA require all videos be captioned for online, staff, community, students. Very likely open captioning. [Cath]
  - HR will look into it and follow up with Cath. Captioning should be automatically on but it is typically not turned on in the classrooms [Cath]
  - IT ticket from DR for all smart class rooms to have captioning. Lynn will do ticket. Make sure the CC button works. [Lynn]