

**ADA 504 Compliance Committee Meeting Minutes**  
**June 2, 2016**  
**Bldg. 19/260**

**Attended:** Mary Jeanne Kuhar, Dennis Carr, Terrie Minner, Julie Skidgel, Sharon Daniel, Kerry Levett, Renee Mackey, Ian Coronado, Todd Smith, Jorge Martinez (student rep), and Leanne Guthrie (recorder)

**Guests:** Ian Baines (guest) Gee Thomas, (guest).

**Absent:** Dawn Barth, Jace Smith

**Reminders**

- Both Mary Jeanne 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.
- Facilities Management and Planning (FMP) will send one rep to each meeting.
- Student representation on the committee includes one student identified by ASLCC and two students identified by Center for Accessibility Resources (CAR).

**Old Business**

- **Signage/Wayfinding**
  - **Todd reported**
    - FMP will be updating all the interior signage around campus and has dedicated about \$ 50,000.00 to do this. It is in the planning stages now. The signage will be compliant w/ ADA requirements.
    - Based on the OCR Draft report and their site visit, FMP will be working on several projects to resolve these items.
    - Todd asked about an additional funding source for the repairs. The College is drafting a response and plan for compliance.
    - Exterior perimeter Wayfinding, is on the campus safety list, the preliminary cost is \$ 80,000 for the 2 entrance signs which are reader boards. \$ 30,000 for infrastructure including new power lines.
- **Accessibility**
  - **Building 1 parking –**
    - Students have raised concern about accessible parking and distance from building 1.
    - Todd stated that the parking lot changes will take place this summer and will be coordinated with the OCR recommendations.
    - Looking at adding more accessible parking to Lot E adjacent to building 19. Adding more accessible spaces to lot E would also address the concerns of the Ramp/Bee/Flower issues in front of building 1.

## **Class Project Update**

- Need more low tables in student commons area.
- 3 new adjustable workstations will be put into the Library and IT will do the wiring.
- **Accessible work stations in the Library** – Todd reported that FMP is working on getting some adjustable stations in the library
  - The assistive technology software will need to be coordinated with these stations.
  - Ian added that there is a problem with noisy/squeaky chairs and FMP is working on resolving that.
  - Lori also reported that the elevator in the library has been reconfigured and patrons can go between floors of the library without needing a key.
- **Main Campus Areas of Concern**
  - Resting places for students/employees, how they are identified and advertised (Terrie Minner)
    - CAR is working with FMP on how we can be more proactive in the planning stages of remodels and new facilities
    - CAR staff member will be working with FMP to begin measuring all the distances for resting locations, ramps and access to the different buildings. That will also be added to our electronic map.
    - Nancy Hart Memorial bench resting spot – we recommend outside of building 1 at the corner of the garden. The process would be to submit a work order, then to do planning, look at location, and then submit the plan to facilities council. The resting places will be identified on the map and electronic map. The symbol is a bench.
- **CAR Update**
  - **Furniture accommodations**
    - Outreach has been done about lost chairs; the chairs have been marked with gold paint or identification.
    - Terri will reach out to faculty and instructors about the accessible tables. During the OCR visit it was discovered that many of the tables were being used for storage. CAR could do a campaign to educate about those tables.
  - **Faculty education**
    - Electronic faculty newsletter each term, and we are getting more faculty responses.
    - Continuing Weekly Tips which are also on the CAR website.
    - CAR did the spring conference-presenting A3M (Age, Accessibility and Mental Health) with a good turnout.

- We added to our website Assistive Technology class room tips. Technology is changing, we are looking at how we can support faculty in providing Closed Captioning for many of their films in online classes and fulfilling any student requests.
- We are working more closely with faculty ahead of time to be prepared for the upcoming terms.
- Because we are a federally funded institutions we are obligated under section 508 to provide captioning or transcription.
  - How do we make this happen? We have worked out a basic workflow, to provide a reasonable timeline.
  - Video Captioning is most often requested and using a commercial company can be very expensive.
  - Propose that anything the college creates should be captioned going forward.
  - ATC is working with CAR to see if there is anything on the website that needs to be captioned.
  - If a faculty member is using something that someone else created then we have to find a way to provide it in a timely matter.
  - Ongoing faculty education regarding student requests for accommodation. By law, the material must be available at the same time it is available for any other student.
- **CAR Outreach**
  - New this year we are visiting all our satellite sites. We are working with DCA to see if we can secure an office down there.
  - We are looking at specialized programs like TRiO and the Veterans Center.
  - We are in the process of searching for 2 new advisors. Our plan is to have one of the advisors visit those location once a week.
  - New initiative called Ty to Duck and Ty to Beaver, where we reached out to all our CAR students to ask if they are graduating. What kind of accommodation would they need? Are they planning to transfer to U of O or OSU? We are partnering with U of O and OSU disability services office to help make the transition seamless, getting their accommodation already set up for the 1<sup>st</sup> day of classes.
- **Needs Assessments**
  - Survey went out to over 1000 present and past CAR students. We received about 113 responses with a 92% satisfaction with the services they were receiving.
  - Needs to be addressed.

- Students are still struggling with technology, to the point of knowing how to apply for accommodations.
  - Some of the other concerns were, Testing, Hours availability, noise levels, especially during testing times, how to communicate with faculty better.
  - For fall term we are working on a faculty survey find out what is working what is not.
  - Next Steps: In Fall term faculty surveys and yearly student surveys will be sent out.
- Car Testing Center ambient noise challenges( LCC01 207 )
    - Small room, it is very apparent when student enters or exits.
    - Alternative rooms, proctored by camera and video.
    - Other accommodations include: earplugs, headphones and Pandora Music. CAR is maintain the integrity of the testing site.

- **Other**

## **New Business**

- **Technology Needs – nothing to report**
- **OCR visit March 1-4 – Kerry Levett**
  - A draft report was received and the college will respond and negotiate, final report Fall 2016
  - Suggested timelines are not realistic.
  - By the fall meeting we should have an agreed upon version. The process of negotiation could involve 5 - 8 drafts before there is an agreed upon final version.
  - We were not compliant with many of our printed materials, especially with notices and posters.
    - CAR is now removing the items that do not have the accessibility statement on them and returning them back to the departments.
    - CAR has been sharing in Dean's meetings, and in the weekly tips that all printed material must have the approved Accessibility Statement printed on it.
    - P & G - printing requests that do not have the approved accessibility statement on them should be returned.
    - CAR has been providing the Accessibility Statement template to the departments.
    - MJ suggested that not only bringing up the subject with ET is that it should be embedded with all our marketing Materials. The marketing teams of the CML and MTD should be aware and reminded that all public notices need to have the accessibility statement on it.

- Marketing and the College has approved the new CAR logo.
- Todd reported that he has some preliminary costs for some of the list.
  - Over \$300,000.00 worth of restroom upgrades
  - About \$150,000.00 of parking lot improvements
  - Other things, counters, tables, and workstations etc.
  - For a total of about \$700,000.00
- Dennis shared that as part of the OCR Visit, HR documented that 25% of our .05 - 1.0 employees are receiving some sort of accommodations. That is a very significant demonstration of the college's commitment to have reasonable accommodation for employees. National average is 10% or below.
- Meeting Times
  - Traditionally the ADA/504 committee meeting have been held in winter and spring terms.
  - Terrie proposed that we change that to fall and spring terms because it will give CAR time to have student come in and address issues with us, bring them to us in a timely matter. It will then give us time to work on them before our meeting in the spring.
  - Thursday are the best day of the week? Late morning 10 -12 Leanne will identify dates in Nov and late winter term or early spring.
- Announcements
  - Gee Thomas from Counseling talked about her sitting at the one of the lower desks and how important it is for student to have that accommodation. She would like to go around to other department and share her experience.
  - Ian Baines (guest) shared his experience as a teacher working in different parts of the country and how he valued his involvement working with students who needed accommodations. He has expressed interest in working at Lane.

## Closing

- **Next meeting fall term 2016.** Keep the meeting on Friday afternoons, sometime between the 3-5 week of term, prefer the 5th Friday of the month when possible, but not before a three day weekend. – [Leanne Guthrie will send out a date/time for spring term meeting.]