



Truckee Meadows Community College

Americans with Disabilities Act Committee

ADA COMMITTEE MEETING NOTES

November 30, 2020

Members Present: Thomas Kearns, Thomas Cardoza, Bill Garand, Brandy Scarnati, Joan Steinman, Tony Futia, Helen Scott, Jimmy Roque, Jane Zhang, Kara Potter, Catie Faria, Jennifer Hock, Steve Bale and YeVonne Allen

Guest: Cal Anderson

ADA Priority Goals 20-21

- **General Discussion:** Thomas Kearns confirmed with the group that the meeting notes will be drafted by Kaylene and sent to Thomas and Tony Futia. They will forward the notes to the committee members for their review. If they do not respond within one week with their edits, Kaylene may post the notes to the ADA webpage.
- **Progress of Goals:**
 - **The ADA Charter / Diversity Committee /Planning Council (Please look over ADA Charter):** Thomas reported that Joan Steinman, Tony Futia, Bill Garand, YeVonne Allen and Thomas Kearns worked on the charter review. Thomas shared the revised version of the charter with the committee. There were no objections to the changes. The charter as revised was accepted by the group.
 - **TMCC ADA Services and Reference Page:** Thomas advised that this is a work in progress with Cal and Jennifer. They are working together to add links from all the other ADA information posted by other departments so the information is consolidated on one webpage. Cal suggested making a more robust search so more results appear during a website search. Joan agreed that it makes the most sense to add this information to the DRC webpage. Thomas will vet the page draft with Joan and Tony.
 - **Emergency Evacuation Database:** Thomas reported that he worked with Bill Proebstel, Bill Garand and Ben Davis on this project. The TMCC crystal report is capable of generating a list of all the current DRC students and where they are in class at the time of the running of the crystal report. They plan to create this as an opt-in data collection that faculty, staff and students may elect to sign up to report what evacuation assistance (special equipment, specific skill set, or more than one person to assist) they need and how long they will need that assistance. The person may choose to end on a specific date or choose the end of the current term. Anyone who is still within the start and end date period would appear on the list. Everyone would need to sign up for this services each semester. Thomas suggested that the DRC incorporate offering participation in this as part of the DRC intake process through the AIM database. Reports would be sent to the respective instructors of each student. Steve Bale added that TMCC would need to incorporate training for those who are not emergency responders who may be assisting with evacuation of these people. Tom Cardoza agreed. He also indicated the need to get faculty on board with the fact that there may be scenarios where emergency responder assistance is not available and those in the room may need to help the person evacuate. Bill Garand agreed and suggested that this be part of professional development for refresher training. Thomas, Joan, Tony, Bill and Ben to work together to develop a process and bring a draft back to the committee via email for committee member comments. The final product will be brought back to the during the ADA Committee semester meetings for final sign off by the group.

Bill Garand explained that at this time, the person running the report must be on the TMCC network to retrieve the report. Jennifer added that if the network is down, the report cannot be generated. Bill commented that there are many redundancies programmed into the TMCC network. May not be available if we lose all power on campus. Joan suggested printing a hard copy of the student's class schedules that is kept in different offices and with the police in case of network failure. The members agreed that TMCC will need a process on how to generate and utilize the emergency evacuation report. Will also need to identify a student group to help facilitate

the running of the report. Tony Futia offered to be one of the people who runs the report in the event of an emergency evacuation to help facilitate the removal of these students since he works closely with UNRPD. Thomas added that Ben Davis and Bill Proebstel also have access to this report. Bill Garand advised that he has a meeting scheduled with Programming Services to discuss this project in depth. They can create the report that is needed. Jennifer suggested that email notifications be sent advising that a person is being dropped from the list and once a year the information should be updated. Bill commented that this could be programmed into the crystal report to trigger an email notification. Goal is to try to finish this during the Spring semester.

- o Improve Accessibility Purchasing Program: Response to this process has been inconsistent with purchasing third party [software/hardware requests](#). There is a problem with the accessibility checker part of the process. Thomas completed spot checks on the submitted software request forms [accessibility checker portion](#). There were a number of submitters who checked yes on the VPAT and he found that on several requests the vendor did not have a VPAT or an accessible statement/form or recommendation on their product accessibility. Thomas emphasized that the process is not trying to stop the use of technology, but TMCC needs to know if there is a shortcoming in the software so that DRC can be prepared to make the accommodation needed so a student can have access to that product the same as the rest of their peers. Faculty/staff may not understand the VPAT process or accessibility check. Need to re-think the process to ensure that people are informed of the need for the VPAT and help them gather the information needed to ensure the accessibility of the software being utilized. Jennifer asked if the form could be changed to include a step where the employee sends a request to the DRC to assist with the confirmation of the VPAT. Thomas explained that is a part of the process that the Pre-Purchase Accessibly Checker form be completed if the person is unsure that their software purchase is accessible to all students. Many are not using the checker. Thomas discussed this problem with Thomas Dobbert and Tony Futia to identify some possible remedies such as more topic education and planning council assistance to help get it recognized as a required process. Also need some help to get the process more publicized to meet the NSHE policy. VPATs and statements by the companies are vital to this compliance. Steve Bale added that TMCC may need to be more aggressive with the vendors to gain their cooperation. Institutional buy in would also assist to do a better job with promotion of cooperation in following the rules. Take it to the planning council for assistance to improve the VPAT process. Bill Garand added that it might be possible to request a change in Workday where the software/hardware purchases take place and how they are paid for. If there is not a checkoff by IT to ensure accessibility, then the purchase is not approved.
- o Canvas Training Center: This project is also still in progress. Thomas advised that he worked with Brandy and Jimmy and created the training skeleton and are well on the way to unveil the majority of the quick 10 minute lessons for faculty and staff to attend to learn accessibility.

Review of the OCR Report

- Guest Cal Anderson from Web Services joined the group to present a recap of the Office of Civil Rights complaint received by TMCC. Cal informed the committee that this was a good learning experience and it brought the issue of accessibility to the forefront. He explained that Web Services has software that is used to complete accessibility checks of the new Drupal website content. The main areas that needed to be addressed were YouTube video captioning corrections, coding of PDF files and rotating images without alternative text.

Cal reviewed the Web Services timeline. The complaint was received by TMCC in June of 2017. TMCC was part of a group of NSHE institutions whose websites were audited by the OCR. In 2018, the ADA Committee was working on a draft policy/plan. In mid-2018 there were internal changes at the OCR and TMCC received notice that the lawsuit was dismissed. On November 28, 2018 TMCC received a notice that the OCR was opening up a directed investigation and a letter would follow in May 2019. In December 2018 Cal attempted to gather additional information about the complaint but the responses from OCR were vague. Cal was informed that OCR would send a letter to TMCC with next steps. In October of 2019 OCR advised that they were going to perform an assessment of the TMCC website for barriers and accessibility issues. In December of 2019 Web Services, Elena Bubnova, Joan Steinman and Tony Futia met with an OCR representative to review the issues that may need to be fixed. Cal advised that OCR did not supply any documentation of the issues and their examples seemed to be random. Web Services personnel took meeting notes and proceeded to fix all the issues described during the meeting. The OCR gave them an extremely short 10-day time frame

to complete the fixes. On December 10, 2019 Web Services advised OCR that they completed the tasks noted during the meeting. On January 13, 2020 OCR responded to the correspondence from TMCC. OCR advised that there were new issues that were not discussed at the previous meeting that needed to be fixed within a week. On January 17, 2020 OCR was notified by TMCC that all the new issues were fixed. Web Services kept detailed notes of their work. OCR did not respond to TMCC until six months later on July 24, 2020 when TMCC received a letter that TMCC addressed all OCR's concerns and the case was closed. Jennifer added that TMCC Web Services has regular meetings with other NSHE institution's Web Services teams. Their experiences with OCR were very similar.

Cal advised that this could happen again that OCR receives a complaint. We are prepared if it comes up with any of our items that are online. Cal emphasized that accessibility is very important and we need to keep up as best as we can and be aware of changes that need to be made.

New Business

- None.

Old Business

- Bill Garand asked about the sidewalk between the Vista Building and Child Care Center. Did it ever get addressed? Tom Cardoza contacted Facilities and Facilities announced that they were going to make some changes to that sidewalk area to make it more accessible. Facilities planned to put some concrete around the front of those spaces so people would not have to go out into the traffic lane to get around those spaces. Tom has not been on campus to see the changes. Tom Cardoza added that he has not received any additional information on the door activators at this time.

Other Items

- Next Meeting Date: The group will meet again in February. Thomas to send an email with some date choices to the committee members.

Meeting ended at 11:20 a.m.