

Minutes: Committee on Disability Access – Honolulu

9/14/2007

Convened: 1:00pm

Adjourned: 2:00pm

Present: Lorri Taniguchi, Kyle Higa, Mario Mediati, Carol Hiraoka, Gordon Talbo, Ken Kato, Erika Lacro, Wayne Sunahara

Unable to attend: Sandy Matsui, Eva Moravcik, Ralph Hiatt, Nadine Leong-Kurio, Charlie Anderson, Guy Shibayama

Agenda:

- I. Welcome and Introductions
Committee members introduced themselves. This was the first meeting of this academic year. We have several new members to the committee. Two new members present were Carol Hiraoka of UC and Erika Lacro, HCC's Interim VCAA.

- II. Review of Purpose of CODA
 - A. To improve coordination of efforts, information sharing, and education of the college community on ADA/504 issues.
 - B. To insure that the college responds to the needs and requirements of students with documented disabilities in compliance with ADA/504.
 - C. To assist in the development of short and long range plans to improve services to students with disabilities.We reviewed the purpose of CODA (extracted off of the CODA charter) for alignment and focus.

- III. What does this mean for you?
 - A. Individual goals
 - Opportunity to talk to and discuss situations related to students with disabilities with other employees on campus – to obtain valuable input from committee. Obtain different perspectives from the others on committee who work in a variety of settings on campus. Keeping the campus informed of disability related information from a variety of literature, research, etc...
 - Committee member shared he enjoys being on the committee – has direct experience working with a student with disability and being involved in the accommodation process (what can be accommodated and what cannot be accommodated per academic, technical, and industry standards). Gives on new insight and possibilities for students with disabilities entering their program. Maintaining program and CC system wide standards while ensuring equal access.
 - Member shared that it helps him to do his job – knowing students with disabilities priorities and needs. Getting input from the committee to best address the campus needs.

- IV. Review of HCC Campus checklist
 - Review of major priority items done of Campus checklist and update of completed projects.
 - Asked the committee to review prior to next meetings and asked the committee to check around their offices/buildings and bring the forward to the committee for the next meeting.

- V. On-going projects (Ken Kato)
- Bldg. 5 restroom to place an electronic door (the door weight is heavy or the tension of the door is tight).
 - Improving Bldg. 5 uneven breezeway has been completed (removing the slope to make it less of tripping/falling hazard)
 - Elevator in Bldg. 5 (difficulties with the slope). Slope made for drainage of water. Currently still working on slope problems. Ken is aware of this situation and continues to try and attempt to remedy the situation. Possible solution would be to place a drainage pipe or path under the concrete then fill in the slope.
 - Service counters may need to be moved as a priority project on checklist to enlist support and funding.
 - Entrance into Student Life continues to be a significant issue for Ken Kato. The threshold is a problem to not be a tripping hazard from those coming from the side.
 - Entrance to the main stairwell in building in 7 (tripping hazard). Will be painting the lip on the ground floor.
 - Member suggested placing disability friendly products (chairs, desks, etc...) on our HCC intranet site or our disability website to share this information with others on our campus. This will help since there is no one person reviewing furniture purchases to ensure that we comply with ADA access. Some past purchases have been great while others we might not recommend (hand cranks are not user friendly to wheelchair users, etc.).
 - Ken Kato will be conducting a room survey, as he will be replacing desks/chairs in the classrooms. His concern is meeting needs of the larger number of larger students who are enrolling in classes here at HCC. Will be asking us for furniture suggestions for ADA compliant chairs (adjustable chairs and desks).
- VI. Projects and activities (Wayne)
- A. Student ACCESS guidebook.
- Committee recommendations on placement of the completed handbook. (1) Library, VCAA, Admissions, PCATT, (3) to UC, (1) Tech I, (1) Tech II, Dean of Students, Apprenticeship (extra to James Niino)
 - Committee recommended that it be placed on the Intranet.
 - Password protection is also something that can be done.
- B. Accessibility Map
1. Should we include floor-by-floor accessibility routes?
 2. Inclusion of safe areas in case of evacuation purposes?
 3. On-line interactive accessible map (with pop ups)?
 4. Other
- Submitted information to the print shop for review. Used official UHM Accessibility Map legends to make it universal. Have not gotten to the all of the off campus sites so priority given to first complete the main campus map. The map will be printed on regular paper and will be placed in certain areas of the campus and will be distributed to interested parties. Later in time, we will get it to map printed into larger prints and in alternate formats.
 - Evacuation routes per floor on the accessibility map – important to market and share the best protected stairwell in case on an emergency in building 7 is the Ewa stairwell. The instructor should share with the class

which stairwell to proceed to (on the first day of class we encourage that they actually show them which stairwell and not just talk about it). All floors should have a posting of the designated routes for emergencies.

- Information of the emergency evacuation list (students with disabilities who need assistance in the an emergency). Committee member shared having a designated person to stay with the student until helps arrive is the current procedure. List of students with disabilities requesting assistance in an emergency is compiled by Student ACCESS based on their and their doctor's responses to specific questions regarding evacuation in an emergency.

Who has access of this list? Library, Security, VCAA, Ken Kato, Sharon Isa (Business Office), Dean of Student Services, and Student ACCESS. Suggestion made to have the list in a strategic location on campus. This would be helpful as most times in an emergency individuals will not remember to "grab" this list. Discussion of possible locations of where to house this confidential list will be discussed at a later date. Most concerning buildings are in 2 and 7.

- Information shared regarding HFD and that not necessarily being a good idea – as they may need to save more than one person. Member shared the type of chair HFD would prefer to carry an individual down it. Highly unlikely to carry the individual down in a wheelchair especially motorized wheelchairs that are very heavy in weight.

- Will also need to work with Glenn in the Print Shop to get the Braille signage going for access routes to Cafeteria and other locations.

C. Student ACCESS brochures

- Being reprinted with potential changes to the ADA/504 coordinator being the VCAA and our new location in Building 7.

D. Updating Physical Demands for Technical – Occupational Programs at HCC.

- Academic year 2008 Student ACCESS project

- To share with referral sources in addition to the HCC Technical Standards to assist high schools with sharing physical demands of occupations.

- Want to ensure that information shared remains relevant to educational mission of college but give fair and objective nature to assist high school counselors a better understanding of sharing information with their students on what is required in certain technical-occupational positions.

- Plan on using forms from private rehab (job/tasks analysis)

- Plan on discussing with vocational-technical instructors and programs for their input into the requirements. Initial reviews from some members were that information is pretty accurate.

- Discussed cases in which the information would be helpful.

VI. Next Meeting

October 12, 2007

1:00pm

Bldg 7 Rm 320

