**ACCESS Department Meeting Notes**

**September 19, 2022**

* **Dr. Michelle Franklin’s Dissertation Results**
  + PowerPoint attached
  + ACCESS will continue conversations regarding ongoing improvements to best serve students.
* **Introduction of New Employees**

**Malia’s District Updates**

* **Budget Updates**
  + ACCESS restricted funds – received COLA and increase for this year, which will cover COLA increases for ACCESS employees. Also recommending rate increase for DHH interpreters and captioners from ACCESS restricted funds.
  + NRA requests for District general funds include: DHH Administrative Specialist, Program/Project Specialist for ACCESS MIS support and evening testing coverage, and additional Lead Interpreter position.
  + SEAP funding requests for ACCESS in-reach and outreach events (food, drinks, promos) and funding for Instructional Specialist to continue to provide academic support services. Will also expand this role to include outreach to high schools.
  + HEEERF Funding requests for ACCESS campus events, high school outreach, and speaker fees.
  + Professional Development Funding: Until we learn if we receive District funding for above requests, we need to be cautious with ACCESS restricted funding. ACCESS can fund ONE professional development conference per faculty/staff. For additional PD activities, faculty/staff will need to seek alternative means of funding.
* **CAPED Conference**
  + For those attending CAPED, please register soon during early registration period.
  + Make hotel reservation soon, as hotel may fill up.
  + Sent budget number to use with Chrome River.
  + Consider joining the Sunday preconference “Operationalizing our Commitment to Social Justice.” The speaker, Amanda Krauss is the current AHEAD president and a dynamic speaker. The workshop is open to all.
* **ACCESS Information Tables**
  + We will continue to host student information table to promote ACCESS services through the Fall semester.
  + emailed the schedule link to everyone**. Please sign up for at least one time slot during the semester.**
  + The table will be at Kerr’s Corner. The table will be set up with food, drinks, and promo items. Faculty/staff just need to show up for their shift. At the end of the shift, please pack up and bring items back to ACCESS office.
* **Disability Awareness Month**
  + Thank you to the DAM team.
  + Please see attached DAM event schedule. Please block off your schedules to attend events.

**AREA UPDATES**

**Operations**

* Creating checklists to help faculty/staff with the processes for:
  + Purchasing
  + Events
* Promo items are taking about 4-6 weeks to receive. Technology items can take up to 6 months to receive. Please plan in advance.
* Carpet project is scheduled for August 30-September 6.
  + Pack up ALL items in your office.
  + Label ALL items in your office. This will ensure that items get back to the right places.
  + ACCESS Office will close at 3 pm on Wednesday, Aug 30.
  + ACCESS will be open for REMOTE services Thursday and Friday.
  + ACCESS office will reopen mid-day on Tuesday, Sept 6. Plan to arrive on campus at about 10 am. Give yourself an hour or so to put office back together before scheduling student appointments for the day

**ATC**

* The CRN for Fall LRND-s is 29514. You can find this on the ATC webpage.
* ATC has the new WEPA printing system for students. They are working with IT to get it set up, and in the meantime, have a back-up printing system for students.
* MD is presenting at Faculty Flex Day as part of the Leading from the Middle project on accessibility at Mt SAC.
* The ATC received over 108 alternate media requests and created over 24,000 pages of alternate media over the summer. They were very busy. They continue to provide alternate media for the Student trustee.

**Faculty**

* Most faculty schedules are in SARS. Faculty -please check your SARS schedule for accuracy.
* Will schedule same day appointments slots for the first week of the fall semester.
* Classes
  + - ACCSS 34 linked to English 1A is full
    - ACCSS 34 linked to English 1C – please promote this class. Need more students.
    - ACCSS 34 unlinked class – 2 slots available
    - There was an issue with unlinked ACCSS math support class. Please promote – need more students.

**DHH**

* Lead Interpreters attended a mental health interpreting training over the summer and received HIPPA training certificates.
* DHH is busy creating the interpreter and captioner schedules for the fall classes.
* There are 27 student s enrolled in History, 23 students enrolled in Photography, and 23 students enrolled in English.
* DHH will hold a department meeting tomorrow morning, and in the afternoon, hold a new student welcome event.