

# Center for Accessibility Resources & Disability Services (CARDS)

## ORGANIZATIONAL CHART



**REBECCA SIME NAGASAWA**

**Director**

- Oversees all Institutional Accessibility Initiatives
- Oversees Departmental Strategic Planning
- Supervises all staff
- Represents department in various campus committees/ working groups
- Provides training for faculty and staff
- Plans programming
- Caseload of ~200 students
- Coaching caseload of 10-12 students

**Operations Team**



### JUBILEE CONTRERAS

**Administrative Assistant for Operations**

- Schedules and coordinates all testing accommodations
- Follows up with faculty & students regarding test proctoring requests
- Coordinates all note-taking accommodations
- Collaborates with Operations Team



### ANGELENE PRENDERGAST SANTIAGO

**Senior Programs Assistant**

- Supervises Student Interns
- Collaborates with the Operations Team
- Responsible for maintaining accurate disability records and reporting annual data to constituents
- Reviews all incoming documentation for adherence to guidelines
- Manages & maintains all office functions including budget requests, inventory, supplies, technology, and facilities. Responsible for all front-facing office functions.
- In absence of Director, maintains operational functions of CARDS Office



### CAITLIN MCGUIRE

**Associate Director**

- Supervises three Graduate Assistants & one Test Proctor
- Collaborates with the Operations Team
- Coordinates partnership with Writing & Speaking Centers; provides disability training for Peer Tutors, Writing & Speaking fellows
- Caseload of ~200 students
- Coaching caseload of 12-15 students
- In absence of Director, maintains case management functions of CARDS Office



### NICOLE RODERMAN

**Accommodations Coordinator**

- Coordinates all housing accommodation requests throughout the calendar year
- Manages all emotional support animal requests
- Maintains the CARDS social media accounts
- Coordinates the CARDS Archive & Oral History Project
- Caseload of ~200 students
- Coaching caseload of 12-15 students



### BAILIE GREGORY

**Accommodations Coordinator**

- Coordinates the CARDS Peer Mentoring program
- Edits and updates CARDS website as needed throughout the term
- Maintains all assistive technology spreadsheets and makes updates at the end of term as needed
- Schedules all real-time and post-production captioning requests
- Caseload of ~200 students
- Coaching caseload of 12-15 students

### Student Worker

- Delivers completed exams to faculty
- Answers phones as needed along with other clerical duties as assigned

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### Graduate Assistant

- Proctors exams in Testing Center
- Reviews uploaded weekly notes from note takers
- Trains students on Assistive Tech

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### Test Proctor

- Proctors exams as needed during midterms & finals

**Case Management Team**