

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

Case Management 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
- Maintains all assistive technology spreadsheets and makes updates at the end of term as needed
- Collaborates with Operations Team



ANGELENE PRENDERGAST SANTIAGO

Senior Programs Assistant & Office Manager

- Supervises Student Office Assistants
- 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.
- 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



SOPHIE FAIN

Accommodations Coordinator

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

STUDENT OFFICE ASSISTANT

- Delivers completed exams to faculty
- Answers phones as needed along with other clerical duties as assigned
- Reviews uploaded weekly notes from Peer Notetakers

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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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