

**Rural Health Science Institute
Building Committee Meeting
March 4, 2008 at 12:00 p.m. – 1:00 p.m.
COS Boardroom**

Present: Jeff Cummings, Barry Russell, Gerri Fedora, Tricia Bravo, Virginia Ramshaw, Karen Tedsen, Bethany McWilliams, Larry Glenn, Mike Midkiff, and Steve Crow, COS; Tim Bollmann and Dan Prideaux, Parsons; Karen Copsey, NMR Design.

Meeting Minutes: The minutes from 1/24, 2/5, and 2/13 were reviewed and accepted. A correction was noted on the agenda for March 4. Both Contract Award and Notice to Proceed dates should read March instead February. The project completion date should read April 1, 2009, instead of July 31, 2008.

Topics of Discussion:

1. **Phase 1—Site Work:** Randy Hill Construction out of Chico was the lowest bidder at \$828,000, approximately \$212,000 less than the next closest bidder. The contract award will go out March 5 after going to the COS Board of Trustees for approval. Site work will include grading, underground infrastructure, parking lots, and extending Campus Drive.
2. **Phase 2—General Construction:** the bid date has been moved from March 25 to April 1. Bids will open in the afternoon of April 1 and go to the board in the evening.
3. **Mike Midkiff Laerdal Training Update:** Mike attended a Laerdal Simulation training on February 19-20. He brought back good feedback, including a recommendation to move the PTZ cameras near the beds. He also has a list of vendors for wall mount monitors recommended by Laerdal he will share with Tim and Dan. Mike is researching a quote on the PTZ cameras. This research is for information purposes only, because budget considerations currently aren't clear.
4. **Data/AV Consultant Design Update:** Tim distributed a floor plan with data and AV specifications included. He will follow up with a more readable larger print version.
5. **Define Specific Users:** The building will be reviewed room by room to define users for each room and to anticipate immediate needs for the first one to two semesters of use. Gerri will take the lead in determining users. If information isn't available yet, it is OK to designate rooms as TBD. Dr. Russell raised a concern about the layout and use of the Group Study room. The furniture consultant will meet with nursing students to discuss needs for the room. Space is needed for students to privately study in a quiet environment with access to the internet.

Tech support staff location and mechanical engineering space is being reviewed. It was also clarified that using a laundry service is significantly more economical than buying commercial grade appliances and hiring someone to do laundry.
6. **Furniture Consultant:** A furniture consultant has been hired who is reviewing room layout and needs. The consultant will provide optional designs and costs for each room.

She will oversee the bid process, provide technical support, and work with the delivery and installation of furniture from start to finish.

7. **Simulation Lab Space Revisions:** A sketch of the revised simulation lab floor plan was reviewed. The layout is going out to bid and undergoing DSA approval. The walls are permanent instead of de-mountable partitions. The design can still be fine-tuned with the help of the consultants in regard to camera locations, equipment, etc. The lab will have the ability to transfer simulations in and out to remote locations.
8. **IP Phone System:** We will likely go to VOIP for the RHSI. Copper needs to be in place to support fax and dedicated lines.
9. **ADA Hearing Special Requirements:** There will be one ADA table in each classroom equipped with a portable hearing unit.
10. **Additional Comments:** Dr. Russell is working with Karen and Paul Smithers on a grant which may provide additional equipment funds. The grant is based on a 100% match system, so the college will need to match each dollar funded by the grant. A detailed equipment list is needed as part of the grant application. This information will come from the consultant, Nancy Shepard, or Mike Midkiff.

Budget: Jeff requested a line item budget providing a dollar amount for each FF& E category. The bond provides a \$200,000 budget for FF&E to include furniture, AV equipment, and technology equipment. The TTC had a \$100,000 budget for FF&E and used about \$75,000 of it. The TTC budget can be used as a reference to anticipate expenses. Dr. Russell requested regular updates on the budget status. While some money might be available for equipment training, the focus of the bond money is on items with a longer lifespan.

11. **Next Meeting Time/Location:** The next meeting will be on Tuesday, March 18, at 10:00 a.m. in the COS Boardroom.