

**Rural Health Science Institute
Building Committee Meeting
May 28, 2009 8:30 a.m. – 9:30 a.m.
Boardroom**

Present: Jennifer Ridgeway, Parsons; Jeff Cummings, Gerri Fedora, Lori Cleveland, Bethany McWilliams, Barry Russell, Virginia Ramshaw, Nancy Shepard, Mark Healy, Mike Miller, Steve Crow, COS.

VI. Topics of Discussion:

1. **Building Construction Update**—All of the plumbing fixtures have been set and the plumbing portion of the work should be done Friday. All of the toilet accessories have been installed. The classrooms are almost complete with just a little work left to be done on the casework. Flooring will start today. All the doors are in and the hardware has been set on most of the doors. Carpet will start to be installed next week. The landscaper is getting ready to start on the exterior of the building. The exterior plaster coat has been done. Site work including sidewalks is about 80% complete. The rest of the paving is about a week out on the parking lots and the street extension.
2. **AV Bid Update**—The cabling is almost complete. The contractor is working on cabling and will start programming next week.
3. **Furniture Status Update**—Office furnishings have been delivered to the warehouse and will be ready to install by the end of July. There was a delay on the bed order due to the special laminate used on the bedside cabinets. The beds will not be installed by the company, and maintenance will not do the installation. Jennifer will look into finding a handyman to do the installation. Someone on the Fairchild crew may be able to do it. Bethany will provide Jennifer a copy of the purchase order so she can see the level of work required.

Nursing Station Design: Laminate panels are not available for the station. Bob Paget indicated this is due to the company that manufactures the nursing stations not making stations with laminate available in the size we need. The color we chose last month is not available in panels, only in the trim. The paint color options we are left with are two grays and bright white. Jennifer said Bob has installed several stations with fabric panels in hospitals recently. There is no toe-kick to protect the panels from damage. Gerri stated her concern about using cloth in a work area for students. Student often use the station to simulate IVs with fake blood, which wouldn't be done usually in the hospital. The fabric is stain treated. Jennifer called Bob and he told her a laminate coating can be done for a 15% increase in cost. The cost of the laminate should be similar to the cost of the fabric, so we should have enough in the budget. Jennifer will confirm this with Bob, and a laminate will be chosen that matches the rest of the ward. The cost of the units right now is \$4,500. The increase for the laminate is \$400.

4. A site tour schedule was attached to the meeting agenda.
5. Other:
 - a. Occupant needs list was discussed. Printing/scanning availability will be in the faculty office area and the computer bar. Night classes will not have access to either.

Faculty may need separate copying availability instead of just the staff work area. A multi-function copier, printer, scanner, and fax machine will be purchased for the building.

- b. Move coordination status: There is no bond money available to help with the move. Additional installation will need to be addressed. Another concern associated with the move is the sensitivity of the simulation equipment that will require special handling. Maintenance has purchased a 20-foot trailer for recycling purposes that should be available by July to move equipment.

Jeff suggested asking for volunteers to help with the move on a certain day. This could help with a lot of the boxes. Larger items such as equipment and beds will require more attention. A lead person in maintenance will be appointed to help coordinate the move. Nursing has a work study student who will help box up the faculty offices. She will also identify an inventory list by June 8. Gerri is concerned about putting delicate items, such as \$5,000 IV pumps, in boxes. Jeff recommended getting an estimate from a moving company for moving these items. Jeff will also look into getting help from the EMT/Paramedic students to stabilize the simulators and transport in the training ambulance.

Jennifer will identify members of the moving committee and have a meeting with them before contacting a moving company. There is a disconnect between equipment needs for the building and moving needs and money available. Unknowns need to be identified. Barry will check into getting a bid from a moving company.

The inventory list from the student worker will be provided to Mark by the middle of June, and the committee will meet after the list has been compiled. The list will be broken down by what will be easy to move and what will be more difficult. The simulators may be able to be moved directly on the beds.

A moving committee meeting will be scheduled after the week of June 8.

- c. In the tiered classroom for the first semester a single large screen will be installed at the back of the classroom and the drop-down screen in the middle will be removed in the interest of saving money. This screen can be added later if needed.