

**Rural Health Science Institute  
Building Committee Meeting  
May 13, 2009 8:30 a.m. – 9:30 a.m.  
AW 5**

**Present:** Jennifer Ridgeway, Parsons; Jeff Cummings, Gerri Fedora, Lori Cleveland, Bethany McWilliams, Barry Russell, Virginia Ramshaw, Steve Crow, Matt Lattanzio, Nancy Shepard, Larry Glenn, COS.

**VI. Topics of Discussion:**

1. **Building Construction Update**—The bathrooms have tile, rooms are being painted, and the building is on schedule. A tour schedule was attached to the meeting agenda. Because there are many sub contractors in the building, tours are limited to the scheduled times. If additional times are needed, special appointments can be made. Jennifer’s cell is 863-7373 and her campus extension is 5817. The final completion schedule is July 29.
  
2. **AV Bid Update**—The AV contract opened and awarded bids. Once we receive reimbursement from the grants we will have funds to complete the technology in the classroom. Right now we have funds for the RN classroom and the LVN to have smart classroom capabilities. The LVN classroom will have Distance Learning capabilities. Two rooms were taken out of the original AV bid. The general education classroom and the small distance learning classroom will not be immediately equipped with technology until we receive reimbursement from the grant.

Lori suggested it may be more useful to have Distance Learning capability in the RN classroom instead of the LVN. The rooms are nearly identical in size and infrastructure. This will be discussed further, and Nancy Sheppard and one of the nursing faculty will be involved in the discussion. The busiest classroom would not be the best candidate for Distance Learning due to scheduling issues. Video conferencing is important to enhance the RN program. It is our optimistic hope to have enough funds to finish out all of the classrooms. The technology will be built out as far as it can go.

The AV contract is not 100% finalized, but the contractor is proceeding with the engineering and will cable next week. Installation should be complete the second week of July, with “debugging” through August.

Meetings will be held at least biweekly and will be scheduled around the tours to keep the committee up to date.

3. **Furniture Status and Update**—All of the office furnishings have been delivered to Yreka and are in storage. Installation will be the last week in July.

A meeting is being scheduled sometime in the next two weeks to coordinate the moving schedule for the sim lab. Coordination will include a representative from nursing, maintenance, and the IT department. Faculty leaving for the summer need to pack in advance and leave whatever isn’t in their desks in boxes.

Based on the feedback from the last building tour, the width of the nurses’ station has been reduced by six inches. Jennifer distributed fabric swatches with color options for the station. The lower portion of the station is comprised of metal panels covered with fabric for

acoustical and aesthetic reasons. There were also two paint color options. Jeff suggested using a laminate material instead of fabric. A non porous surface is needed for reasons of cleanliness. Jennifer will talk with Bob about switching the fabric for laminate. The countertop for the nurses' station will match the table tops in the lab. If a laminate finish is possible, it will match the countertops. If not, a matching paint will be chosen. A powder coat would be better than paint. A complimentary color will be chosen. Lighter would be better for messes and look more sterile.

4. **Site Tours**—will be weekly on an alternating schedule.
5. **Other**—once equipment items are identified as a need, a list can be compiled and submitted for discussion. The list will go through Jeff, Steve, and Barry for consideration. The ESTC can be used as a model for needs. The end users will identify needs of faculty, staff, and students.

Trash receptacles have been ordered for the building. Other maintenance needs are being identified. Atomic clocks are used on campus and need to be purchased for the RHSI. This will be added to the list of needs. Paper towel dispensers for the lab have been ordered and Mark will consult with nursing regarding placement. Recycling containers have been ordered and there is a program on campus for pick up. A washer and dryer will need to be purchased. Research will be needed to determine whether these should be commercial grade or home units. Virginia suggested getting the rotary clubs in the county involved to donate toward the purchase of a washer and dryer. We will look into using local vendors for the purchase. The building is plumbed for either gas or electric. The list should also include a cabinet to house the program videos, CDs, and DVDs.

Regarding campus security, there are interior and exterior cameras on the building. The process on the Weed campus is to call 911 in case of an emergency and then 5911. There is no 5911 system on the Yreka campus. This will be considered further.

The door locks have keycard access. Coordination of this system needs to be established. Steve will get involved in how this is handled. Cards are five dollars apiece. In the case of automatic door locks, there will be times when the building is unlocked and not in use. Software can be set for auto locking at certain times on certain days. The last person out of the building will take responsibility for locking the building. The fobs, or key cards, can be programmed to open the door without locking, to unlock the doors, or to lock the doors.

There are five hardwired connections with two drops at each station for the hall computer area. This can accommodate 10 computers. Access to a printer needs to be established for this area. Some of the spots will be used for the printer and other hardware, so there might not be space for 10 computers. There will be flexibility for laptops since there is wireless in the building.

We will need to have special fasteners that don't exceed 1 ½" deep for the equipment around the headwalls. Possible placement areas will be identified and signs will be posted.

The moving company will be discussed in our upcoming meeting. Yreka Transit may not be affordable. Some soft supplies can be packed now, but boxes and structuring are needed. We will contact Phil and he can bring boxes here instead of to recycling. Final moving arrangements should be in place by the second week of June.

Jennifer is monitoring quality control in the building to ensure quality work in the end product. There are some warranty issues in the ESTC that need to be addressed.

The building will have two solar panels. There is an extra panel from the ESTC that can be used in the RHSI and help us save money.

Jennifer will attend the bond oversight meeting next week at 2:00 on Monday.

**6. Next Meeting Time/Location**—Two Wednesdays from now at 8:30 a.m. in AW 4.