



Meeting Minutes

Date: 6/15/2018

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Subject: Allied Health Programing Meeting

Meeting Location: SIM-PBK

Attendees: Listed Below

Meeting Time: 8:00

Project: State Center

Project Number: 1814

Present:

George Cummings- FCC	Clinton Mukai- SIM-PBK	Ciff Whittingstall (phone) - SIM-PBK
Dr. Becky Barabé- FCC	John Smith- SIM-PBK	Raleigh Sullivan- SIM-PBK
Lorraine Smith- FCC	Alan Stilts (Phone) - SIM-PBK	

Distribution: All Attendees

Scott Adams	Aaron Jacobson	

Attachments: Allied Health Equipment & Space Needs, Allied Health Facility Report.

Items Discussed:

John Smith kicked off the meeting by asking Lorrain to tell the group about her department, what programs will be going to the new campus, what kind of spaces those programs will need. The following are here responses:

1. Registered Nurse, Dental Hygiene, and Radiation Tech will not be moving. These programs already have facilities and have pre-requisites which might not make them a good fit for the new campus.
2. Medical Assisting & Kinesiology ADT will be offered at new campus. These will require a medical assisting training lab and a fitness center. Specifics of these spaces are:

a. MEDICAL ASSISTING LAB

i. Room for 4 exam tables and associated equipment-

- 4 students will be stationed at each table during hands on training.
Current 11x8 space is too small for this; re: central campus site report.
 - a. The provided handout shows 6 beds but only 4 are needed.
- Needs typical exam room casework with a sink, two adjacent stations can share one sink.
- Hospital style headboards are not needed, the medical assistants mostly use I-pads for what they need to do.
- White boards
- Additional space so that a group of 10 can view one station for demonstration.



- ii. 4 Phlebotomy chairs and associated casework for testing/microscope stations. Each microscope can be paired with a piece of testing equipment so that there are 4 distinct types of testing equipment and 4 microscopes. Central Campus has appropriate space for this.
- iii. Adjacent restroom with specimen pass-through door.
- iv. “Front of House” reception/waiting area that looks like a typical Doctor’s office waiting area but that will double as a group instruction space for 16 students.
 - The front office will need typical doctor’s office filing cabinets etc so that students can be trained to perform administrative tasks.
 - Fake phones
 - Crash Cart
- v. Storage:
 - 4 large mannequins- preferably in under counter drawers like the ones at Modesto CC.
 - Tumbling mats- so that CPR instruction can comfortably be performed on floor.
 - Testing Supplies.

b. KINESIOLOGY FITNESS CENTER

- i. Approximately 3,000 s.f. gym- dependent on space needs of desired equipment.
- ii. Access to the community
- iii. Cardio & weight machines, no free weights
- iv. Staff & Faculty Showers & lockers- 2 showers, 6 lockers?
- v. No student showers, but possible student changing room.
- vi. 2 standard sized classrooms (700) sf. Which open to the gym, possibly use overhead rolling doors.
- vii. Bike storage
- viii. Sports medicine component is being considered, but since it is dependent on having a sports team to work with this may not be feasible.

c. GENERAL EDUCATION SPACES which will be partly used by ALLIED HEALTH

- i. 2 full blown science labs:
 - One for biology and chemistry- provide specialty storage
 - One for anatomy and physiology- provide specialty storage
- ii. Lecture Hall for 100 students
 - Tiered “dinner theater”- type structure with movable chairs
 - Large demonstration area at front of room.
- iii. Computer Lab
 - 2 rooms, one accommodating 50 students the other accommodating 30, so that 80 students can test at a time.



- Side by side, divided with glazing and doors so that the two spaces can function as one and be monitored by one teacher if needed for large classes.
 - Possible need for small lockers so that student cell phones and other personal effects can be securely stored during testing.
- iv. May be able to utilize a distance learning classroom for some programs
 - v. A large open collaboration/shared common space- the group agreed that the image with two levels, and multiple seating arrangements was preferable. Lorraine noted that the movable, triangular tables which can be put together in groupings of approximately 6 students would be nice.
 - vi. George noted that with a view towards increasing faculty/student interaction the faculty offices should be located so that students will pass by as they are going about their daily activities. In the past, faculty offices have been consolidated in a separate location requiring students to go out of their way to visit a professor which makes student/faculty interaction harder and less likely.
 - vii. The campus should have a walk path with exercise stations located along it.
 - viii. The city is developing a park next door, so hold off on amenities like a basketball court or volley ball until we know what the city will be providing.

Upcoming Meetings:

1. This afternoon George, Raleigh & Clinton to meet Lorrain at existing facility to measure and take pictures (see attached facility report)
2. Thursday, **June 21, Hour TBD**- CTE meeting to discuss possible areas to trim the CTE program.
3. Friday, **June 22, 10:00am-11:30**- Space programming for general ed. and Non instructional spaces.
 - SIM-PBK to provide images of lobby, administration, and learning resources spaces.
 - Send George draft of presentation early next week so he can review in advance of Friday's meeting.
4. Thursday, **July 12, 9:00am-10:00am**- Allied Health Space Programming

Action Items:

Item No.	Description	Responsibility	Due Date	Status
1.	Send draft of June 22 nd presentation to George	Alan	June 18	Open

With no more to discuss the meeting was concluded.

The preceding summation represents our interpretation of the items discussed at the referenced meeting. Any persons desiring to comment on or correct the minutes are requested to put their comments in writing to the project manager within 10 days of the date of the report. Otherwise the minutes will stand as written.

END OF MINUTES



Facility Report

Date: 6/15/2018

Meeting Date: 6/15/2018

Subject: Allied Health Current Facility Walk

Meeting Location: Central Campus

Attendees: Listed Below

Meeting Time: 2:30

Project: State Center

Project Number: 1814

Present:

George Cummings- FCC	Clinton Mukai- SIM-PBK	
Lorraine Smith- FCC	Raleigh Sullivan- SIM-PBK	

Distribution: All Attendees

Scott Adams	Aaron Jacobson	Alan Stilts (Phone) - SIM-PBK
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Fitness/Weight Room: 51.3x51.3 with 4x28.5 storage





Exam Room: 10.10 x 7.10, not large enough for need at WFC. Has sink, and cabinets.



Teaching Area/Front office: 18x30 + 8x11





Phlebotomy Room: 18x19



Sample Pictures of a desirable bed configuration



Sample of possible “front lobby desk”