

October 20, 2009

VIA EMAIL  
(3) Pages Inclusive

Re: Joliet Junior College  
JJC Nursing Building – CAN, Phlebotomy, EKG, CPR  
**Meeting Minutes**  
Legat Project Number 209088.00/B3

Summary of the Meeting regarding Joliet Junior College, Nursing Building, CNA, Phlebotomy on Tuesday, October 8 at 9:00 am at Joliet Junior College. These notes record our understanding on items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

**Persons in Attendance:**

Cathy Schley.....	JJC
Beth Luna.....	JJC
Michaelene Nash.....	JJC
Julie Kern.....	BSA
Marsha Meckel.....	BSA
Geoff Lisle.....	BSA
Larry Bacher.....	Gilbane
Michael Lundeen.....	Legat Architects

**Items Discussed:**

1. JJC gave coursed descriptions and schedules to BSA.
2. 11 CNA sections of 20 each semester. May keep 2 at North campus and 2 sections at area high schools. Have one room (lecture lab 5 beds 20 seats). Really like the current room. 8 hour days and 5 hour days, weekend classes - 8 hours. No projected growth beyond 20 students, but the number of sections will grow. Saturdays are biggest draw. 2 Lab/classrooms requested. Need to confirm
3. JJC is a testing site 150-250 max monthly testing (Friday at 1:30) only can offer once a month. Need to space students alternative seats.
4. Hand washing important for testing. Have one sink. Need multiple sinks. IDPH requires 5 beds for 20 students. Need to have an ADA shower (no tub) and toilet with curtain (non-functioning).
5. OTA and physical therapy will need mock kitchen and bathroom.
6. Maximum storage, for misc chairs, lift, wheel chairs, lot of equipment, 5 storage cabinets with equipment.
7. Windows would be nice but not required.
8. 12 tables minimum 24"x72".
9. Share washer dryer with Nursing would be nice to share in the bldg. Use once a semester.

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10. The number of sinks required should be one sink per bed in each lab. Five plus one by toilet.

#### **CPR/EKG/Phlebotomy Classroom/Lab**

1. CPR/Phlebotomy/EKG can be in one lab. 20 students for EKG, 20 students for Phlebotomy, CPR 20 students at 20 sections. CPR class is 6 hours long for one day.
2. CPR – 20 students, 20 chest/head manikins. One double utility sink for equipment. Currently store manikins in a cabinet, put in a storage room with racks. Room on floor for 20 people to be on the floor with each head and chest (20 total head/chest).
3. EKG 20 students twice a semester 4hours for 15 weeks (Need storage for 2 machines on carts – power for charging).
4. Phlebotomy - 2 nights a week for 7.5 weeks.
5. Medical Assistant could be taught in the mornings in this room. (Later changed this so MA would need its own room).
6. Need document camera for room with projector.
7. Need space for storage 8 hooks (not poles) for fake arms and practice taking blood. Need 10 stations with cabinet with IV arm, hook, 4 draw chairs (have 2, want 2 more), and reuse fold down drawers.
8. Tables on wheels.

#### **Medical Assistant Program (separate room)**

1. Taught similar tasks as EKG, Phlebotomy.
2. Requested 2 exam rooms located within the room. Enclosed rooms set up as in a physician office.
3. Blood pressure cuff mounted on the wall in rooms plus 4 around in the room.
4. 2 Computers in MA lab.

#### **Other**

1. Need room for class picture on the walls.

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2. "What motivates you?" posters made by students and a place to put them. Bulletin boards. Other posters not very important.
3. Perhaps create locations for video/pictures to be on a flat screen. Computers available to look up resource/procedure information.
4. Need a reception desk like a Doctor's office in the Medical Assistant program.-standing height.

End of Meeting Minutes

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Lundeen", followed by a horizontal line extending to the right.

Michael Lundeen, AIA, LEED AP

cc: All attendees  
April Maifield, Legat Architects