

October 20, 2009

VIA EMAIL  
(3) Pages Inclusive

Re: Joliet Junior College  
JJC Nursing Building – Radiology  
**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:**

Bob Verkler .....	JJC
Mary 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. Currently 19 students for a two year program. Goal 30 students. 40 students? 230 apply yearly. Testing for 230 and other programs done yearly.
2. Working with two hospitals. Use movable tables, share space with Nurses. Dedicated non energized room (small) two tables for practice.
3. Need an office.
4. Looking for two x-ray rooms with energized digital x-ray machines.
5. Need to determine if we need a film processing for training students for exams. Plan for film with dark room.
6. Need a PACS viewer for each machine.
7. View box needed for classrooms. Idea to put a non-energized unit in the classroom for positioning.
8. Most testing with paper.
9. Areas
  - a. Lab -X-ray room 1 – energized 3phase power. (ceiling mounted)
  - b. Lab - X-ray room 2 – energized (ceiling mounted)
  - c. One central processing room PACs room

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- d. Lab - Xray room 3 – non energized (2 machines, have two floor mounted) 6 students + inst.
  - e. Main Rad Tech Classroom dedicated 24 students
  - f. Access to Lecture (80-100) students
  - g. Storage room, Phantom (equipment), gurney., sheets, pillows, area for cleaning. 2 skeletons.
  - h. Wet darkroom for film processing
  - i. Individual faculty office for director. Shaded office for 2 others. Admin. support minimal.
  - j. MRI –Access to a classroom.
  - k. Ultrasound/sonography simulation lab with 4 exam areas, washroom, 4 sinks.
  - l. Ultrasound/sonography storage.
  - m. Changing room/locker area in ultra.sono room.
10. MRI –just need access to a classroom.
11. Ultra sound room (clinical simulation), washroom, 4 machines 4 curtained areas. One hydraulic table or gurney?
12. Mammography not pursuing.
13. Lab with marker board, projector/screen (normal size) 20-25 students. Room needs to be able to dark.
14. Office used for advising. No admin support.
15. Need more racks for full body aprons.
16. Badges read off site and Landar.
17. IEMA will certify the X-ray rooms yearly. (approved physicist) May need to approve the design of live room.
18. No radiation therapy
19. Place for portable x-ray machine in storage room.

End of Meeting Minutes

Sincerely,

Joliet Junior College  
JJC-Nursing, Radiology  
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A handwritten signature in blue ink, appearing to read 'M. Lundeen', followed by a horizontal line extending to the right.

Michael Lundeen, AIA, LEED AP

cc: All attendees  
April Maifield, Legat Architect