

Skyline College
Respiratory Therapy Program Community College Advisory Committee Meeting Minutes
June 7, 2007

In attendance: Skyline faculty, clinical site managers and preceptors: Ray Hernandez, Chris Comstock, Brian Daniel, Audry Koski, Mike Williamson, Diane Janakes-Zasada, Paige Brown-Kelley
 Skyline students, Pete Popin, Wesley Toy
 Chair: Ray Hernandez

TOPIC	DISCUSSION	ACTION
Review of minutes from last meeting Introductions and welcome	Approved as read	Minutes of past meetings posted on Skyline website
Old business: Facilities update Ray and Mike W	Building 7 is now closed. Asbestos abatement begins 6/18. Construction in August. RT program housed in Pacific Heights campus and will be for 1.5 years. Location: PH207 (office) and PH206A (Lab) Space is not ideal. No piped in gas. On the plus side, parking is not shared with main campus and there is immediate access to the outside. Financial support: Mike requests letters be sent to vendors requesting a discount on equipment and supplies with hospital affiliate endorsement. Explore foundation support. Chris will check with husband Jim.	Mike will report on latest developments at next meeting Report back at Fall 2007 meeting
Student enrollment Ray	First year class = 21 students are continuing Second yr class = 26 students currently completing internships Fall 2007 class = 26 students accepted Demographics discussed by Ray	Details of new student enrollment available from Ray for those not in attendance at this meeting.
Clinical coordinator update Brian	Thank you to all clinical sites. Other Bay Area RT programs looking to expand clinical sites into San Francisco/N. San Mateo Counties. Concern over competition from for-profit RT programs. Expansion of RT lab to off-site locations. Need to generate clear expectations for students and affiliates.	Brian will report on experiment with off-site labs and clinical site expansions

<p>Old business continued: Respiratory Therapy club Pete Popin Wesley Toy</p>	<p>Student report to advisory committee: Details of Spring graduation; preceptor awards. New officers. Wesley Toy introduced. RT Club positions outlined. Fundraising planned for AARC convention in Orlando in Dec 2007.</p>	<p>RT club representatives will report to advisory committee of activities at next meeting.</p>
<p>New business: RT graduate job fair</p> <p>Human resource survey</p> <p>Mock interviews</p> <p>Graduate survey</p> <p>Announcements</p> <p>Next meeting</p>	<p>Overall a success. First time held in new student center. Plans to move to alternative site next Spring (Ohlone?)</p> <p>Survey Monkey (Web-based platform for survey of local job market, salaries, staff vacancies) worked well. Not available at this meeting. Ray is awaiting reports from 2 more sites.</p> <p>Requests for best time frame from participating managers.</p> <p>Reminder that these will be sent out and completed.</p> <p>Faculty gratefully acknowledged commitment and service to Skyline College RT Program community advisory committee from Keith Rasmussen and Julio Barba, who resigned their positions as RT managers during the past year(s).</p> <p>Kettering Seminars: June 25-28; September 24-27.</p> <p>September 13, 2007</p>	<p>Details prior to next job faire.</p> <p>Ray will send to hospital affiliate managers next week.</p> <p>Ray will send time and date to participating managers.</p> <p>Brian will distribute results at next meeting.</p> <p>None</p> <p>To be held in PH 206A, RT Lab</p>