CLC User Group Program Notes Disclaimer

These notes identify CLC Master Plan programming as heard and documented by the Master Plan Programming Team at Holabird & Root LLC. They are by nature interpretive and do not represent any direct quotes or opinions by any of the interviewees or user groups.

Date of Meeting
February 20, 2020

Committee Participants
• Arelene Santos-George
• Jesse Morales
• Levia Loftus
• Jodi Niles
• Andres
• Laura Gabel
• Bryan Hadley
• Scott Hardy

Goals for Meeting:
• Seek to understand current processes and space needs.
• Review workforce and student population trends / data as needed.
• Discuss goals for program development / outreach & partnership activities / etc.
• How can we create spaces that serve and support non-traditional learners?

Notes from Discussion:
• Notes on current processes and goals:
  • Goal of helping students with their careers beyond their time in Adult Education program at CLC.
  • Goal to provide clean, modern, dignified spaces for Adult Learners and better integrate Adult Learners within campus community.
  • Student Success = transition to college and beyond.
  • Enrichment Center functions as a lab.
  • 2% growth per year in Adult Learners at CLC.

• Evaluation of current spaces:
  • Enrollment Services has full operations at Grayslake and Lakeshore campuses (4 staff at each). Staff is adjacent to testing rooms at Grayslake and Lakeshore campuses.
  • Enrichment Centers exist at both campuses (Grayslake and Lakeshore)
  • Spaces for tutors to meet students at Grayslake and Lakeshore campuses.
  • Adult Education operates like a middle school or a high school and need spaces for things like textbooks, curriculum, student records, and storage.
  • Administration office is at Grayslake campus. Faculty office is at Lakeshore.
  • At Grayslake campus, Adult Education is currently housed in Building 4 and occupies the entire building. There are four classrooms.
  • Notes on Building 4 at Grayslake
    • Classrooms are shared.
    • At times the Job Center of Lake County uses some of Building 4 at Grayslake
    • Occasionally Gen Ed curriculum also uses classrooms in Building 4.
Building 4 has a student space / break room.
- There is one small conference room in Building 4.
  - At Southlake campus there is one workstation for use by Adult Education. Staff goes as needed. Testing and registration can happen at Southlake in a general lab or classroom. There is no virtual advising.

- Notes regarding the future of Adult Education:
  - Going forward Adult Education will be headquartered at Lakeshore campus but will continue to operate out of skeleton facilities at other campuses.
  - Stakeholders from Adult Education were included in planning and programming activities in support of the design and development of a new building at Lakeshore campus, which is out for bid and pending state level funding as of the date of this meeting.
  - Classroom upgrades to support relocation to Lakeshore are scheduled to occur on the 2nd floor at 1 N. Genesee St.
  - Adult Education classes tend to be 3 to 4 hours long. At Lakeshore there are vending machines and microwaves but there is not currently a café or recess area for students to take breaks.
  - The division office work room functions like an academic office and should be located proximal to programming and curriculum at Lakeshore.
  - Enrollment services is unique and differs from the One-Stop concept because special training is required.
  - The enrichment center, computer lab and testing center should overlap for mutual benefit to Adult Education.

- Opportunities to support collaboration + integration:
  Adult Education can be located nearer to other areas of campus community:
  - Welcome Center
  - Registrar
  - Advising and Counseling
  - Ed Affairs
  - Transition programs (ICAPS training and classes, Step Up, Bridge, etc.)
  - DLET
  - Job Center
  - Central Scheduling
  - IEPR
  - SRC

- End of Section -