Date of Meeting
February 20, 2020

Committee Participants
• Ali O’Brien
• Laura Gabel
• Bryan Hadley
• Scott Hardy

Original Goals for Meeting:
• Seek to understand current processes and space needs.
• Discuss goals for program development / outreach & partnership activities / etc.
• Review learner types and trends at CLC.
• Review workforce trends in Lake County and discuss opportunities (work-sharing / business incubation, etc.).
• Discuss possible opportunities / synergies for mutual benefit with business services & HR.
• How can we create spaces that serve and support non-traditional learners?

Notes from Discussion:
• Notes on current processes and goals:
  o Director came with org chart, immediate staffing needs, and campus maps highlighting current area of occupation and desired location to expand. Copies of these documents are appended to these notes.
  o Three major goals
    ▪ Educational partnerships
    ▪ Cultural Enrichment for Communities
    ▪ Employer Engagement
  o CWP is the “front door” for engagement.
  o Departments need to be near their “customers”
  o Future objective to combine College Readiness & Dual Credit and University Partnerships into one entity and rename “P-20 Educational Partnerships”
  o Goal with industry partnerships to create student experiences that mirror the real world.

• Evaluation of current spaces and space needs by department (includes notes about ideal adjacencies and strategic repositioning):
  o Career and Job Placement
    ▪ Currently occupies A111 and B118 at the Grayslake Campus.
    ▪ Within the Lancer Success Framework sequence (Link > Launch > Learn > Leap), Career and Job Placement belongs in “Leap”. The current location and is proximal to functions that fall more squarely under “Launch.” There may be a way to think more carefully about how this maps out in space.
    ▪ Could be relocated to the C111-117 hallway at Grayslake Campus.
    ▪ If relocated, Career and Job Placement must remain highly visible to students.
COMMUNITY + WORKFORCE PARTNERSHIPS

- Will add 1.5 personnel in fiscal year 2021

  - College Readiness & Dual Credit
    - Currently located in T317 at the Grayslake Campus.
    - Meetings tend to happen externally, typically at high schools though there are also some pop-up events that occur at times across all of the CLC campuses.
    - Could be relocated to Building E or the University Center.
    - Looking to combine with University Partnerships and become “Educational Partnerships.”
    - Will add 2 personnel in fiscal year 2021

  - Community Programming
    - Currently located in T317 at the Grayslake Campus.
    - Community Programming serves walk-ins; this is different from traditional students Therefore it needs to be near a public entrance.
    - If able to remain in place and expand, the area currently occupied by Human Resources in the T-Wing would be ideal.
    - Community Programming serves judicial and youth programming (summer camps).
    - Some possible relocation options are Building E or the University Center, or near any entrance for youth camp drop-off and convenient customer service.
    - Will add 2 personnel in fiscal year 2021

  - James Lumber Center (JLC)
    - Refer to feedback provided by JLC and Communications Arts / Humanities / Fine Arts representatives in other meetings.

  - University Partnerships
    - Need to relocate to combine with College Readiness and Dual Credit to become “Educational Partnerships” as outlined above.

  - Workforce and Professional Development Institute (WPDI)
    - A new initiative, “Center for Entrepreneurship and Innovation” is in development. Akin to a business incubator. This would need desk space at a minimum but could grow.
    - Could be relocated to the University Center to reap benefit of proximity to partners and available space.

  - Central CWP Administration
    - Director Ali O’Brien currently shares space in office A123 at Grayslake with other administrators overseeing nonrelated functions. There are good synergies with her cohabitants but there is not enough private space.
    - Acoustics and HVAC are sub-par, making the space an uncomfortable one in which to work and collaborate.
    - Other employees of CWP Administration are currently located in Building E.
    - CWP Administration needs to be adjacent to A213 at Grayslake Campus.
    - Relocation needs to incorporate space for 4 additional employees to come over from Building E.

- Notes on CWP representation at campuses:
  - The CWP uses hoteling space at Southlake campus. A goal is to offer non-credit opportunities that parallel new for-credit opportunities.
  - CWP may utilize the 5th floor at the new building slated to be constructed at Lakeshore Campus.
COMMUNITY + WORKFORCE PARTNERSHIPS

- Additional space needs and project ideas to promote partnership activities:
  - Add a youth camp space at an easy and safe drop-off location
  - Need a conference space with breakout areas, with the ability to eat and watch a presentation for at least 250 attendees
    - Could rent conference space at University Center
    - May develop a new conference center at Grayslake.
    - Conference Center would support “Science Olympiads” events.
    - Ballroom Dancing is a highly popular personal enrichment curriculum that could utilize a conference center.
  - Collaboration spaces are needed to allow external stakeholders to interact with internal staff and faculty.
  - Spaces across CLC should be updated to showcase technology and improve branding / image of the college to external stakeholders.
  - Create a business incubator – there is potential to incorporate a co-working partnership with ‘Lifeworking’ in Lake Forest, Gurnee Mills, Hawthorne. There may also be an opportunity in Libertyville (innovation park).
  - May look to create remote workspaces for non-credit students.

- End of Section -
### Immediate Staffing Impacts with FY21 Budget Proposals

<table>
<thead>
<tr>
<th>Department</th>
<th>Net Headcount Impact of FY21 Reorganizations &amp; New Programs</th>
<th>Current Location</th>
<th>Future Location Ideas and/or Future Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career &amp; Job Placement Center</td>
<td>+1.5</td>
<td>A111, B118</td>
<td>Short term: ??? Long term: C111-117 hallway (currently Finance)</td>
</tr>
<tr>
<td>College Readiness &amp; Dual Credit</td>
<td>+2</td>
<td>T317</td>
<td>Building E, University Center, Remain as is with expansion</td>
</tr>
<tr>
<td>Community Programming</td>
<td>+2</td>
<td>T317</td>
<td>Building E, University Center, Near any entrance for youth camp drop off and convenient customer service</td>
</tr>
<tr>
<td>JLC</td>
<td>0</td>
<td>PAB</td>
<td>Feedback provided by JLC and Com Arts</td>
</tr>
<tr>
<td>University Partnerships</td>
<td>0</td>
<td>A124</td>
<td>Relocate to combine with College Readiness &amp; Dual Credit</td>
</tr>
<tr>
<td>Workforce &amp; Professional Development Institute</td>
<td>0 net impact if CWP central administration space is secured (3 would move to CWP, then 3 new would be added for a Ctr for Entr. &amp; Innovation)</td>
<td>Bldg E</td>
<td>University Center</td>
</tr>
<tr>
<td>Central CWP Administration</td>
<td>+4</td>
<td>Bldg E</td>
<td>Adjacency to A213</td>
</tr>
</tbody>
</table>

### Future Thinking Needs

- Youth Camp space: easy and safe drop off location
- Conference space with breakouts, ability to eat + watch presentation for at least 250 attendees
- Collaboration space to allow for external stakeholders to interact with internal staff and faculty