CLC User Group Program Notes Disclaimer
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Date of Meeting
February 20, 2020

Committee Participants
• Patricia Argoudelis
• John Alfano
• Laura Gabel
• Bryan Hadley
• Scott Hardy

Original Goals for Meeting:
• Seek to understand current processes and space needs.
• Discuss engagement / branding opportunities (bookstores, food services, mail, printing).
• Discuss potential synergies (conference center, collaboration spaces, culinary development).
• Discuss representation at all campus locations.

Notes from Discussion:
• Notes on current processes and goals:
  o Auxiliary Services:
    ▪ Both coffee shops at Grayslake campus have been successful.
    ▪ The role of the bookstore is evolving, and one initiative has been to sell packaged food and drinks in bookstores in attempt to fulfill a need for a snack bars at the campuses. However, the success of that endeavor has been limited at all three campuses.
    ▪ College stores continue to be important for branding and image of the college, and to provide goods and services to students, staff, faculty, and visitors.
  o Campus Services:
    ▪ Print / copy, mail, shipping, and receiving activities continue to be essential to campus operations. There is a need to keep these activities grouped together.
    ▪ Some textbooks are being printed on site at Grayslake.
    ▪ The loading dock a Grayslake is utilized for shipping and receiving including food service deliveries.

• Evaluation of current spaces and space needs:
  o Auxiliary Services:
    ▪ Willow Café at Grayslake campus cannot be easily converted for different uses and activities with much of the furniture, fixtures and finishes being fixed in place.
  o Campus Services:
    ▪ A few years ago, the area allotted for Campus Services at Grayslake campus was reduced by approximately 200 sf but Campus Services has acquired an additional machine in that time.
    ▪ As a result, there is a lack of storage and deliveries are being stored in an unsecured corridor.
CAMPUS SERVICES / AUXILIARY SERVICES

- Access to the dock is limited to 1 truck bay and the ramp is long and narrow.
- In the past there was a walk-up service counter but that was eliminated. There may be a desire to bring this back, to create a ‘store front’ print shop for staff / faculty / students.
- Meeting space for print jobs is desired in the print area at Grayslake.

**Some potential opportunities:**

- **Auxiliary Services:**
  - The Culinary program is currently renting a portion of the high school tech campus and can only hold 2 to 3 classes at once. Culinary academic programming could potentially be integrated within Prairie Kitchen / Willow Café at Grayslake campus.
  - Provide lockers akin to ‘Amazon Lockers’ for faculty and staff to extend shopping hours beyond bookstore hours. This could provide support for late night and weekend activities on campuses when bookstores are not open.
  - Provide electronic device charging stations for rental.
  - Potential to rent board games out of the bookstore at Grayslake to encourage informal socialization at the B-Court.

- **Campus Services:**
  - If conference center was relocated at Grayslake campus, then Campus Services could take the space.
  - Print shop storefront could be revived.

- End of Section -