

November 13, 2013

VIA EMAIL

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
Architect's Project Number: 214009.00
Programming Meeting Minutes

Summary of the **Student Activities Programming Meeting** held at Noon on November 13, 2013, at the College of Lake County-Grayslake Campus, Room A261. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Jorge Tennin, Interim Assistant Director, Student Life, CLC
Kendall Welton, Student Trustee, CLC
Carlie Kostewicz, Student Government Association, President, CLC
Fanni Lakatos, Student Government Association, VP of Membership, CLC
Doug Mroz, Student Ambassador, CLC
Nicole Loera, Student Ambassador, CLC
Phil Brahm, Chronicle Editor, CLC
Mick Cullen, Advisor, CLC Radio, CLC
Ted Johnson, Director, Construction Management, CLC
Drew Miller, Program Manager, Cotter Consulting
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Introductions were made for all committee members.
2. Jeff distributed copies of the minutes from the last meeting for review.
3. Jeff distributed copies of the attached draft Program Spreadsheet which was used for discussion of the space need requirements that follow.
4. It is yet to be determined if space for Photo I.D. will be accommodated in Student Activities or in Student Services.
5. The Open Office will accommodate the following:
 - a. Two full-time Administrative Assistant workstations
 - b. One part-time Administrative Assistant workstation
 - c. Two Student Worker workstations
6. Reception: provide an entry area, but no seats for waiting.
7. Radio Station Studio: the existing area of 117 NSF is acceptable.
8. The Chronicle:
 - a. 20-30 people contribute to the Chronicle which publishes every 2 weeks.
 - b. Provide (1) L-shaped workstation for the Editor

College of Lake County

Master Plan Projects

Programming Meeting Minutes

November 13, 2013

Page 2 of 3

- c. Provide (5) 48"W x 30"D workstations for others
 - d. Printer workstation
 - e. Whiteboard for assignments
 - f. Large tackboard
 - g. Editing to be done in the Conference Room
- 9. Multipurpose Room:
 - a. Smart Room for weekly Student Senate meetings (30 people); could have a folding partition for flexibility.
 - b. Inter-Club Council (ICC) meetings occur once a month with 50-100 attendees; these meetings will be accommodated in another existing space on campus such as C002 or C003.
- 10. The "Club Work Room" indicated on the Program Spreadsheet is not needed.
- 11. The Assistant Director Office:
 - a. U-shaped workstation with desk chair
 - b. (2) side chairs
 - c. Conference table with 6 chairs; could be eliminated if office is adjacent to Conference Room
- 12. Program Board Office:
 - a. (7) open 60"W x 30"D Intern workstations with desk chairs
 - b. (10) 9"W x 7'H rolling boards
 - c. Paper rolls
 - d. Work table with (10) seats
 - e. Poster maker for 36" x 48" prints
 - f. Digital art
- 13. Student Government Office
 - a. (4) L-shaped workstations with desk chairs
 - b. Conference table with 4 chairs
 - c. (2) file cabinets
 - d. Storage for board files
 - e. Printer
- 14. Phi Theta Kappa Office
 - a. (1) L-shape workstation
 - b. (1) file cabinet
 - c. Round side table with seating for 5
- 15. Eliminate the "Programming Coordinator" office.
- 16. Radio Station Advisor / Manager:
 - a. U-shape workstation for (1) full-time faculty
 - b. L-shape workstation for (1) student worker
 - c. 30" x 60" production workstation
- 17. The "Program Board Clerk" will require an office instead of a workstation:
 - a. U-shape workstation with desk chair
 - b. (2) side chairs
- 18. The Storage Room must accommodate:
 - a. SGA banquet decorations

College of Lake County

Master Plan Projects

Programming Meeting Minutes

November 13, 2013

Page 3 of 3

- b. Program Board bins for give-aways
 - c. Chronicle archives
 - d. Radio Station equipment for remotes, speaker mobile DJ stations and soundboard
 - e. Event materials
19. Meeting Adjourned: 1:30 pm.

Thank you.

Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS
ATTACHMENTS

CC File: 213007.00 CLC Grayslake Master Plan: B3

FILENAME CLCGrayslake MIN 20130923-StudentActivities.docx