

March 5, 2014

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 Schematic Design Meeting #2** held at 2:00 PM on March 5, 2014 at College of Lake County-Grayslake Campus, Room C003. 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

Kendall Welton, Student Trustee, Student Government Association, CLC
Fanni Lakatos, VP of Marketing, Phi Theta Kappa, CLC
Miles Hoehne, Managing Editor, Chronicle, CLC
Doug Shimizu, MSC Office Assistant, CLC
Joice Samuely, Intern, Program Board, CLC
Andy Navarrete, Student Government Association, CLC
Annabella Tidei, Student Government Association, CLC
Teresa Aguinaldo, Interim Executive Director, Student Life, CLC
Jorge Tennin, Interim Assistant Director, Student Life, CLC
David Agazzi, VP of Administrative Services, CLC
Dorothy McCarty, Program Manager, Cotter Consulting
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Introductions were made for all committee members.
2. Dorothy summarized the meeting agenda and expected meeting outcomes.
3. Jeff explained the "campus core" context of the new Student Activities location as it relates to the new Bookstore, Student Street, Student Lobby, Student Dining, Servery and Kitchen.
4. Jeff presented four layout options for Student Activities; attention was focused on Option 1 as it displaced only one existing classroom whereas Options 2, 3 and 4 displaced two existing classrooms. Dave Agazzi indicated that the final Master Plan document would have to be reviewed to confirm if "any" classroom space was indicated to be displaced at this location. After the meeting adjourned, the Master Plan document (dated May 2012) was reviewed and it was confirmed that the existing two classrooms adjacent to the Student Activities location were to remain, thus requiring further layout revisions to be explored.
5. The Chronicle space was discussed with respect to "layout night" and potential shared use of the Program Board space during these long nights before edition deadlines. This adjacency should be explored further.

College of Lake County
Master Plan Projects
Programming Meeting Minutes
March 5, 2014
Page 2 of 2

6. The Program Board space was discussed with respect to potential overflow into the Multipurpose Room when needed; this adjacency will need to be explored further. The use of the existing “rolling boards” was also discussed with respect to the possibility of a future “electronic” format.
7. If possible, the Student Government workstations should be separated from the meeting area with a door.
8. Consider an “open” concept for the Conference space.
9. All four workstations for the Secretary, Bookkeeper, Bookkeeper Secretary and Program Board Clerk should be located in one open office area.
10. Dave Agazzi indicated that further revisions will be explored and presented to the committee for its consideration at the next meeting on March 12th.
11. Meeting Adjourned: 3:00 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