

September 26th, 2013

VIA EMAIL

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

Re: CLC - Master Plan Projects
CLC – Cafeteria/Bookstore/Student Activities/A&B Core
Architect's Project Number: 213XXX.XX
Programming Meeting Minutes - Cafeteria

Summary of the **Cafeteria Programming Meeting** held at 10:00 am on September 26, 2013 at 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 five (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Dave Agazzi, Vice President for Administrative Affairs, College of Lake County
Ted Johnson, Construction Manager, College of Lake County
Drew Miller, Project Manager, College of Lake County
William Vena, Chef, HCM College of Lake County
Tracey Campbell, Events/Facilities, Facilities College of Lake County
Gianna Fazioli, Local Foods Coordinator, HRT College of Lake County
Doug Shimizu, MSC Office Assistant, College of Lake County
Jorge Tennin, Interim Assistant to Director, College of Lake County
Ross Courtemanche, Food Service Manager, College of Lake County
Cynthia Schaumberg, Kitchen Supervisor, College of Lake County
Margie Alagna, Office Associate, HR College of Lake County
Dory Filiatreault, Counselor, College of Lake County
Paul Mackesey, Food Service Consultant, Mackesey and Associates
Jeffery Sronkoski, Principal, Legat Architects
Michael Lundeen, Project Manager, Legat Architects
Jackie Rutter, Intern Architect, Legat Architects

ITEMS DISCUSSED

1. Introductions were made.
2. Jeff and Michael gave a background of the Campus Master Plans and explained how the cafeteria is an important part of the "campus core". The new plan includes creating a new entry axis where the lake can be seen all the way from the front entry doors all the way through the new cafeteria.
3. David explained what programming committees do and the input they have to the design process. The programming committee helps provide feedback on how the new space looks and functions. The standards committee may make some decisions and will set standards for the overall master plan that will override the cafeteria programming committee. It was noted that construction is planned to start summer 2014.
4. Michael explained the program development process and its transition into the design phases. Programming meetings will help determine the end design and budget. Major program decisions and requirements of the new space will need to be made during the month of October so they can be utilized in developing the next

College of Lake County – Cafeteria

Programming Meeting Minutes

September 26th, 2013

Page 2 of 4

phase - schematic design. Most input/decisions will be needed by the committee during Programming, Schematic Design and Design development. This process will be over the next few months.

5. The group discussed existing conditions and operations. Listed below are CLC staff comments:
 - a. The space is outdated.
 - b. The current cafeteria would be better if there were more food options and a larger space.
 - c. The current cafeteria has Thursdays where there is music or entertainment in the dining area and more dedicated space for music and entertainment would be good in new cafeteria. This space had pool tables in it at one point.
 - d. Horticulture department is currently involved with cafeteria now and it would be good to continue to work together in the future.
 - e. The current Prairie Room is a quiet dining space and its current location next to the cafeteria is not good because the cafeteria noise is too loud.
 - f. Prairie room is currently expected to stay or possibly be expanded.
 - g. Current facilities lack enough storage, kitchen, and server space. It was originally designed for to be just deli and then advanced and now there is not enough space for food prep, storage, serving, etc.
 - h. Currently there are only a few staff members to put out food for hundreds.
 - i. There is a bad flow through the existing space and people cannot move around and look at the different food. The debated the number of current seats. CLC will verify the number of actual seats. It was suggested that the new space should accommodated approximately 400 seats.
 - j. Students do not know where the cafeteria is because it is in the basement. Many student organizations do not want to hold activities in Sapphire Lounge because they are worried people will not be able to find it, yet that space is reserved for student groups only. These student groups would need spaces to meet weekly.
 - k. Current loading dock is far away from food prep and there are a lot of things in the way in hallways on way to food prep area. Recycling area will also be needed in future.
 - l. The group discussed importance of letting students be students in the public spaces, yet staff/faculty are at times hesitant to use spaces due to some student's vulgarity.

6. The group discussed openly what the new cafeteria should be:
 - a. It should be a cafeteria that establishes an identity for the college community. The cafeteria's key revenue will be selling food and this should be a place where people want to come and be able to eat and enjoy themselves in the space. A café setting would be nice. Eating can be excuse for being there. Allow students/staff to people watch and enjoy the views.
 - b. New space should incorporate technology and have plenty of spaces to plug in laptops, possibly outlets in tables and furniture.
 - c. Moraine Valley Community College has nice open cafeteria and faculty space.
 - d. New spaces should look like the 21st century and have good design to make in an attractive place where people want to come to.
 - e. A food court or different stations offering different types of food would offer students more options.

College of Lake County – Cafeteria

Programming Meeting Minutes

September 26th, 2013

Page 3 of 4

- f. A food court design could show food being made fresh to order and make the quality of the food more attractive. The right attitude and staff could make this possible. A space for food demonstrations could enhance the space.
 - g. A sustainable approach to food served and health coconscious meals could create a positive environment. “Farm to Fork” sustainability
 - h. Zoning different areas of new space could create enclosed glass spaces used for group studying, meeting spaces, or gaming areas.
 - i. The footprint is not limited to the one shown on the master plan and possibly part of the program could spill out into current lobby.
 - j. New space should allow students to be themselves and have a place to do this. Some of this space could be near new student services area in order to supervise some of the activities.
 - k. The Student Government Association indicated students wanted spaces with more light and places to gather.
 - l. Gathering space for students may not want to be at entrance of cafeteria because the language and activities might deter some from coming to the cafeteria. Faculty may want separate area to eat.
 - m. Lines could go faster if there was an app that could be implemented like they do at Starbucks. Card scanners and finger print scanners that are hooked up to meal plans have been looked in to.
 - n. Students sometimes only have half hour to eat so freshly prepared food should be fast because students do not have the time to wait. They often ask how long fresh food will take because they do not want to wait.
7. The group agreed to continue weekly meetings on Thursdays at the same time, 10:00 am. CLC will confirm the time and days to be sure it gets on everyone’s calendars.
8. Goals and objectives to be defined at next meeting:
- a. Experience - Type of experience for dining/server rooms to have.
 - b. Quality - Does quality refer to food itself, the experience in the cafeteria, the presentation, etc?
 - c. Sustainability - “Farm to Fork” What does this mean to everyone?
 - d. Identity - Develop the Idea of the “Identity” of the space.
9. **Homework for all programming Cafeteria Programming Team Members:**
- a. ***Come to the next meeting with a definition and examples of what “Experience, Quality, Sustainability, and Identity mean.***
 - b. ***Legat will put together a schedule with milestones for programming and design. Bring examples of Programming, Schematic Design and Design Development.***
 - c. ***Legat will contact institutions for site visits.***
10. Send all ideas or questions to Drew Miller or masterplan@clcollinois.edu, Drew, Ted and David will see emails sent to this address.
11. Other cafeteria site visit dates:

College of Lake County – Cafeteria

Programming Meeting Minutes

September 26th, 2013

Page 4 of 4

- a. October 10th, 2013-Joliet Junior College, Wheaton (Lunch), McHenry (perhaps leave by 8am for JJC)
 - b. October 31st, 2013-Moraine Valley (Palos Hills), Old Orchard (Lunch), Rosalind Franklin University (North Chicago)
12. Meeting minutes are scheduled to be sent out the Friday following the meeting. Any necessary additions or corrections to the meeting minutes need to be addressed within five (5) calendar days of the meeting minutes being sent out.
13. Next meeting October 3rd at 10am. Location A261 to be confirmed.

Thank you.

Sincerely,
Legat Architects, Inc.

Jackie Rutter
Michael Lundeen, AIA

JR/ML

ATTACHMENTS

Attendance Record (1 Page)
Agenda
Preliminary Programming sheet outline

CC

File: 213XXX.XX CLC Grayslake Master Plan: B3
Steven Brubaker, BRUBAKER
Sylvia Kowalk, Legat Architects

FILENAME

CLCGrayslake MIN 20130923-PDCafeteria.docx

Meeting Agenda

| | | | |
|---------------|---------------------------------|-------------|---|
| ORGANIZATION | College of Lake County | RE | Cafeteria Programming Meeting |
| PROJECT TITLE | Master Plan Projects | PROJECT NO. | 213XXX.XX |
| LOCATION | CLC-Grayslake Campus, Room A261 | DATE, TIME | September 26 th , 2013, 10:00 am |

1. Introductions
2. Programming Process Overview
3. Existing Conditions Discussion
4. Goals and Objectives
5. Space Needs Discussion
6. Adjournment

CC File: 213XXX.XX CLC Grayslake Master Plan: B3

FILENAME CLCGrayslake AGN 20130923-PDCafeteria.docx



Cafeteria

Notes

| | Full-Time Staff | Part-Time Staff | Student Worker | Other | Area (ASF) |
|---------------------------------|-----------------|-----------------|----------------|----------|------------|
| Dining | | | | | |
| Main Dining Room 16 SF/Seat | | | | | |
| Multi-Purpose Room 16.5 SF/seat | | | | | |
| Condiments | | | | | |
| Dining Subtotal | 0 | 0 | 0 | 0 | 0 |

| | Full-Time Staff | Part-Time Staff | Student Worker | Other | Area (ASF) |
|-------------------------|-----------------|-----------------|----------------|----------|------------|
| Kitchen | | | | | |
| Dry Food Storage | | | | | |
| Refrigerated Storage | | | | | |
| Other Storage | | | | | |
| Cold Prep | | | | | |
| Pot Wash | | | | | |
| Utensils | | | | | |
| Offices | | | | | |
| Non Food Storage | | | | | |
| Hot Prod./Clock Storage | | | | | |
| Catering | | | | | |
| Catering Storage | | | | | |
| Ice | | | | | |
| Custodial Closet | | | | | |
| Dishroom | | | | | |
| Circulation (25 factor) | | | | | |
| Kitchen Subtotal | 0 | 0 | 0 | 0 | 0 |

| | Full-Time Staff | Part-Time Staff | Student Worker | Other | Area (ASF) |
|-------------------------|-----------------|-----------------|----------------|----------|------------|
| Servery | | | | | |
| Grill Station | | | | | |
| Salad Bar | | | | | |
| Grab and Go | | | | | |
| Deli | | | | | |
| Pizza & Entrées | | | | | |
| Desserts | | | | | |
| Beverages | | | | | |
| Cashiers | | | | | |
| Special Coffee | | | | | |
| Circulation (? factor) | | | | | |
| Kitchen Subtotal | 0 | 0 | 0 | 0 | 0 |

| | Full-Time Staff | Part-Time Staff | Student Worker | Other | Area (ASF) |
|--|-----------------|-----------------|----------------|----------|------------|
| Support | | | | | |
| Locker Room | | | | | |
| 2 Toilet Rooms | | | | | |
| Dock | | | | | |
| Staging at Dock (Share with Bookstore when Req.) | | | | | |
| Support Subtotal | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|-------------------------|----------|----------|----------|----------|----------|
| Cafeteria Total: | 0 | 0 | 0 | 0 | 0 |
|-------------------------|----------|----------|----------|----------|----------|

Adjacencies: