

October 24th, 2013

VIA EMAIL

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

Re: Master Plan Projects  
Architect's Project Number: 213XXX.XX  
**Cafeteria Programming Meeting #5 Minutes**

Summary of the **Cafeteria Programming Meeting #5** held at 10:00 am on October 24th, 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

Ted Johnson, Construction Manager, College of Lake County  
Drew Miller, Project Manager, College of Lake County  
Lakeisha Lindsey, Project Manager, Cotter Construction  
William Vena, Chef, HCM College of Lake County  
Tracey Campbell, Events/Facilities, Facilities College of Lake County  
Gianna Fazioli, Local Foods Coordinator, College of Lake County  
Doug Shimizu, MSC Office Assistant, 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  
Steven Brubaker, BRUBAKER  
Michael Lundeen, Project Manager, Legat Architects  
Jackie Rutter, Intern Architect, Legat Architects

#### ITEMS DISCUSSED

1. Introductions were made to introduce Steve Brubaker to the group.
2. Michael confirmed the group received last week's, October 17, 2013, meeting minutes.
3. Michael confirmed the schedule for October 31<sup>st</sup>, 2013 cafeteria visits.
  - a. The group will no longer be visiting Old Orchard or Elgin Community College. The group will only visit 2 sites, Moraine Valley and Rosalind Franklin University.
  - b. Group will arrive at Moraine Valley in Palos Hills between 9:00 and 9:30 am. Ted will send out email with departure time for those leaving from CLC.
  - c. Second site visit will be to Rosalind Franklin University in North Chicago. Michael will confirm with RFU that the group can arrive at RFU earlier than previously scheduled and have lunch in the cafeteria. The group will arrive at RFU at approximately 12:00 pm, eat lunch, and then begin the tour at 1:00 after lunch rush.
4. Ross brought samples of "green" disposable food containers as an example of potential items to be used in the new cafeteria.
5. Michael asked the group to give brief overview of last week's discussion on the positive and negative of aspects of the site visit.
  - a. Joliet Junior College
    - i. Positive Aspects

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1. The group agreed that a “Grab and Go/Coffee Station/Extended hours station” is very successful. It is nice how the station can be accessed from both the inside of the servery and be open when the servery is closed
    2. Day lighting and views to outside make the cafeteria a more enjoyable space.
  - ii. Negative Aspects
    1. The servery and dining room are disconnected, which causes an interrupted flow. Customers will not easily be drawn back into the servery to buy more products.
    2. The kitchen equipment in the servery was very loud and unpleasant.
    3. The dedication of lots of space to the back of house took away lots of space from the front of house. Group would prefer a more open servery.
  - b. Wheaton College
    - i. Positive Aspects
      1. The group agreed the fresh, premade sandwich bar was a nice feature.
      2. The flow of food throughout the space was successful. The layout of the kitchen and pass-thrus into the servery were features that added to the success of the flow at this facility.
      3. The flow of people through the space worked well also.
6. The group discussed Food Service Capacity/Hours.
  - a. Late night food service
    - i. The group reiterated the success of a double sided “Grab and Go/Coffee Station/Extended hours station.”
    - ii. This extended hours station would most likely only need one cashier station at night but there should possibly be two cashier stations available at this station during the day to decrease customer wait time.
    - iii. Food offerings
      1. The group agreed the food offerings at this station should be quick service and quick prep items and light food such as bags of chips, yogurt, bottle beverages, pre-packaged food, Uncrustables, etc. Possibly sandwiches could be made at this station, leftovers from cafeteria that are packaged for quick sales, hot pizza pockets.
        - a. This station could have Grab and Go units as well as breaded items behind counter in a display case.
  - b. Catering capacity
    - i. Currently all catering is ordered from outside companies, e.g. Jason’s Deli. Nothing is prepared at CLC, but some things are staged before they are delivered to the appropriate function.
    - ii. Catering services would need a workstation and computer for catering manager to complete orders, some space for staging food, and a small storage area for coffee pots, coffee accessories, trays, doilies, etc.
  - c. Peak cashiering requirements
    - i. Currently the cafeteria has 3 cashiers’ stations open during peak times, 12-1 pm, and it does not get bottle-necked that often.
    - ii. New cafeteria could have 3 cashiers’ stations plus possibly 2 additional stations at the “Grab and Go/Coffee Station/Extended hours station” for a total of 5 cashiers’ stations.



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2. 3 workstations with 1 station with enough room for 2 or 3 vendors to meet around the desk
- ii. Catering office
  1. 1 workstation and should be a quiet space to make phone calls
  2. Could share space with another workstation. Currently shares a room with culinary.
- iii. Cashier's Room
  1. Secure work room for cashier's to count money and space for a safe.
  2. Should not be adjacent to locker room.
- iv. Workstation in kitchen
  1. Phone/internet/computer/desk
  2. Could also go in catering room or share room
- b. Locker Area
  - i. Could be half lockers but need ample space to store all bags and purses. Not many student bring book bags.
  - ii. Loose locks and lockers would not be dedicated to a specific person.
  - iii. Approximately 20 lockers
  - iv. Benches or chairs
- c. Washrooms/Changing Room
  - i. Men's and Women's washroom needed, but a separate changing room is not necessary. CLC to provide number of lockers. Changing could be done in washroom.
  - ii. The group discussed if the new space would have to include additional public washrooms. Michael informed the group this would depend on the building codes that will apply to this new space.
- d. Custodial
  - i. Mop sink and room to store signs/mops/cleaning supplies/etc.
  - ii. A potential size would be 5' x 5' or 6' x 6'.
  - iii. Dave Parker may be a person to contact about what supplies need to go into this space, but it was also brought up that the kitchen staff does a lot of the cleaning themselves.
- e. Elevator
  - i. Michael asked the group what would be the heaviest items in the elevator on a regular basis.
    1. Most likely a couple thousand pounds, items like electric pallet jacks and pallets of soda bottles.
  - ii. No passenger elevator would be need in the space, the elevator would only be used to bring supplies to the kitchen and storage areas.
  - iii. Michael noted this elevator would most likely need to be a Class C elevator.
- f. Composting
  - i. Currently CLC composts pre-consumer scraps only. Horticulture picks up scraps and brings to horticulture facilities.
  - ii. New facility should have space to store scraps for composting.
  - iii. Having a way to incorporate horticulture more into the new facility would be a great feature. For example a salad bar or signage marking food grown by horticulture.
9. Steve posed questions and asked group for their thoughts on various design options.

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- a. Steve noted trees will most likely have to be removed from the site and asked what the reaction on campus would be.
    - i. Ted mentioned that the site committee might be addressing the issue of cutting down trees on campus and may be implementing a standard of replacing cut down trees with another tree or two planted elsewhere on campus.
    - ii. Drew noted that the site committee might be doing a tree survey to check health and appropriateness of tree locations on campus. Therefore some of these trees may not even be appropriate in their current locations.
    - iii. It was noted to double check that none of the trees being removed are donor trees.
    - iv. Gianna did not think Horticulture would have a problem with cutting down the trees if another new tree was replanted.
    - v. The group agreed consideration to the site design should be considered with the new building.
    - vi. Steve ask out of which budget site design and construction would come out of and Ted and Drew informed the group that it would come out of Cafeteria building budget.
    - vii. The group discussed that in the designing of the site around the cafeteria, lake access should be considered.
  - b. Steve posed of question to the group of wither or not this cafeteria building had to be one level or if it could be two or even three different levels. He also noted if some spaces would be in the lower level of the campus, the spaces would be open and day lighting could still reach this lower area.
    - i. Drew noted that the topography of the site could work well with a multi-story building.
    - ii. Ross mentioned many people liked the 2-tiered dining area at JJC.
      1. Ted noted that this would bring up ADA concerns and ramps would be needed.
    - iii. Steve noted that if the servery was in the basement, there would be no need for a freight elevator.
      1. Ross expressed concern over keeping the servery in the basement and noted they are trying to change that from the existing conditions. The cafeteria might lose walk-in customers.
      2. The group thought it was important that the servery would be visible to the seating on the above floors.
      3. The group discussed the idea of using the layout of Wheaton's kitchen and servery pass-thrus, but the kitchen would be on lower level and the pass-thrus could be dumb waiters bringing the food to a servery on an upper floor. Will noted that this would be a lot of steps in the food service process and could take away from idea of freshly prepared food that can be seen being made.
    - iv. Steve also noted that there could be a limited footprint for the cafeteria, if the cafeteria does not want to block office windows on the existing building. Multiple stories could be a solution for the limited footprint and could save more trees.
10. Next steps:
- a. The next meeting is October 31<sup>st</sup>, 2013 and will consist of the site visits.
  - b. Michael noted with Paul's help the group will start to develop a draft program and Paul can help guide the group with the exact numbers of square footages that this program will need in regards to the kitchen.
  - c. Michael will not be able to attend the meeting on November 7<sup>th</sup>, 2013, and Paul will lead this meeting and help the group incorporate what they liked from kitchens on the site visits and help

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turn these concepts into actual quantifiable numbers. For example, start producing square footages for the kitchen.

11. Meeting adjourned.

Thank you.

Sincerely,  
Legat Architects, Inc.

Jackie Rutter  
Michael Lundeen, AIA

JR/ML

ATTACHMENTS      Attendance Record (1 Page)  
                            Agenda (1 Page)  
                            Handout-Cafeteria Programming Chart (2 Pages)

CC                      File: 213XXX.XX CLC Cafe Bookstore St Act AB core: B3  
                            Dave Agazzi, College of Lake County  
                            Jorge Tennin College of Lake County  
                            Dory Filiatreault, College of Lake County  
                            Paul Mackesey, Mackesey and Associated  
                            Jeffery Sronkoski, Legat Architects  
                            Sylvia Kowalk, Legat Architects  
                            Ryan Horsman, Legat Architects

FILENAME            CLCGrayslake MIN 20131024-PDCafeteria Mtg 5.docx

# Meeting Agenda

ORGANIZATION	College of Lake County	RE	<b>Cafeteria Programming Meeting #5</b>
PROJECT TITLE	Master Plan Projects	PROJECT NO.	213XXX.XX
LOCATION	CLC-Grayslake Campus, _____	DATE, TIME	October 24th , 2013, 10:00 am

1. Distribution of October 17, 2013 minutes
2. October 31 Cafeteria Visits
  - a) Moraine Valley – Palos Hills, Kent Marshall, Asst Dean Code & Conduct 708.974.5390, Kashif Shah – Food service director. Confirm if 9AM or 9:30AM
  - b) Noon/Lunch - Old Orchard? Elgin Community College? \_\_\_\_\_
  - c) Rosalind Franklin University, North Chicago– Bob Jackson, 3-4PM (Confirm)
3. Follow-up discussion – Joliet, Wheaton, McHenry County College
4. Food Service Capacity/Hours
  - a) Late night food service offerings
  - b) Catering capacity
  - c) Peak cashiering requirements
5. Seating Capacity
  - a) Student seating
  - b) Outdoor Seating
  - c) Faculty Seating
  - d) Other
6. Back-House support
  - a) Staff office / Catering / Other
  - b) Lockers
  - c) Washrooms
  - d) Changing room(s)
  - e) Custodial
  - f) Elevator
  - g) Staging deliveries
7. Next Meeting Topics
  - a) October 31<sup>st</sup> site visits.
  - b) Issuance of Draft Program
  - c) Nov 7, 14<sup>th</sup> meetings

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

FILENAME CLCGrayslake AGN 20131024-PDCafeteria Mtg 5.docx

**Cafeteria**

## Cafeteria Comparison Chart

	Joliet Junior College	Wheaton College	McHenry County College	Moraine Valley Community College	Rosalind Franklin University
<b>General Info</b>					
Total Students	16,870	2,300 Undergrad ( 90% on meal plan) /525 Grad	7,914	36,000 Credit and non-credit students	2,084
Total F.T.E.	9,637	-	2,670 Full time/4,524 Part time	42% Full time/58% Part time	-
Total Faculty	~890	197 Full Time/86 Part Time	7,914	-	162 Full Time/101 Part Time/ 885 Volunteers/416 Staff
<b>Dining Area</b>					
SQ FT of Main Dining	5,844	14,439	-	3,528	2,894
SQ FT of Secondary Dining	-	2,952	-	1,600	1,104
SQ FT of Tertiary Dining	-	686	-	1,329	1,217
Number of seats	255	800 Main dining Room/ 250 faculty dining area	350	200 Main dining Room/ 128 faculty dining area/ 58 social lounge	208 Main dining Room/ 64 Outdoor patio / 84 open lounge
Seating types (Fixed, loose, lounge, counter, large tables, small clusters)	Loose: 4-person tables	Loose: round 6 person tables and some square 4 person tables	Loose: round 2 & 6 person tables/ rectangle 4-6 person tables/Lounge chairs ---Fixed: counter seating around columns	Loose: round 4 person tables/ rectangle 4 & 6 person tables/2 person high top tables/Lounge chairs	Loose: square 4 person tables
Sustainable Features	Recycling Cardboard	Encouragement of Trayless/ Daylighting			
<b>Servery</b>					
SQ FT of Main Servery	2,860	3,826	-	1,884	1,994
SQ FT of Secondary Servery	-	293	-	452	-
SQ FT of Tertiary Servery	-	374	-	-	-
Use of Trays	Yes	Yes Encouraged trayless with signs	Yes	Yes	
Disposable plates & silverware	Yes	Yes	Yes	Yes	
Reusable "Green" containers available to buy?	Yes-\$5	Yes	No		
Dishwasher for plates & silverware	No	Yes	Yes	Yes	
Types of food options	Sub Station, Coffee Bar, Salad Bar, Pizza, Grill, Grab and Go for drinks and hot food	Dessert Station, Pasta, Pizza, Rotating hot meals, Sandwich bar, salad bar, ice cream bar, soup bar, no fried items	Pizza oven, double sided salad bar, Sandwich station, hot and cold grab and go		Sautee station/ Pizza oven/ Separate coffee & sandwich area
<b>Cashier Stations</b>					
# of Cashier Stations	3	2 card swiping stations	2	4	4
Past # of transactions per day	5,200	-	2,000 lunch/650 dinner		
Current # of transactions per day	9,300	Turn Tables 2-2.5 times at lunch/dinner	2,500 lunch/950 dinner		
<b>Kitchen</b>					
SQ FT of Main Kitchen	4,491	5,560	-	2,272	3,195
SQ FT of Secondary Kitchen	-	1,639	-	-	-
SQ FT of Tertiary Kitchen	-	1,260	-	-	-



	Joliet Junior College	Wheaton College	McHenry County College	Moraine Valley Community College	Rosalind Franklin University
<b>Staff</b>					
Full Time	8		3		
Part Time	32		9		
Student Workers	2		-		
Total	42		12		
	(Double number of old Cafeteria)				
<b>Support Spaces/Storage/Dock Access</b>					
SQ FT of Dishroom	-	1,144	-	178	
SQ FT of Dock/Receiving	1,110	1,054	-	-	273
<b>Additional Spaces</b>					
	2 other grab and go food service locations with drinks and hot food	Sam's-Grab and Go & Bakery (Secondary Space)/ The Stupe-Grill/Restaurant Setting(Tertiary Space)	Culinary Kitchen for 18 students with windows into dining area/Dining room & Culinary "Restaurant"	Separate Faculty Dining Room and Separate Social Lounge with lounge seating and small 4 person tables/Separate Convenience store = second servery	Separate Catering Space/ Separate coffee & sandwich area which is open later
<b>Total Cafeteria SQ FT</b>	14,305	33,227	-	11,243	10,677