

November 14, 2013

VIA EMAIL

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

Re: Master Plan Projects
Architect's Project Number: 214009.00
Cafeteria Programming Meeting #6 Minutes

Summary of the **Cafeteria Programming Meeting #6** held at 10:00 am on November 14, 2013 at College of Lake County-Grayslake Campus, Room B005A. 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
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
Jorge Tennin College of Lake County
Dory Filiatreault, College of Lake County
Paul Mackesey, Mackesey and Associated
Steven Brubaker, BRUBAKER
Michael Lundeen, Project Manager, Legat Architects
Jackie Rutter, Intern Architect, Legat Architects

ITEMS DISCUSSED

1. Michael confirmed that the group received the meeting minutes.
2. The group briefly review and confirmed that they liked Rosalind Franklin University's cafeteria, specifically the kitchen and servery. While touring Moraine Valley the group heard the staff there say that they designed things too small and wish they could go back and make them larger.
3. Michael confirmed with the group that the planned schedule (below) still works and everyone agreed.
 - a. SD Meeting 1 Nov 14
 - b. SD Meeting 2 Nov 21
 - c. SD Meeting 3 Dec 5
 - d. SD meeting 4 Dec 12
4. Michael presented a draft programming document for A and B core including the cafeteria, bookstore, and student activities. He noted the different components of the document including an executive summary, programming charts, site plans, site diagrams, adjacency diagrams, detailed space diagrams, and meeting minutes.
 - a. Michael handed out a revised cafeteria comparison chart spreadsheet. An averages column was added but does not include existing CLC cafeteria because it had been decided that the existing space is too small, so it would bring the average down. In contrast Wheaton College was left out of the averages column because it was too large scale for the new CLC cafeteria program.

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- i. Michael noted that these various cafeterias have approximately 16-20 SF per person in the dining areas, which is a good benchmark for the new CLC cafeteria.
 - b. Paul handed out a draft programming document that he created based on ideas observed from programming meetings and site visits. The group should review document over the next week and return to the next meeting with comments.
 - i. Paul specifically called out page 7, the pizza and pasta station, and the group should discuss these items at next meeting.
 5. Michael directed a question to CLC administration to identify if there were other food delivery methods that should be considered and if the scope of the project that the group is exploring is correct. The design team/committee will move forward with solutions, which have kitchen and serveries in the 3,000 - 3,500 SF each. This will impact the amount of seating/other amenities which will be programed in order to meet the budget.
 - a. Ross noted the serveries for JJC and Moraine Valley were around 3,000 SF and he could imagine CLC's cafeteria to be that size or approximately 3,500 SF.
 - b. Ross also confirmed that CLC plans to keep catering the way it currently is with mostly all the food outsourced and only light continental food and beverage done through CLC.
 6. Michael asked if the group had come to a conclusion on dishes v. recycled-ware.
 - a. The group agreed disposable might be the way to go, but which ever disposable items picked should be "green" items that are recyclable or compostable.
 - b. The group was very concerned that trays and dishes would be removed from cafeteria and left around the campus.
 - c. Paul noted he recently read a survey stating that by adding just stainless steel cutlery, it positively increases people's perception of a cafeteria. He also noted a different survey people said they do not mind disposable containers as long as it is a container made of good quality.
 - d. Ross stated that all their disposable items now are recyclable, except the Styrofoam coffee cups. He also stated that disposable items do not take up that much space to store.
 - i. In conclusion Ross does not think investing in a large dishwashing area and china would be worth it since the project does not want to break the budget or add extra space to the project. They would also have to hire additional staff to work the dishwashing area.
 - e. Cynthia noted the current cafeteria uses about 500 disposable plates a day and in the future that number could increase.
 7. Michael asked if in the master plan if the intent was to have the faculty dining in the Willow Room.
 - a. Ted responded that he believes in the master plan there was no intent to have a closed off faculty room included in the new cafeteria addition and if faculty wanted a separate closed off space they could go to Willow Room.
 - b. Tracey noted that if there was a convertible faculty dining room included in the new cafeteria project, it would definitely be used.
 8. Steve presented options for the service corridor.
 - a. Scenario A: Delivery through public areas
 - i. Disadvantages:
 1. This option is similar to the current situation, which is not liked. Hauling waste and deliveries through public space is not desirable.
 2. Paul confirmed that it is hard to control the timing of deliveries.

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3. Staging space could be added to hold deliveries until an appropriate time to move deliveries. This would require intense management of deliveries and could be hard to schedule.
 - b. Scenario B: Delivery through new service corridor below grade in existing space.
 - i. Advantages:
 1. Provides service to culinary, bookstore, and conference room from behind.
 - ii. Disadvantages:
 1. This scenario would be better if it was fully enclosed the entire route.
 2. The height of this delivery space would be limited since it is existing space.
 3. It is an even longer route than the current route. Longer route does not benefit perishable goods.
 - iii. This route would drive design of culinary and Paul noted if culinary was not going downstairs, this option might not make sense.
 - iv. Would still include new service elevator.
 - c. Scenario C: New service drive with new loading dock.
 - i. New trash storage and compactor would be inside or hidden behind screen wall.
 - ii. Advantages:
 1. Could serve bookstore directly or new bookstore service corridor could be created.
 2. Perishable foods would only have to travel short distance.
 - iii. Disadvantage:
 1. Large semi-trucks most likely would not be able to make deliveries to new dock. If they did they would have to use current route for deliveries and would not solve any problems. This dock would not be worth building.
 - iv. Tracey suggested the use of LRC dock or a service road from library side of building.
 1. A service drive from Library side of building might be too close to lake and protected land.
 - d. Legat will study a new exterior dock, with trash, truck turning, etc.
 - e. The group agreed to eliminate Scenario A from consideration.
9. The group reviewed preliminary options.
 - a. Steve presented a preliminary site drawing with topography and trees drawn. The site drawing also included a 30'x30' grid. Michael informed the group that building the new addition 30' away from the existing building is a good distance to stay away for fire safety and daylighting reasons.
 - b. The options below showed the approximate space the program would take up on the site and explored the idea of one and two story additions.
 - c. Legat Architects will do code research to see how many additional toilets are needed and if the current amount of toilets serving the A and B core is adequate.
 - d. Scenario A.1
 - i. 400 new seats at 20 SF/seat for 8,000 SF and 5,000 SF for new Kitchen/Servery both of which will be grossed up at 1.5 for about 20,000 SF of new, single-level construction including toilets, circulation and mechanical systems.
 - ii. This option is larger than the space presented in the master plan, which was approximately 11,000 SF.
 - e. Scenario A.2
 - i. Same as Scenario A.1 but split into two levels.

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- f. Scenario B.1
 - i. 400 new seats at 20 SF/seat for 8,000 SF and 5,000 SF for new Kitchen/Servery both of which will be grossed up at 1.1 for about 14,000 SF of new, single-level construction. Toilets and mechanical systems will be in the existing building. Circulation within the dining will be within the 20 SF/seat ratio.
 - ii. Eliminates grand main circulation corridor through dining.
- g. Scenario B.2
 - i. Same as Scenario B.1 but split into two levels
- h. Scenario C.1
 - i. 300 new seats at 20 SF/seat for 6,000 SF and 4,000 SF for new Kitchen/Servery both of which will be grossed up at 1.1 for about 11,000 SF of new, single-level construction. 100 additional seats will be identified within the existing building as well as toilets and mechanical systems. Circulation within the dining will be within the 20 SF/seat ratio.
 - ii. Eliminates grand main circulation corridor through dining.
 - iii. Meets square footage designated in master plan.
- i. Scenario C.2
 - i. Same as Scenario C.1 but split into two levels
- j. Scenario D.1
 - i. The strategy is to create square dining hall. Within this box are two levels, one a circular one at the level of the existing first floor. A ramp and stair move around its perimeter to access a lower level of dining between the square and the circle. A second circle defines terraces for outdoor dining. The Kitchen is located within the existing building where Admissions is now. Two Serveries are provided, one attached to the kitchen and one remote and self-supplied. The second Servery becomes the "Grab-and-Go" during off hours. Toilets are provided in the existing area north of the Dining, mirroring the Kitchen location.
 - ii. Kitchen located in student services was not included in the program square footage, since it would be in existing space.
 - iii. Disadvantage:
 - 1. This option would take up current student services space and student services would not be able to move to swing space. Ted noted this Scenario would not be a possibility due to logistics.
 - iv. Advantage:
 - 1. Ramps could follow current terrain and ramp down to an outdoor dining area.
 - v. In this option the staff would have to be able to lock down both serveries at night. The grab and go station and coffee area should be close together, so this area could stay open later than the rest of the servery.
- k. Scenario D.2
 - i. Same as Scenario D.1 except that the Kitchen is below at the Lower Level, allowing the expanded toilets to continue to flank both sides of the Central Student Court.
 - ii. Advantage:
 - 1. Kitchen at lower level could resolve conflict with student services.
 - iii. Disadvantage:
 - 1. Kitchen and servery on different levels.

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- a. Paul said that this design has been done before but has lots of inefficiencies in food quality, operational costs, logistics, etc.
 2. Steve reminded group if kitchen cannot go in existing space, the program will most likely lose at least 100 seats in dining area.
 - l. Ross really likes Scenario's D.1 excluding the issue with student services and the kitchen.
 - m. The group does not mind seats spilling out into atrium, but does not like the idea of counting seats in wings. This would add to the problem of disappearing trays and plates.
 - n. Ted noted making the new addition two levels could waste a lot of square footage to stairs and ramps. Tracey also noted JJC seemed to lose a lot of space to their ramp. Michael did point out that JJC's ramp connected to major wings of the building so a ramp in CLC might not have to be so large.
10. Next steps
 - a. The group will review Paul's handout for discussion next week and will email Drew or Ted if they have any comments.
 - b. Legat Architects will develop delivery Scenarios B and C and layout Scenarios C and D.
 - c. The next meeting will be Thursday November 21st, 2013 at 10:00 am.
11. Meeting adjourned.

Thank you.

Sincerely,
Legat Architects, Inc.

Jackie Rutter
Michael Lundeen, AIA

JR/ML

ATTACHMENTS 214009.00 MIN ATT 20131114-PDCafeteria Mtg 6-2of3
 Attendance Record (1 Page)
 Agenda (1 Page)
 Cafeteria Comparison Spread Sheet (2 Pages)
 Foodservice Facility Replacement Programming Document (9 Pages)
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 Delivery Option and Layout Scenarios (17 Pages)

CC File: 214009.00 CLC Cafe Bookstore St Act AB core: B3
 Dave Agazzi, College of Lake County
 Margie Alagna, College of Lake County
 Lakeisha Lindsey, Cotter Construction
 Jeffery Sronkoski, Legat Architects
 Sylvia Kowalk, Legat Architects
 Ryan Horsman, Legat Architects

FILENAME 214009.00 MIN 20131114PDCafeteria Mtg 6-1of3.docx

Meeting Agenda

ORGANIZATION	College of Lake County	RE	Cafeteria Programming Meeting #6
PROJECT TITLE	Master Plan Projects	PROJECT NO.	214009.00
LOCATION	CLC-Grayslake Campus, Rm B005A	DATE, TIME	November 14, 2013, 10:00 am

1. Schedule
 - SD Meeting 1 Nov 14
 - SD Meeting 2 Nov 21
 - SD Meeting 3 Dec 5
 - SD meeting 4 Dec 12
2. Review Draft Program
 - Dining / Servery / Kitchen Comparisons
3. Review SD Stacking / Organization
 - Site/Service Options
 - Review Preliminary Options
 - Use of Crossroads / Stair / Lounge / Prairie Room
 - Preferred Options
4. Next Step

cc File: 214009.00 CLC Cafe Bookstore St Act AB core: B3

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Cafeteria

Cafeteria Comparison Chart

	College of Lake County	Joliet Junior College	Wheaton College	McHenry County College	Moraine Valley Community College	Rosalind Franklin University	Averages* (Wheaton and Existing CLC not included)
General Info							
Total Students	18,756	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.	9,867	9,637	-	2,670 Full time/4,524 Part time	42% Full time/58% Part time	-	
Total Faculty	230 Full Time & 848 Part Time Faculty 510 full time & 125 part time staff	890	197 Full Time/86 Part Time	7,914	-	162 Full Time & 101 Part Time Faculty 885 Volunteers & 416 Staff	
Dining Area							
SQ FT of Main Dining	3,973	4,971	9,554	-	3,178	2,894	3,681
SQ FT of Faculty Dining	2,611	1,174	2,774	-	1,600		1,387
SQ FT of Secondary Dining	2,265	-	2,952	-	1,329	1,217	1,273
SQ FT of Tertiary Dining			686			1,104	1,104
Number of seats	136 Main dining room/ 60 quiet room/ 50 Willow Room	255 upper and lower parts of main dining/ 84 faculty room	800 Main dining Room/ 250 faculty dining area	350	200 Main dining Room/ 128 faculty dining area/ 58 social lounge	208 Main dining Room/ 84 open lounge / 64 Outdoor patio	
Seating types (Fixed, loose, lounge, counter, large tables, small clusters)	Loose tables	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				
Servery							
SQ FT of Main Servery	493	2,860	4,147	-	1,592	4,000	2,817
SQ FT of Secondary Servery	-	-	293	-	393	-	393
SQ FT of Tertiary Servery	-	-	374	-	-	-	
Use of Trays	Yes	Yes	Yes Encouraged trayless with signs	Yes	Yes		
Disposable plates & silverware	Yes	Yes	Yes	Yes	Yes		
Reusable "Green" containers available to buy?	No	Yes-\$5	Yes	No			
Dishwasher for plates & silverware	No	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	
Cashier Stations							
# of Cashier Stations	3	3	2 card swiping stations	2	4	4	3.25
Past # of transactions per day	3,600 lunch	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			
Kitchen							
SQ FT of Main Kitchen	1,465	4,491	5,560	-	1,562	2,979	3,010
SQ FT of Secondary Kitchen	2,265	112	1,639	-	-	-	112
SQ FT of Tertiary Kitchen	-	-	1,260	-	-	-	

	College of Lake County	Joliet Junior College	Wheaton College	McHenry County College	Moraine Valley Community College	Rosalind Franklin University	Averages* (Wheaton and Existing CLC not included)
Staff							
Full Time		8		3			
Part Time		32		9			
Student Workers		2		-			
Total		42		12			
		(Double number of old Cafeteria)					
Support Spaces/Storage/Dock Access							
SQ FT of Dishroom	-	-	1,144	-	178		178
SQ FT of Dock/Receiving	681 (shared)	1,110	1,054	-	-	273	692
Additional Spaces							
	Willow Room (Secondary Dining dining room & secondary kitchen)/ Quiet room (Faculty Dining)	2 other grab and go food service locations with drinks and hot food/ Faculty room (Secondary dining-Includes prep space)	Separate Faculty Dining Area (Faculty Dining)/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 (Faculty Dining) / Separate Social Lounge with lounge seating and small 4 person tables (Secondary Space) /Separate Convenience store (Secondary servery)	Separate Catering Space/ Separate coffee & sandwich area which is open later	
Total Cafeteria SQ FT		13,432	31,437	-	9,832	15,361	14,647