

November 21, 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 #7 Minutes

Summary of the **Cafeteria Programming Meeting #7** held at 10:00 am on November 21, 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
Jorge Tennin, Interim Assistant to Director, College of Lake County
Dory Filiatreault, Counselor, College of Lake County
Margie Alagna, Office Associate, HR College of Lake County
Paul Mackesey, Food Service Consultant, Mackesey and Associated
Steven Brubaker, BRUBAKER
Michael Lundeen, Project Manager, Legat Architects
Ryan Horsman, Associate, Legat Architects
Jackie Rutter, Intern Architect, Legat Architects

ITEMS DISCUSSED

1. Michael confirmed the group received the meeting minutes.
2. Ryan presented a count of toilet rooms in the A and B core and shared the conclusion that there is currently an abundance of toilet rooms and fixtures for the current occupancy. With current plans for the new cafeteria, only approximately 8 total fixtures would be needed to serve the new space and this number would be covered by the current toilet rooms in the A and B core. Therefore toilet rooms no longer need to be included in the programming spreadsheet.
 - a. Legat Architects still needs to consult Illinois Plumbing codes to check wither or not the some of the public spaces count as assembly or not. If so this would change some of the required fixtures counts.
3. The group reviewed the revised draft programming spreadsheet.
 - a. Michael noted the net square footages for kitchen and servery are starting to get closer to the areas the group was aiming for based on the cafeterias the group visited.
 - b. Paul confirmed that with the program and production method being discussed for CLC, the servery and kitchen areas are still a good estimate of square footage.

College of Lake County - Master Plan Projects

Cafeteria Programming Meeting #7Minutes

November 21, 2013, Page 2 of 4

- i. Paul informed the group he created these numbers based on the site visits and adjusting the other college's spaces to accommodate CLC's needs and desires.
 - ii. Paul suggested one way to decrease square footage would be to create more efficient circulation space or shared circulation space between servery and public circulation.
 - iii. Paul confirmed the area of the dishwashing area could decrease by 100-200 SF based on the group's decision not to use china in the dining room.
 - c. Michael asked the group to confirm that no other operational methods for the cafeteria were being considered, because if so it would greatly affect the programming of the spaces.
 - i. Ross confirmed there are no plans to outsource the food operations for the cafeteria, although catering will continue to be outsourced. Ross also mentioned CLC would like to package its own grab and go food for the cafeteria in the future.
 - d. Paul suggested the next steps in programming the servery would be for CLC to decide if any of servery pieces can be combined or eliminated.
 - i. Tracey noted the group is hoping for pizza, bistro, grab and go area to potentially be combined.
 - e. The group discussed the two different types of grab and go serveries and Paul explained operational differences in the two different models.
 - i. JJC model: Island, a majority of storage and staging under counters, can serve both servery and public corridor, would need to be more frequently stocked
 - ii. RFU model: Support room directly behind the space and functioned more as standalone servery, could probably hold all stock for a day and maybe even a week on paper goods.
 - f. Ted expressed concern that the group was programming too large of a cafeteria and the future cafeteria would be too large for what was budgeted in the master plan. It is also significantly larger than the current SF. Ted urged group to investigate ways to decrease the area of the new space.
 - i. Ross noted that JJC's revenue increased with a new cafeteria and asked if it would be worth the effort to create a larger space due to increased revenue.
 - ii. In order to reduce space significantly, either the spaces will need to be sized smaller than what the group saw on the visits or the operation of the kitchen needs to be reviewed/changed.
 - g. The group discussed two areas where square footage could be decreased.
 - i. The number of seats could be decreased dramatically and seating could spill into public spaces. The square footage per person in the dining room could also decrease slightly.
 - ii. The kitchen and servery could decrease in size based on operations.
 - iii. Michael suggested decreasing the space to 200 seats, which would create about 4,000 SF for the dining room and then have 3,000 SF for the servery and 3,000 for the kitchen for a total of 10,000 NSF. This square footage should be a goal in order to keep the same service operations style.
 - iv. Michael indicated that a grossing factor accommodates, non-program space such as stairs, elevators, interior and exterior walls, circulation, toilet rooms, mechanical rooms, electrical rooms, and custodial rooms. The 1.6 grossing factor that has been assigned for the cafeteria is about or below average for the spaces which were visited. The group discussed that the dining room could have two types of circulation, between the tables and a larger main circulation, and how these might play into the grossing factor.
 - v. Michael also confirmed the master plan budgeting considered both gross and net square footages.

College of Lake County - Master Plan Projects
Cafeteria Programming Meeting #7Minutes
 November 21, 2013, Page 3 of 4

- h. Legat Architects will begin to condense the program spaces and determine a proper grossing factor.
- 4. The group reviewed the site service options.
 - a. Legat Architects has consulted with the civil engineers about the site servery and it appears there are no site restrictions know except that a 30ft boundary should be kept from the pond.
 - b. Ryan presented two options showing different turning radiuses and ways for trucks to back up to the building.
 - c. The group agreed the next steps for these site service options is to determine how wide the roads should be and start a cost estimate.
 - d. Paul pointed out this dock would work well for the cafeteria, but if it was serving other areas such as the bookstore, it might not work as well.
 - e. Michael noted the location of the dock would drive the position of the kitchen and servery.
 - f. Michael noted that some of the building options, the dock could be at grade and not need a freight elevator. A passenger elevator may be needed to get from dining to the first floor.
- 5. Steve presented a brief review of previous preliminary design options and presented new scenarios based on the last meeting's comments.
 - a. Scenario E.1
 - i. Similar RFU with two separate serveries. Ross pointed out people would pass through servery to exit the dining space.
 - 1. Tracey suggested the servery be located closer to the pond. Drew also thought the servery closer to the pond would draw people into the space. Steve was concerned that the loading dock would get closer to the pond and this could be a problem.
 - ii. The group also suggested the servery could be an island, but Paul noted the square footage of that second servery would increase in order to keep a visual to the pond by having all storage below counter height.
 - iii. Drew expressed concern over the serveries being located next to the toilet rooms.
 - b. Scenario J.1
 - i. The dock, kitchen, and servery would be at a level that would accommodate deliveries and would be lower than the existing main lobby. A new elevator could serve ADA needs and eliminate the need for ramps near the grand stair. Steve pointed out seating on steps near grand stair.
 - ii. Paul noted that if the kitchen did support catering, the dock location might make it difficult to get the catering to other part of the campus. Tracey noted that most of the catering goes to the auditorium on the lower level.
 - iii. The group liked the idea of the building splaying out to views of the pond.
 - iv. Michael noted concerns over the width of the servery. The group suggested sections near the existing toilet rooms could be expanded out to create more room in the serveries.
 - v. Paul thought this scenario could have a great hall feeling and be good for large events. Tracey also thought the convertible dining would be a useful and frequently used space. Paul pointed out that the convertible dining would most likely need a small support space near it, which could be a part of the secondary servery.
 - vi. The group also mentioned the flow of the space was conducive towards people taking their food to the atrium and garden area. This movement would have less people exiting through the main circulation space and through servery.

College of Lake County - Master Plan Projects

Cafeteria Programming Meeting #7Minutes

November 21, 2013, Page 4 of 4

6. For the next meeting the group will think about spaces that can be eliminated from the program or condensed.
7. The next meeting will be December 5th, 2013. (later canceled)
8. Meeting adjourned.
9. Legat Architects updated cafeteria programming spreadsheet based on comments from the meeting and attached to meeting minutes.

Thank you.

Sincerely,
Legat Architects, Inc.

Jackie Rutter
Michael Lundeen, AIA

JR/ML

ATTACHMENTS 214009.00 MIN ATT 20131121-PDCafeteria Mtg 7
 Attendance Record (1 Page)
 Agenda (1 Page)
 Program Spreadsheet (2 Pages)
 Toilet Count Spreadsheet (1 Page)
 Updated Program Spreadsheet (2 Pages)

cc File: 214009.00 CLC Cafe Bookstore St Act AB core: B3
 Dave Agazzi, College of Lake County
 Jeffery Sronkoski, Legat Architects
 Sylvia Kowalk, Legat Architects

FILENAME 214009.00 MIN 20131121PDCafeteria Mtg7.docx

Attendance Record

ORGANIZATION College of Lake County RE Cafeteria Programming Meeting #7
 PROJECT TITLE Master Plan Projects PROJECT NO. 214009.00
 LOCATION CLC-Grayslake Campus, A261 DATE, TIME November 21, 2013, 10:00 am

NAME	TITLE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
Michael Lurson		Legat		
JACKIE RUTTER		LEGAT		
Paul Mackleson		Mackleson	6085162565	
PASS GARTMANCHE		CLC		
Ted Johnson		CLC		+Johnson@clc.illinois.edu
Tracey Campbell				
DREW MILLER	PROGMGR	CCI	X2019	dmiller1@clcillinois.edu
Margie Aagna		CLC	2216	
Doug Shimizu		CLC	2343	
William A. Vena		CLC	ex-2902	HEM DEPARTMENT
Guth Schaubert		PLC		
RYAN HESMAN		LEGAT		
STEVE BURBANK				

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,	DATE, TIME	November 21, 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

FILENAME 214009.00 AGN 20131114-PDCafeteria Mtg 7.docx

CAFETERIA										
Dining			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	1	Main Dining Room-20 sf/person				400	8,000	1.6	12,800	
Ca	2-3	2 Toilet Rooms ?					800	1.6	1,280	
Dining Subtotal			0	0	0	400	8,800		14,080	
Kitchen			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	4	Kitchen								
Ca	5	Refrigerated Storage					350			2 @ 8 x 22
Ca	6	Dry Food Storage					320			16 x 20
Ca	7	Non Food Storage					160			10 x 16
Ca	8	Hot. Prod/Clock Storage					240			10 x 24
Ca	9	Cold Prep					320			16 x 20
Ca	10	Pot Wash					120			10 x 20
Ca	11	Utensils					64			3 x 21
Ca	12	Ice					64			5 x 12
Ca	13	Dishwashing area					400			13 x 30
Ca	14	Catering Storage					200			12 x 16
Ca	15	1 Work Station				1	48			
Ca	16	Custodial Closet					34			6 x 6
Ca	17	Staging Area					120			
Ca	18	Elevator					56			
Ca	19	Composting					25			
Ca	20	Locker Room					100			
Ca	21-22	2 Toilet Rooms					100			
Ca	23	Catering Office-2 Work Stations				2	150			
Ca	24	Cashier's Work Room				2	100			
Ca	25	Manager's Office-3 Workstations				3	195			
Ca	26	Circulation					564			
Kitchen Subtotal			0	0	0	7	3,730	1.6	5,968	

Servery			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	27	Servery								
Ca	28	Grill Station					200			10 x 20
Ca	29	Salad Bar					140			10 x 14
Ca	30	Grab and Go					112			10 x 11
Ca	31	Deli					198			10 x 20
Ca	32	Pizza & Entrée's					300			10 x 30
Ca	33	Desserts					80			8 x 10
Ca	34	Beverages					240			10 x 24
Ca	35	Cashiers					144			10 x 14
Ca	36	Bistro / extended service					450			18 x 25
		Circulation					1,600			
Servery Subtotal			0	0	0	0	3,464	1.6	5,542	
Cafeteria Total:			0	0	0	407	15,994		25,590	
Adjacencies:										

CLC Plumbing Counts: A&B Wings	Total Without Assembly					
	Male		Female		Total	
	Existing	Required	Existing	Required	Existing	Required
Basement	0	4		4		8
First Floor	27	11		11		22
Second Floor	28	10		10		20

CLC Plumbing Counts: A&B Wings	Total With Assembly					
	Male		Female		Total	
	Existing	Required	Existing	Required	Existing	Required
Basement	0	4		4		8
First Floor	27	18		18		36
Second Floor	28	10		10		20

COLLEGE OF LAKE COUNTY
 GRAYSLAKE CAMPUS EXPANSION
 PROGRAM DEVELOPMENT

REVISED

CAFETERIA										
Dining			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	1	Main Dining Room-20 sf/person				200	4,000			
Dining Subtotal			0	0	0	200	4,000			
Kitchen			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	2	Kitchen								
Ca	3	Refrigerated Storage					350			2 @ 8 x 22
Ca	4	Dry Food Storage					320			16 x 20
Ca	5	Non Food Storage					160			10 x 16
Ca	6	Hot. Prod/Clock Storage					240			10 x 24
Ca	7	Cold Prep					320			16 x 20
Ca	8	Pot Wash					120			10 x 20
Ca	9	Utensils					64			3 x 21
Ca	10	Ice					64			5 x 12
Ca	11	Dishwashing area					400			13 x 30
Ca	12	Catering Storage					200			12 x 16
Ca	13	1 Work Station in Kitchen				1	48			
Ca	14	Custodial Closet					0			Moved to Multiplier-6 x 6
Ca	15	Staging Area-(Kitchen)					120			
Ca	16	Elevator					0			Moved to Multiplier
Ca	17	Composting					25			
Ca	18	Locker Room					100			
Ca	19-20	2 Toilet Rooms					100			
Ca	21	Catering Office-2 Work Stations				2	150			
Ca	22	Cashier's Work Room				2	100			
Ca	23	Manager's Office-3 Workstations				3	195			
Ca	24	Circulation					0			Moved to Multiplier
Kitchen Subtotal			0	0	0	7	3,076			

COLLEGE OF LAKE COUNTY
 GRAYSLAKE CAMPUS EXPANSION
 PROGRAM DEVELOPMENT

REVISED

Servery			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	25	Servery								Provide minimum of 12ft in front of servery station
Ca	26	Grill Station					200			10 x 20
Ca	27	Salad Bar					140			10 x 14
Ca	28	Grab and Go					112			10 x 11
Ca	29	Deli					198			10 x 20
Ca	30	Pizza & Entrée's					300			10 x 30
Ca	31	Desserts					80			8 x 10
Ca	32	Beverages					240			10 x 24
Ca	33	Cashiers					144			10 x 14
Ca	34	Bistro / extended service					450			18 x 25
Ca	35	Condiments					70			
Ca	36	Circulation					1,600			Reduced
Servery Subtotal			0	0	0	0	3,534			
Cafeteria Total:			0	0	0	207	10,610			
Cafeteria Total Multiplier Range:							10,610	1.20	12,732	
							10,610	1.40	14,854	
							10,610	1.60	16,976	
Adjacencies:										

Removed Program/ Program Not Included										
		Faculty Dining Room / Conference Space				100	2,000			
		Additional Dining Room Seating				200	4,000			
		2 Toilet Rooms					800			
		Additional Dining Circulation								
		Additional Servery Circulation					800			
		Basement/ Dock Staging/ Elevator					TBD			