

December 5, 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 #8 Minutes

Summary of the **Cafeteria Programming Meeting #8** held at 10:00 am on December 5, 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
David Agazzi, College of Lake County
Drew Miller, Project Manager, Cotter Consulting
Michele Reynolds, College of Lake County
Lakeisha Lindsey, Project Manager, Cotter Consulting
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
Tom Gourley, 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

ITEMS DISCUSSED

1. The group started the meeting with Ross describing a revised approach to the SF/operation of the kitchen and server. CLC has indicated that it is the intent to stay within 11,000 SF. 1,500-2,000 for the Kitchen + 2,000-2,500 for the servery and 7,000 (350 seats) for the dining.
 - a. Ross described the 4 food stations: Home Cooking, Tacqiera, Cucina and Spice.
 - b. There will be a salad bar that will be back-filled and double sided. This should be connected to the deli area that has made to order sandwiches. The Coffee Cart area will back up to the servery and deli area.
 - c. The group discussed that the 11,000 SF is proposed as total SF, however we need to also add multiplier factor for walls, elevator, dock, corridors, ramps, stairs, and mechanical to make this a true gross SF or total SF. Michael passed out a spreadsheet with a net SF of 10,610 which represented recent direction. (Attached). The GSF of the project at a multiplier of 1.2 equals 12,732, at 1.4 equals 14,854, and 1.6 equals 16,976. Michael indicated that we should expect the

Attendance Record

ORGANIZATION College of Lake County RE Cafeteria Programming Meeting #8
 PROJECT TITLE Master Plan Projects PROJECT NO. 214009.00
 LOCATION CLC-Grayslake Campus, A261 DATE, TIME December 5, 2013, 10:00 am

NAME	TITLE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
✓ LAKEISHA LINDSEY	PM	COTTER CONSULTING	847-543-2985	LINDSEY@CLCILLINOIS.EDU
✓ MARGO ALAGNA	OFFICE ASSOC	CLC	2216	
✓ GIANNA FARLOT	LOCAL FUNDS COORD.	CLC	2633	
✓ WILLIAM A VERA	CHOR	HENKEL	EX 2502	
✓ FRANK HORSMAN	PROJECT ARCHT.	LEGAT	312-756-1281	fhorsman@legat.com
✓ JON FILIATREULT		CLC		
○ TOM COURNEY		CLC	224-510-0116	TCOURNEY@CLCILLINOIS.EDU
✓ LYNTH SCHAMM		CLE		
✓ DOUG SHIMIZU		CLC	2343	
✓ ROSS COURTEMANCHE		CLC		
✓ PAUL MACKLEY		MACKLEY		
✓ TRACEY CAMPBELL			2424	tcampbell
✓ BRUNSTEN			312-201-0995	
✓ MICHAEL LINDSEY		LEGAT		
✓ TED JOHNSON	CLC		ex 2247	TJohnson@clc.illinois.edu
✓ MICHELE REYNOLDS	CLC		ext. 2221	michele.reynolds@clc.illinois.edu
✓ DREW MILLER	PRG DIR	CLC	x2019	dmiller1@clc
✓ DAVID AGAZZI				

COLLEGE OF LAKE COUNTY
 GRAYSLAKE CAMPUS EXPANSION
 PROGRAM DEVELOPMENT

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				350	7,000			
Dining Subtotal			0	0	0	350	7,000			
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					0			
Ca	4	Dry Food Storage					0			
Ca	5	Non Food Storage					0			
Ca	6	Hot. Prod/Clock Storage					0			
Ca	7	Cold Prep					0			
Ca	8	Pot Wash					0			
Ca	9	Utensils					0			
Ca	10	Ice					0			
Ca	11	Dishwashing area					0			
Ca	12	Catering Storage					0			
Ca	13	Custodial Area					9			3'x3'
Ca	14	Staging Area-(Kitchen)					120			
Ca	15	Elevator					0			Moved to Multiplier
Ca	16	Composting Bin					8			40-55 gallon trash bin
Ca	17	Lockers--16 lockers-12"x36"					8			Existing 12 lockers
Ca	18	Kitchen Office-2 Work Stations (Catering and Chef)				2	80			Overlook kitchen
Ca	19	Cashier's Work Room				1	80			Safe, table, chair
Ca	20	Manager's Office-1 Workstation				1	100			Adjacent/overlook to servery
Ca	21	Circulation					0			Moved to Multiplier
Kitchen Subtotal			0	0	0	4	2,000			

COLLEGE OF LAKE COUNTY
GRAYSLAKE CAMPUS EXPANSION
PROGRAM DEVELOPMENT

Servery			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Ca	22	Servery (To be updated)								Provide minimum of 12ft in front of servery station
Ca	23	Salad Bar								
Ca	24	Grab and Go								
Ca	25	Deli								
Ca	26	Pizza & Entrée's								
Ca	27	Desserts								
Ca	28	Beverages								
Ca	29	Cashiers								
Ca	30	Barista/ Sandwich station								
Ca	31	Condiments								
Ca	32	Circulation								
Servery Subtotal			0	0	0	0	2,000			
Cafeteria Total:			0	0	0	354	11,000			
Cafeteria Total Multiplier Range:							11,000	1.20	13,200	
							11,000	1.40	15,400	
							11,000	1.60	17,600	
Adjacencies:										

Removed Program/ Program Not Included										
		Faculty Dining Room / Conference Space				100	2,000			
		Additional Dining Room Seating				50	1,000			
		2 Toilet Rooms					800			Existing toilets will accommodate new space
		Additional Dining Circulation								
		Additional Servery Circulation					800			
		Basement/ Dock Staging/ Elevator					TBD			
		2 Staff Toilet Rooms					100			Staff will use public toilets to change
		1 Work Station in Kitchen				1	48			
		Grill Station in Servery								

