October 7, 2014

Mr. Bruce Locke
Capital Development Board
James R. Thomson Center
100 West Randolph Street, Suite 14-600
Chicago, IL 60601-3283

Re: College of Lake County
Student Services AEC Waukegan
Lakeshore Campus, Waukegan, Illinois
CDB Project Number: 810-056-024
Architect’s Project Number: 213007.10
Meeting Minutes: CLC – Lakeshore Campus Open Forum Meeting

Summary of the Meeting held at 2:30 p.m. on Thursday, October 2nd, 2014, at the CLC-Lakeshore Campus, Waukegan, Illinois. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

David Agazzi…………………………… Vice President, Administrative Affairs, College of Lake County (CLC)
Dr. Al Baldwin…………………………………………Dean, Lakeshore Campus, College of Lake County (CLC)
Joann Jacobs…………………………… Testing Manager, Lakeshore Campus, College of Lake County (CLC)
Floyd Halsey…………………………….Judicial Services, Lakeshore Campus, College of Lake County (CLC)
Doreen Robinson…………………………Secretary, Lakeshore Campus, College of Lake County (CLC)
Jasmine Sosa…………………………….SSC, Lakeshore Campus, College of Lake County (CLC)
Renee Jones………………………………………… SSC, Lakeshore Campus, College of Lake County (CLC)
Bob Rickert……………………………………...Art Facility, Lakeshore Campus, College of Lake County (CLC)
Tracey Hoy……………………………………..Math Facility, Lakeshore Campus, College of Lake County (CLC)
Cathy Colton………………………………..English Facility, Lakeshore Campus, College of Lake County (CLC)
Paul McNulty………………………...Touring Coordinator, Lakeshore Campus, College of Lake County (CLC)
Michelle Carter…………………………..Facility, Lakeshore Campus, College of Lake County (CLC)
Nedra Adams-Soller………………..Communication Facility, Lakeshore Campus, College of Lake County (CLC)
Ali Mata………………………………..Counseling Facility, Lakeshore Campus, College of Lake County (CLC)
Mary Lynn Carver……………………….. Adult Ed Facility, Lakeshore Campus, College of Lake County (CLC)
Richard Maghirang……………………........Student Services, Lakeshore Campus, College of Lake County (CLC)
Arlene Santos……………………………..Interim Dean, Lakeshore Campus, College of Lake County (CLC)
Nidia Ortiz………………………………..Senior Admin Asst., Lakeshore Campus, College of Lake County (CLC)
Lina Brandonisio………………………..Senior Clerk Bookstore, Lakeshore Campus, College of Lake County (CLC)
Joni Gruber…………………………………..Office Asst. Dental, Lakeshore Campus, College of Lake County (CLC)
Jan Salvadorini…………………………..Clinic Coordinator, Lakeshore Campus, College of Lake County (CLC)
Sue Nierstheimer…………………………..Facility, Lakeshore Campus, College of Lake County (CLC)
ITEMS DISCUSSED

1. Introductions
   a. David Agazzi welcomed participants, outlined the purpose of the meeting.

2. CLC’s mission and Project Goals
   a. CLC’s mission and Project Goals were reviewed (attached). David Agazzi asked the attendees what they think will make this project a success. Following are the ideas brought up by the participants:
      i. Students should come first.
      ii. Lakeshore Campus should not to be a “stepchild”.
      iii. Students should have the option to graduate with all the courses offered at Lakeshore Campus.
      iv. Students and Faculty should prefer to come to Lakeshore Campus.
      v. This campus should offer all courses.
      vi. An increase in the student graduation at this campus is desirable.
      vii. Everyone should feel safe and protected with no fear at this campus.
      viii. People should stop making “due”.
      ix. Faculty/staff at this campus should feel comfortable.
      x. Faculty/Staff at Lakeshore would like to see that the CLC administrators are committed to the completion of this project.
      xi. Faculty/Staff at Lakeshore would like to see that all stakeholders are committed to the completion of this project.
      xii. The Lakeshore campus should be thriving and inclusive of the student life population.
      xiii. When the faculty is hired to come to the Lakeshore campus, they should feel happy about it.
      xiv. Faculty, staff and students at the Lakeshore campus should feel proud of the campus and the new developments.
      xv. Spaces in the new building should have as many windows as possible.
xvi. A food venue should be incorporated into the CLC Lakeshore campus developments. Jeffrey Sronkoski stated that the City of Waukegan encourages the students to use the local restaurants in lieu of having a full service CLC Cafeteria at this campus. Several CLC attendees stated that the cost of using the local restaurants is prohibitive for most students, and that perhaps different food service options should be explored further.

3. Design Process Overview & Schedule
   a. David Agazzi reviewed the Design Process and the Project Schedule (attached). Milestone deadlines were highlighted to complete Schematic Design Phase and submit to CDB on February 15, 2015.

4. Programming Requests/Project Scope Overview were briefly reviewed (attached).
   a. It was agreed that the scope of the work related to ABE, GED, ESL and Library components might have to be revised. In addition, further review of the following will be necessary:
      - Student Success Space and the Opportunity for the Gallery Space or Art Display.
      - Fitness Space/Room
   b. It was agreed that user group meetings to assess the revised needs of the above will be scheduled during the Schematic Design Phase.
   c. It was noted that as the project develops and as the existing conditions are discovered in detail, the scope of work might need to be adjusted in order to align with the established project budget.

5. David Agazzi briefly reviewed the Schematic Design Process, stakeholders’ workshops, design concepts and program budget alignments.
   a. This project will follow CDB standards and comply with all of the CDB requirements.
   b. The applicable codes will also be followed.
   c. Since this building will be Platinum, the LEED Checklist was briefly mentioned and will be followed (attached).
   d. It was agreed that this will be a collaborative design process.

6. The Role of the Stakeholders & their participation were discussed. Rose Pecoraro (from CLC) will coordinate the invitations for the meetings and will send out the invitations. Following parties will be involved in the process:
   a. The CDB
   b. CLC teams (administrators, faculty etc.)
   c. City of Waukegan – code requirements
   d. Community Groups

7. Budget Overview – The preliminary budget established during Programming Analysis was briefly reviewed (attached).
8. David Agazzi informed the participants that both the meeting minutes and the slides of the presentation will be posted at CLC’s website. In addition, the Programming Analysis Book is available at the website.

9. General Discussion
   a. Some of the participants asked if there will be a loading dock, community room, “green space/landscape” in the scope of new work. These will be incorporated into the design.
   b. David Agazzi reminded the team that the city requires the new building to be at least six stories high at the former Madison Avenue restaurant site and the former News-Sun site, both of which are located on Sheridan Road.
   c. David Agazzi confirmed that no work will be done in the 1 North Genesee Building as part of this project.

Please notify us within seven (7) calendar days of any necessary additions or corrections. Thank you.

Sincerely,

Legat Architects, Inc.

Burcin Moehring, AIA, LEED AP BD+C
Director of Science and Technology

BM/BM

**ATTACHMENTS**

- Meeting Agenda 20140917
- Attendance Record 20140917
- Slides from the presentation

**CC**

- Bruce Locke (CDB)
- Legat Architects team
- All Attendees

File: 213007.10
October 2, 2014

**Agenda**

1. Introductions and Purpose of the Meeting
2. CLC’s mission and Project Goals – What will make this project success?
3. Design Process Overview & Schedule
4. Programming Requests/Project Scope Overview
   a. Site Work/Renovation/New Construction
5. Schematic Design
6. The Role of the Stakeholders & their participation
   b. CDB
   c. CLC teams (administrators, faculty etc.)
   d. City of Waukegan – code requirements
   e. Community Groups
7. Brief Budget Overview
8. Next Steps in the Project Execution
OPEN FORUM MEETING
OCTOBER 2, 2014

AGENDA
1. Introductions & Purpose of the Meeting
2. CLC’s mission & Project Goals
   a. What will make this project a success?
3. Design Process Overview & Schedule
4. Programming Requests/Project Scope Overview
   a. Site Work / Renovation / New Construction
5. Schematic Design
6. The role of the stakeholders & their participation
   a. CDB
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   c. City of Waukegan - code requirements
   d. Community Groups/Partnerships
7. Brief Budget Overview
8. Next Steps & Project Execution

2. COLLEGE OF LAKE COUNTY’S MISSION & PROJECT GOALS
   • FULL SERVICE CAMPUS
   • ABILITY TO EXPAND DEGREES AT LAKE SHORE
   • DAILY DESTINATION FOR STUDENTS
   • UNIFIED CAMPUS SETTING
   • ACADEMIC PROGRAM FOCUS
   • SUSTAINABLE DESIGN

3. Design Process Overview & Schedule
4. Programming Requests/Project Scope Overview
   a. Site Work / Renovation / New Construction
5. Schematic Design
6. The role of the stakeholders & their participation
   a. CDB
   b. CLC Teams (Administrators, faculty, etc.)
   c. City of Waukegan - code requirements
   d. Community Groups/Partnerships
7. Brief Budget Overview
8. Next Steps & Project Execution

4. Schematic Design
5. The role of the stakeholders & their participation
   a. CDB
   b. CLC Teams (Administrators, faculty, etc.)
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7. Brief Budget Overview
8. Next Steps & Project Execution


PROJECT HISTORY

- **1993**: CLC identifies a New Student Services Building at the Grayslake Campus in its "RAMP FY 1993" Submission to the ICCB.
  - Area: 123,874 SF
- **2006**: CLC identifies the New Student Services/Adult Education/Lifelong Learning Center at the Lakeshore Campus in its "RAMP FY 2008" Submission to the ICCB.
  - Area: 118,024 SF
- **2012**: CLC Board and the CAB Select Legat Architects to Design the Lakeshore Campus Expansion with a Total Project Budget of $47,902,961.
- **2013**: Governor Quinn Announces Release of Funding for the Project.

City of Waukegan Master Plan and Design Guidelines

Master Plan Background

- **2003**: Urban Land Institute
- **2003**: January creation of the plan begins
- **2003**: July city council adoption of the plan
- **2005**: Master Plan awards

Design Guidelines

- The guidelines outline specific regulations for the districts, building types, streets, and open spaces within the Downtown and Lakefront area.
- Downtown uses will include a mix of commercial, retail and entertainment activity. Waukegan's downtown will build on its history and its lakefront location, providing a lively and attractive district with diverse uses and users. A significant amount of new residential use in the downtown will be balanced by retail, office, entertainment, education and cultural uses.
Downtown District Design Guidelines

- Land Use
  - Land uses should support the intent and character of the downtown district. A mix of uses is encouraged.
  - Sheridan Road is the face of Waukegan, vacant sites here provide an opportunity to create signature high density residential and mixed-use development with supporting retail services to be located at the ground floor.
  - Genesee Street should be strengthened with retail, entertainment and mixed-uses.
  - Government and office uses should be focused along County Street and Martin Luther King Avenue.

EXISTING SITE CONDITIONS

SITE HISTORY

SITE - EXISTING CONDITIONS
4. SCOPE OF WORK

- One-stop Student Services
- Expand General Education offering
- Relocation Adult Education (Administration Only)
- Expand Science (New Chemistry Lab)
- Food Service
- Relocation Child Care and Police

4. PROGRAMMING REQUESTS

- Major Program Components
  - Existing Facilities
    - Repurposing for New Classrooms
    - Repurposing for New Faculty Offices
    - Modernization of Restrooms and Public Spaces
    - Unionization of Existing Building Facades
    - Purchase of City Parking Garage
SCENARIO 1 – LEVEL 1

4. EXAMPLES FROM PROGRAMMING

5. SCHEMATIC DESIGN

- STAKEHOLDER’S WORKSHOPS
- DESIGN CONCEPTS
- PROGRAM BUDGET ALIGNMENTS
- FINAL RECOMMENDATIONS
Next Steps

OCTOBER 2, 2014

LEGAT ARCHITECTS