November 3, 2014

VIA EMAIL

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 Core Group Meeting

Summary of the Meeting held at 8:30 a.m. on Thursday, October 30th, 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)
Ali O’Brien……………………………….……Dean Library, Lakeshore Campus, College of Lake County (CLC)
Roland Miller…………….………Dean Community Accts, Lakeshore Campus, College of Lake County (CLC)
Maureen Robinson……………………………Bio Division, Lakeshore Campus, College of Lake County (CLC)
Patrick Peyer…………………………..Dean Enrollment, Lakeshore Campus, College of Lake County (CLC)
Karen Hlavin……………………..……Assoc. VP Student, Lakeshore Campus, College of Lake County (CLC)
Christina Carpenter…………………………….Development, Lakeshore Campus, College of Lake County (CLC)
David Achroid…………………Director of User Services, Lakeshore Campus, College of Lake County (CLC)
Greg Evans……………………………………………………Lakeshore Campus, College of Lake County (CLC)
Arlene Santos………………………….….…Interim Dean, Lakeshore Campus, College of Lake County (CLC)
Tom Guenthor…………………………….Chief of Police, Lakeshore Campus, College of Lake County (CLC)
Burcin Moehring…………………. Project Manager / Director of Science & Technology, Legat Architects (Legat)

ITEMS DISCUSSED

1. David Agazzi gave updates from the CLC Board meeting which was held on October 27th. He stated that the Board is pleased with the progress of the SS-AEC Waukegan project and is in favor of moving forward with the SS-AEC Waukegan project.
2. Collaborative Design Workshop:

Everybody at the meeting was invited to participate in the design workshop. Two potential design options with the programmed spaces were discussed by using 3-D isometric views, diagrammatic building sections and programmed areas/floor plan diagrams. Options with the new building on the south side of Madison Street and with possible relationships/adjacencies between the spaces and stacking options were reviewed together. Legat team will study desirable stacking and blocking options further based on the CLC team’s input. Refer to attached images for various program stacking options.

   a. Option A – 6 story new building, on the south side of Madison Street and the Children’s Learning Center is on the north of Madison Street (attached). The advantage of this scheme is that the science labs with fume hoods are at the top floor where easy exhaust/ventilation requirements can be met. In addition, the children’s play area is a protected area. The disadvantage of Option A is that it does not take advantage of the site slope and the Sheridan Road frontage.

   b. Option B – 6 story new building, on the south side of Madison Street, the Children’s Learning Center is on the north of Madison Street and it is a version of Option A (attached). The advantage of this scheme is that the Community Room is at the top floor with great views and daylight. In addition, this option takes advantage of the site slope and the Sheridan Road frontage.

3. General Discussion

   a. Teams discussed both options as well as the advantages and the disadvantages. CLC teams prefer Option B due to the vertical stacking arrangement.

   b. David Agazzi indicated that the number of administrative spaces at Lakeshore Campus seem more than the offices at Grayslake Campus. He asked CLC teams to review this matter and revise the number of required administrative offices.

   c. The possibility of locating the Art Gallery in the 31 North Genesee Building was discussed even though this building is not in the scope of the CDB contract.

   d. The possible location for the loading dock is behind, east of 33 North Genesee Building was discussed. Also, the possibility of locating it between the parking structure and the building off Sheridan Road.

   e. CLC team requested to have the IT Offices as enclosed office spaces.

   f. David Agazzi asked each department head to review their departmental program elements in detail in an effort to reduce the desired square footage. It was agreed that one of the goals for the next meeting was to review suggested reductions.

   g. It was noted that as the project develops and as the existing conditions are discovered in detail, the scope of work will be adjusted in order to align with the established project budget.

4. Next Steps: It was agreed that the Legat team will develop Option B on the south side further and incorporate the favorable features and input from the users.

Burcin Moehring briefly informed the teams about the following:
a. CLC and Legat will meet with the City of Waukegan on October 30th to review the status of the project
b. Legat team is working with the cost estimator to get revised Programming Analysis cost estimate
c. Legat team will continue to revise the program spaces for the “Library”, “ABE”, Tutoring and Testing based on CLC team’s input.
d. Comprehensive Plans of the entire scope of the project including new construction, renovation, Pedestrian street developments on Madison Street and at the alley will be reviewed with the CLC teams.
e. Zoning variance related milestone dates were reviewed:
   - December 8 – mtg w/ City
   - December 15 – application
   - January 8 – Review by P & Z

5. The next Core Group meeting is scheduled to take place on November 7th.

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
  Attendance Sheet
  Meeting Agenda 20140917.10
  2 design options from the collaborative design workshop

CC
  All Attendees
  Bruce Locke (CDB)
  Legat Architects team
  File: 213007.10
# Attendance Record

**ORGANIZATION**  
CDB / College of Lake County

**RE**  
CLC Core Group Meeting

**PROJECT TITLE**  
CDB CLC SS-AEC Waukegan

**PROJECT NO.**  
213007.10

**LOCATION**  
CLC Lakeshore Campus

**DATE**  
October 30, 2014

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<td>David Agazzi</td>
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<td>Tom Guenther</td>
<td>Chief of Police</td>
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Meeting Agenda

1. Updates from CLC Board the meeting
2. Collaborative Design Workshop
3. Next Steps: Schematic Design Schedule/Work Plan & Prep for the meeting with the City of Waukegan