October 4, 2013

Bruce Locke
Senior Project Manager
Capital Development Board of Illinois
100 West Randolph Street, 14th Floor
Chicago, IL  60601

Re:  CLC Lakeshore Campus Expansion
Construct Student Services / Adult Education Center, Waukegan
CDB Project Number: 810-056-024
Architect’s Project Number: 213007.00

Meeting Minutes

Summary of a Programming Kick-off meeting held at 8:30 AM on Friday, October 4th at the CLC Lakeshore Campus, Room S304. 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 ATTENDENCE

David Agazzi, Vice President, Administrative Affairs  College of Lake County (CLC)
Ted Johnson, Director of Construction Management  College of Lake County (CLC)
Al Baldwin, Dean of Lakeshore Campus  College of Lake County (CLC)
Deb Jezuit, Director of Nursing  College of Lake County (CLC)
Greg Evans, Director of Facilities Administration  College of Lake County (CLC)
Pat Argoudelis, Bookstore Manager  College of Lake County (CLC)
Kamlesh Sanghvi, Chief IT Officer  College of Lake County (CLC)
Arlene Santos-George, Assistant Director of Ed. Affairs  College of Lake County (CLC)
Karen Hlavin, Associate VP of Student Development  College of Lake County (CLC)
Steve Holman, Dean, Biological & Health Sciences Div.  College of Lake County (CLC)
Andrea Burruss, Counselor  College of Lake County (CLC)
Nedra Adams-Soller, Faculty (Communications)  College of Lake County (CLC)
David Weatherspoon, Director of Student Services, LSC  College of Lake County (CLC)
Angela Norwood, PBT Department Chair  College of Lake County (CLC)
Lakeisha Lindsey, Project Manager  Cotter Consulting, Inc. (Cotter)
Drew Miller, Program Manager  Cotter Consulting, Inc. (Cotter)
Scot Parker, Project Manager  Legat Architects (Legat)
Michael Lundeen, Programmer  Legat Architects (Legat)
Vuk Vujovic, Director of Sustainable Design / Project Manager  Legat Architects (Legat)
ITEMS DISCUSSED

1. Introductions
   a. CLC and Legat welcomed participants, outlined the project and purpose of the initial programming kick-off meeting.
   b. Educational committee members introduced themselves and their respective roles on the project.
   c. Legat presented meeting agenda.

2. Presentation
   a. Legat reviewed Lakeshore Campus history and project history (see attachment).

3. Programming Process
   a. Legat reviewed programming process and goals.
      i. The suggested process for programming after the kickoff meeting is as follows:
         1. Round 1
            a. Space Needs Sub-committee Interviews (Week of Oct. 7th)
            b. Interview Documentation (minutes)
            c. Begin Program Spreadsheets
         2. Round 2
            a. Space Needs Sub-committee Interviews (Week of Oct. 21st)
            b. Interview Documentation (minutes)
            c. Complete Program Spreadsheets
         3. Develop Adjacency Diagrams
         4. Develop Blocking & Stacking Diagram Options
         5. Complete Cost Estimate and Budget Confirmation
         6. Present Findings
         7. Make Revisions and Prepare Final Documentation

4. Sub-Committees Structure
   a. Legat suggested the following sub-committee structure:
      i. Renovations - including re-purposed classrooms and faculty offices, rest rooms/public spaces and exterior modernization.
      ii. Adult Basic Education, GED and ESL
      iii. Chemistry and Biology Labs, Prep and Storage
      iv. Health Sciences – including Nursing, etc.
      v. Learning Resource Center
      vi. Student Development – including Children's Learning Center, Student Services/Enrollment Center, Student/Community Space
      vii. Administrative Services – including Bookstore and Food Service
      viii. Administrative Offices
      ix. Partnership Space
      x. Technology
b. CLC and Legat will confirm if above represents the final list of required sub-committees.

5. Discussion
   a. Participants were asked to define what their vision of future campus is, what they would like this project to accomplish and improve relative to current campus operation. The following comments were provided, suggesting that the new Campus should embody and/or realize the following concepts:
      i. Make a good “first impression” on students and visitors.
      ii. Create a campus-like environment with a common “look and feel”.
      iii. Become a destination for students.
      iv. Incorporate buildings, landscape and hardscape that is easy to maintain.
      v. Offer comprehensive set of academic programs and student services.
      vi. Meet all student needs at one location.
      vii. Provide a “one-stop-shop” where students can attend classes and get a degree at one location.
      viii. Create educational environment where students will want to be all day to study, socialize, read, eat and exercise.
      ix. Support student wellness and fitness programs.
      x. Provide safe and secure 24-hours a day and have more visible security/police officer presence.
      xi. Enable easy and secure access to parking within walking distance.
      xii. Maintain existing sense of community on campus.
      xiii. Maintain current accessibility to staff and faculty.
      xiv. Be connected to local community.
      xv. Include spaces that can be used (rented) by the members of the local community.
      xvi. Be a sustainable urban campus that promotes sustainable living and learning about environmentally-friendly practices, renewable energy and sustainability.
      xvii. LEED Platinum campus that is highly energy efficient.
      xviii. Reduce impact on natural environment.
      xix. Have buildings with operable windows, systems enabled for natural ventilation.
      xx. Have strong visual and spatial connection to Lake Michigan.
      xxi. Provide outdoor student spaces for study and socializing.

b. CLC noted the Hospitality/Culinary programs will be located at the Grayslake campus. This will help reinforce Lakeshore’s campus focus on the Health and Science programs.

c. CLC noted the new campus will promote partnerships with Rosalind Franklin University of Medicine and Science and other institutions to enable transfer programs.

6. Schedule
   a. CLC and Legat noted the programming process will be completed before December 31, 2013.
   b. CLC and Legat will schedule two rounds of meetings with individual sub-committees.
c. CLC will confirm all individuals that should be involved in the programming process.
d. Legat noted it is critical to condense sub-committee meetings into as few days as possible to maintain the project schedule:
   i. Schedule multiple, "back-to-back" programming sessions on two or three days during the weeks of October 7th, 14th, 21st and/or 28th are preferred.
   ii. The interviews should be either one-hour or 1-1/2 hour long, depending on the sub-committee needs and structure.

7. Next steps:
   a. Schedule sub-committee programming meetings before the end of October, 2013 (CLC/Legat).
   b. Confirm list of participants (CLC/Legat).

Thank you.

Sincerely,
Legat Architects, Inc.

Vuk Vujovic, LEED BD+C

ATTACHMENTS

Educational Committee Kick-off Presentation (213007.00 PPT 20131004-PRO EPC K.PDF)

CC

All Attendees
Bruce Locke, Capital Development Board of Illinois
Jeffrey Sronkoski, Legat Architects
Burcin Moehring, Legat Architects
Steve Brubaker, Legat Architects

File: 213007.00:B3

FILENAME

213007.00 MIN 20131004-PRO EPC K.DOCX
College Lake County

LAKESHORE CAMPUS EXPANSION

EDUCATIONAL PROGRAMMING COMMITTEE KICKOFF MEETING

OCTOBER 4, 2013

LEGAT ARCHITECTS
A G E N D A

1. Introduction
2. What is Programming?
3. Roles & Responsibilities
4. Overall Process
5. Lakeshore Campus History
6. Project History
7. Initial CLC Thoughts
8. Visioning Session
9. Next Steps.... Schedule sub-committee meetings
INTRODUCTION

WHAT IS PROGRAMMING?

• Beginning of the Design Process

• Visioning

• Goals and Objectives

• Establishment of Space Needs

• Adjacencies, Blocking and Stacking

• Budget Confirmation
INTRODUCTION

ROLES & RESPONSIBILITIES

Programming Phase

- Community Programming Committee
  - Input and Feedback
  - Sense of Place
  - Local Culture

- Educational Programming Committee
  - Space Needs
  - Adjacencies, Blocking & Stacking
  - Budget Confirmation

Design Phases

- Schematic Design
- Design Development
- Construction Documents
- Bidding and Negotiations
- Building Construction
- Construction Administration

College Lake County

LAKESHORE CAMPUS EXPANSION
DESIGNation
An approach that seeks appropriate responses to constituent needs as the design process unfolds.

[Diagram showing the overall process with stages such as Initiation, Interpretation, Elaboration, Documentation, Valuation, Realization, Synchronization, Constituent Input & Feedback, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction Administration, Commissioning]
LAKE SHORE CAMPUS HISTORY

2012
- Purchase of News-Sun Site at 34 Sheridan Road
- Purchase of Madison Ave. Restaurant Site at 100 W. Madison

2011
- Purchase of 122, 126 & 128 W. Madison

1981
- Purchase of the Heinz Department Store at 111 N. Genesee

2009
- Dental Clinic Renovation on 1st Floor at 111 N. Genesee

2005
- Purchase of the Building at 31 N. Genesee

1995
- Purchase of the Globe Department Store at 33 N. Genesee
PROJECT HISTORY

- **1993**: CLC Identifies a New Student Services Building at the Grayslake Campus in its “RAMP FY 1995” 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
- **2011**: CLC Issues RFQ for Architectural Services for the Design of the Lakeshore Campus Expansion
- **2012**: CLC Board and the CDB 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.
INITIAL CLC THOUGHTS

• Full Service Campus
• Ability to receive a Degree at Lakeshore
• Daily Destination for Students
• Unified Campus Setting
• Academic Program Focus, such as Healthcare
• Sustainable Design
QUESTIONS ASKED OF THE COMMUNITY PROGRAMMING COMMITTEE

• What does the downtown Waukegan CLC campus mean to you and the community?

• How do you envision this project contributing to the revitalization of the downtown area?

• How would you define a successful project when completed?
NEXT STEPS

• Confirm sub-committees

• Schedule sub-committee programming meetings
NEXT STEPS

- **Renovations**
  (re-purposed Classrooms and Faculty Offices, Rest Rooms/Public Spaces and Exterior Modernization)
- **Adult Basic Education, GED and ESL**
- **Chemistry and Biology Labs, Prep and Storage**
- **Health Sciences** (Nursing, etc.)
- **Learning Resource Center**
- **Student Development**
  (Children's Learning Center, Student Services, Enrollment Center, Student/Community Space)
- **Administrative Services** *(Bookstore and Food Service)*
- **Administrative Offices**
- **Partnership Space**
NEXT STEPS

Round 1
- Space Needs Sub-committee Interviews (Week of Oct. 7th)
- Interview Documentation (minutes)
- Begin Program Spreadsheets

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- Develop Adjacencies Diagram
- Develop Blocking & Stacking Diagram Options
- Complete Cost Estimate and Budget Confirmation
- Present Findings
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THANK YOU!