October 28, 2013

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
   Architect’s Project Number: 213007.00
   Lakeshore Campus Expansion Programming Meeting Minutes

Summary of the Administrative Office Programming Meeting held at 9:30 am on October 28, 2013 at College of Lake County-Lakeshore Campus, Room 1NG 325. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Dr. Al Baldwin, Dean, Lakeshore Campus, CLC
David Weatherspoon, Director, Student Services, CLC
Arlene Santos-George, Director, Educational Affairs, CLC
Kam Sanghvi, ITS, CLC
Ted Johnson, Director, Construction Management, CLC
Drew Miller, Program Manager, Cotter Consulting
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief introduction and overview of the programming process.
2. There is an opportunity to improve procedures as we consider the program needs for the new LSC Administrative Office.
3. The Reception Area needs to be able to limit access and control traffic to the more private areas.
4. A Meeting Room with table seating for 8-10 people is needed.
5. The existing Work Room is not laid out well; the idea of a Work Room/Break Room as discussed with the Standards Committee will be considered for the Administrative Office. Storage cabinets in this room could be provided for paper, office supplies, toner, etc.
6. The following Workstations are needed:
   a. Work Study (5-6); one of these stations could be used for student IDs.
   b. Administrative Secretary (adjacent to Dean’s Office)
   c. Senior Clerks (3)
      1) All three clerks work at the same time, are cross-trained, and need to adjacent to the Dean’s Office
      2) Provide reception and campus information duties; perhaps the information duties could occur outside the Administrative Office for a more visible location.
      3) Imaging responsibilities.
6. A central mail station needs to be accommodated, perhaps in the Work Room/Break Room; all LSC mail is delivered to 33NG, sorted by the Senior Clerks, and then distributed to all 3 buildings.
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8. Private offices are needed for:  
   a. Dean (Dr. Baldwin).  
   b. Specialist.  
   c. Special Projects Coordinator (Johaan).  
   d. Judicial/WPID (Becky). An office in the Administrative Office for this position needs to be further discussed.  
   e. The above offices do not need to be adjacent to each other.  

9. Reception/Waiting Area with 4-6 chairs.  

10. Partnership space for Rosalind Franklin University of Medicine, Northern Illinois University and other potential partners was discussed; Arlene will look into this further and provide input for our next meeting.  

11. Community Space is being included as part of the Student Services sub-committee.  

12. The idea of a central LSC copy/printing services shop was discussed.  

13. The locations of networked copy machines needs to be considered for the Administrative Office, as well as other renovated and expanded locations at LSC; John Alfano at Campus Services should be consulted. Students can currently send work from home to a LSC copier and they are still asking for a fax capability.  

14. Next meeting: Monday, November 18, 9:30 am, 1NG 325.  

15. Meeting Adjourned: 11:15 am  

Thank you.  

Sincerely,  
Legat Architects, Inc.  

Jeffrey Sronkoski, AIA, LEED AP  
Principal  

JFS  
ATTACHMENTS  

CC: File: 213007.00 CLC Lakeshore Master Plan: B3  
FILENAME: CLCLakeshore MIN 20130923-AdminOffice.docx