Summary of the **Adult Basic Education, GED and ESL Programming Meeting** held at 10:30 am on October 21, 2013 at College of Lake County-Lakeshore Campus, Room S206. 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**

- Raiana Mearns, Dean of ABE/ESL/GED, CLC
- Anna Kan, Faculty/Chair of ABE/ESL/GED, CLC
- David Weatherspoon, Director, Student Services, CLC
- Arlene Santos-George, Assistant Director of Educational Affairs, CLC
- Ted Johnson, Director, Construction Management, CLC
- Jeffrey Sronkoski, Principal, Legat Architects

**ITEMS DISCUSSED**

1. Jeff gave a brief introduction and overview of the programming process.
2. Raiana presented an organization chart of the ABE/ESL/GED division; Jeff indicated that he would use this chart to draft a list of program spaces in time for the next meeting.
3. The existing Lakeshore Campus was discussed. More of a campus feeling is desired as all of the academic groups want to be part of the College. In some cases, there is a feeling of isolation and fragmentation because of the current configuration of buildings and access to same. More options are needed for food service on campus.
4. Raiana is open to potential integration and cross-training ABE/ESL/GED staff for registration and testing with other Student Services operations. However, there is no financial aid for ABE students and testing is also quite different. PeopleSoft issues have to be considered and overall integration has to be vetted.
5. An Intake area is needed for testing and registration.
6. An Orientation Room for 24 students is needed.
7. A dedicated Testing Room with 24 computer stations is needed as the division is moving to computerized testing; 2-3 paper testing stations will still be needed.
8. Two Computer Labs, each with 30 stations and separate from the Testing Room, are needed. The GED classes will be held in a Computer Lab with two classes scheduled during the day and two during the evening.
9. While many or most of the ABE/ESL/GED will be moving from the Grayslake Campus to the Lakeshore Campus, it has yet to be confirmed if any of these programs will remain in Grayslake.
10. ABE/ESL/GED instructional materials will be going on-line, so there is no issue with sharing classroom space.
11. Classroom space should be flexible for computer and non-computer use. Perhaps either computer carts or desks with recessed monitors could be considered.
12. Classroom sections are moving from a 16-week semester to a 12-week semester, resulting in longer classes.
13. Raiana will work through a “test schedule” of class offerings for the ABE/ESL/GED division.
14. A meeting room for ten is needed.
15. Ample storage is important as records have to be retained for five years; perhaps a high density storage system could be considered to be more efficient with this space.
16. Occasionally, training meetings for 125 ABE instructors from around Lake County are hosted by the College; Jeff indicated that these meetings could perhaps be held in a shared community space in the project.
17. Next meeting: Monday, November 4, 2013, 10:30 am to Noon.
18. Meeting Adjourned: Noon

Thank you.

Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS
Attendance Record (1 Page)

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