December 3, 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 Children’s Learning Center Programming Meeting held at 3:00 pm on December 3, 2013 at College of Lake County-Lakeshore Campus, Room 1NG 309. 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

Sandra Groeninger, Director, Children’s Learning Center, CLC
Carlotta Conley, Coordinator, LSC Children’s Learning Center, CLC
Ted Johnson, Director, Construction Management, CLC
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. The minutes from the November 4th meeting were reviewed; the following additional items were discussed:
   a. The space described in item 2.c. shall be identified as the Parent Resource Room; in addition to the 3 line items of requirements listed, a 4th line item should be added for (2) teacher computer workstations.
   b. Even though the Toddlers Classroom can only accommodate 16 children, the space should be sized for 20 children; this will provide flexibility for use as a second Pre-K Classroom if needed due to enrollment.
   c. The Observation Room should provide one-way visual access to all three classroom; there should be counter seating for at least 5 students at each classroom for observation.
   d. The Coordinator Office should have visual access to the Reception Area.
   e. The requirement identified in item g.4) should be moved to the Parent Resource Room.
   f. A triple-basin sink should be included in the Kitchen/Prep Room.
   g. In item p.1), the dropoff hours should be revised to “7:30-9:30 am”.
   h. Instead of including laundry facilities in the Storage Room, a separate Laundry Room should be provided with a washer, dryer, shelves and laundry tub.
   i. A unisex Restroom should be provided for staff and parents.

2. Meeting Adjourned: 4:00 pm

Thank you.
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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-PDChildren's LC.docx