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 Renovations Programming Meeting held at 8:00 am on October 28, 2013 at College of Lake County-Lakeshore Campus, Room S305. 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
Brian Beecher, Dean of Libraries, CLC
Cathy Colton, English Instructor, CLC
Joann Jacobs, LSC Testing Center Coordinator, 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 and possible renovations.
2. Some functions in existing spaces could be relocated to newly constructed space allowing the existing spaces to be repurposed for new Classrooms and Faculty Offices.
   a. Arlene will begin to assess the anticipated academic programs to be included at the expanded Lakeshore Campus, the anticipated enrollment, utilization and resulting classroom sections in order to quantify the required number of general use classrooms.
   b. The notion of general use, instead of dedicated, classrooms is being promoted by the College.
   c. The decisions of the Classroom Committee for all three campuses will be incorporated into the requirements any classroom work for the Lakeshore Campus Expansion project.
   d. As new classroom space is considered, student space outside and adjacent to the classrooms also needs to be considered. While some space outside the classroom is important for informal student gathering or studying, too many students in these locations could result in a noisy condition that is disruptive to teaching and learning in the classroom.
3. If the building at 1 N. Genesee remains, it will need renovations to provide more services; this location is fragmented from the 33N. Genese and 111 N. Genesee properties where most of the campus services are available.
4. The alleys need to be renovated and improved to provide a more safe passage for the college community. Suggestions from the Waukegan Main Street Committee, such as clear signage, common screened trash dumpsters, improved lighting, new hardscape (no potholes) should be considered by the College, businesses and residents that have access to the alleys.

5. Connectivity (with bridges) of the various campus buildings, existing and new, should be considered.

6. The renovation of the Restrooms and Public Spaces will be guided by the work of the Standards Committee which is developing these requirements for all three campuses. Brian expressed his desire to have doors on the restrooms for sound separation, but Ted indicated that the Standards Committee is promoting a “touchless” environment for the restrooms with no doors.

7. The first floor public space at 33 N. Genesee needs to be modernized.

8. More windows at the 111 N. Genesee building are needed; the building is too “prison-like”.

9. Renovations to the facades of 33 N. and 111 N. Genesee will be considered, along with the design of the facades of the new construction, to accommodate a unified campus solution.

10. Next meeting: Monday, November 18, 8:00 am.

11. Meeting Adjourned: 9:30 am

Thank you.

Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal