November 18, 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 November 18, 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
- Michelle Carter, Library, CLC
- Tina Carpenter, Dean, CLC
- David Weatherspoon, Director, Student Services, CLC
- Arlene Santos-George, Director, Educational Affairs, CLC
- Kam Sanghvi, ITS, CLC
- Drew Miller, Program Manager, Cotter Consulting
- Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. The minutes from the October 28th meeting were reviewed.
2. Jeff reviewed a “Deferred Maintenance” list of ten items for LSC totaling $2,774,000; it is the intent to include these items in the program budget.
3. Arlene distributed copies of the following:
   a. Table 1. GENERAL EDUCATION AND OTHER COURSES THAT ARE CURRENTLY OFFERED AT LAKE SHORE (one page)
   b. Table 2. ADDITIONAL GENERAL EDUCATION AND OTHER COURSES THAT ARE NOT OFFERED AT LAKE SHORE (three pages)
   c. The above were discussed as they relate to anticipated Lakeshore enrollment and the effect on classroom capacity; further analysis is needed.
4. Phlebotomy, Dental Hygiene and Medical Office Assistant courses are currently offered at LSC.
5. A central Faculty Work Room, instead of Division work rooms, should be provided in renovated space to include:
   a. Computer stations
   b. Work Table
   c. Copy Machine
   d. Mailboxes
6. Existing faculty work space is currently provided at the following locations:
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- a. 1NG 004  
- b. 33NG 3rd floor  
- c. 111 NG Mezzanine  

7. Meeting Adjourned: 9:30 am

Thank you.

Sincerely,  
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP  
Principal

**ATTACHMENTS**

**CC**  
File: 213007.00 CLC Lakeshore Master Plan: B3

**FILENAME**  
CLCLakeshore MIN 20130923-Renovations.docx