October 17, 2013

Bruce Locke
Senior Project Manager
Capital Development Board of Illinois
100 West Randolph Street, 14th Floor
Chicago, IL  60601

Re:  CLC Lakeshore Campus Expansion
    Construct Student Services / Adult Education Center, Waukegan
    CDB Project Number: 810-056-024
    Architect’s Project Number: 213007.00

Meeting Minutes - Student Development Sub-Committee

Summary of a Programming Kick-off meeting held at 3:30 PM on Thursday, October 17th at the CLC Lakeshore Campus, Room LSC1NG215. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Ted Johnson, Director of Construction Management   College of Lake County (CLC)
Al Baldwin, Dean of Lakeshore Campus   College of Lake County (CLC)
Arlene Santos-George, Assistant Director of Ed. Affairs College of Lake County (CLC)
Karen Hlavin, Associate VP of Student Development   College of Lake County (CLC)  (via teleconf.)
Andrea Burruss, Counselor          College of Lake County (CLC)
David Weatherspoon, Director of Student Services, LSC College of Lake County (CLC)
Raiana Mearns, Dean, Adult Basic Education College of Lake County (CLC)
Dorsey Thomas, Veteran Retention Specialist College of Lake County (CLC)
Lakeisha Lindsey, Project Manager Cotter Consulting, Inc. (Cotter)
Vuk Vujovic, Director of Sustainable Design / Project Manager Legat Architects (Legat)

ITEMS DISCUSSED

1. Introductions
   a. CLC and Legat welcomed participants, outlined the purpose of the first round Student Development sub-committee programming meeting.
   b. Sub-committee members introduced themselves and their respective roles on the project.
   c. Legat presented meeting agenda.

2. Programming Process
   a. Legat reviewed programming process and goals.

3. Discussion
   a. Legat reviewed preliminary
   b. Participants were asked to define what their vision of future Student Services, Enrollment and Student/Community Space areas, what they would like this project to accomplish and improve relative to the current campus operation.
c. The following comments were provided, suggesting that the new Student Services, Enrollment and Student/Community Spaces should embody and/or include the following concepts and components:
   i. Make a good “first impression” on students and visitors, create a “Welcome Center”
   ii. Have high visibility from the entrance.
   iii. Accommodate tours for prospective students, organized by other institutions.
   iv. Provide long-term flexibility that could accommodate changes in future operation.
   v. Modular, easily adjustable space design (limited number or “fixed” walls).
   vi. Consider future changes in technology that may eliminate some requirements (use of tablets in lieu of self-help stations and/or enrollment desk stations).
   vii. Provide orientation, registrations, counseling, advising and testing functions.
   viii. Accommodate new students and returning adults.

   ix. Information Center (where students and visitors can get assistance and/or be directed to the appropriate student service)

   x. One (1) Orientation room (25-100 student capacity)
      a. Note: Orientation Room may be used by other services, such as Adult Basic Education, etc.

   xi. Three (3) Self-serve computer stations (where students can enroll or get information)

   xii. Student Services
      1. Two (2) full time Counseling staff - two offices
      2. Three (3) part time Counseling staff - sharing two offices
      3. One (1) full time Retention Specialist staff - one office
      4. Two (2) full time Advising staff - two offices
      5. One (1) full time Career and Placement staff - one office (future)
      6. Two (2) Financial Aid staff – 2 stations (future)
      7. One (1) full time Office for Students with Disabilities staff – one office
      8. One (1) part time Women’s Center staff – one shared office
      9. Two (2) part-time Mentoring Spaces – two workstations

   xiii. Enrollment Desk
      1. Two (2) dedicated (permanent) stations, one of which would enable handicapped access
      2. Two (2) additional station for peak time enrollment
         a. Notes:
            i. One (1) station will serve for enrollment, three (3) for registration functions at peak enrollment times.
ii. Enrollment Desk staff would be cross trained to perform all necessary functions at the same location, including registering, scheduling, payment processing and handling calls.

iii. Enrollment Desk staff can perform cashier’s function.

iv. Current payment options include check, cash and credit card and payment online.

v. Some payment can be done online.

vi. Safe will be required for daily deposits. Safe is emptied by campus police on specified dates.

3. Appropriate waiting area for student queuing during peak time enrollment

4. One (1) Secure workroom, to include scanning, printing, shredding, mailing

5. One (1) Scanning/printing workstation

6. One (1) full time Administrative Support staff workstation

7. Storage
   a. Safe document storage (before or after scanning)
   b. Office Supplies
   c. Catalogues and brochures

8. File Cabinets

9. Call center is not required at this location.

xiv. Testing
   1. APT type
   2. Maximum of 20-stations were requested. CLC to confirm exact number of test stations required on Lakeshore Campus.

xv. Student/Community Spaces
   1. Provide open space with comfortable seating
      a. “Student Oasis”
      b. “Alcove” type seating along corridors
   2. Nurse / Health Station / First Aid
   3. Vending

4. Schedule
   a. CLC and Legat noted the programming process will be completed before December 31, 2013.

5. Next steps:
   a. CLC and Legat will meet on November 5, 2013 at 3:30 PM to complete final meeting round.
Thank you.

Sincerely,
Legat Architects, Inc.

Vuk Vujovic, LEED BD+C

ATTACHMENTS
Attendance Record 20131017
Partial Preliminary Program – Scenario C.6

CC
All Attendees
Bruce Locke, Capital Development Board of Illinois
David Agazzi, College of Lake County
Drew Miller, Cotter Consulting
Burcin Moehring, Legat Architects
Michael Lundeen, Legat Architects
Steve Brubaker, Legat Architects

FILENAME
213007.00 MIN 20131017-PRO STU DEV.DOCX
# Attendance Record

**ORGANIZATION**: College of Lake County  
**PROJECT TITLE**: Lakeshore Campus Expansion  
**LOCATION**: CLC-Lakeshore Room LSCING305  
**RE**: Educational Programming Committee  
**PROJECT NO.**: 213007.00  
**DATE, TIME**: October 17, 2013, 03:30 pm – 05:00 pm

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<th>ORGANIZATION</th>
<th>PHONE NUMBER</th>
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<tbody>
<tr>
<td>Vuk Vujovic</td>
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</tr>
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<tr>
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**CHICAGO CRYSTAL LAKE MOLINE OAK BROOK WAUKEGAN**  
651 West Washington Blvd. – Suite One Chicago, Illinois 60661–2122 Tel 312.258.9595 Fax 312.258.1555 www.legat.com
Meeting Agenda

ORGANIZATION: College of Lake County
PROJECT TITLE: Lakeshore Campus Expansion
LOCATION: CLC-Lakeshore Room LSCING305

RE: Educational Programming Committee
PROJECT NO.: 213007.00
DATE, TIME: October 17, 2013, 03:30 pm

1. Introduction
2. Discuss criteria for items that should be included in this sub-committee's work
3. Review Preliminary Program information
4. Other
5. Next meeting(s) dates
6. Adjournment

ATTACHMENTS: Partial Preliminary Program / Scenario C.6

CC: All Attendees
File: 213007.00:B3

FILENAME: 213007.00 AGN 20131017-CLC LKS EXP-STUDSERV.PDF
CLC Lakeshore Campus Expansion and Renovation  
CDB project no. 810-056-024  
Architect's Project No. 213007.00

**PARTIAL PRELIMINARY PROGRAM / Scenario C.6**  
Date: October 12, 2013

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