

# Portland Community College

Facilities Plan - Phase 1

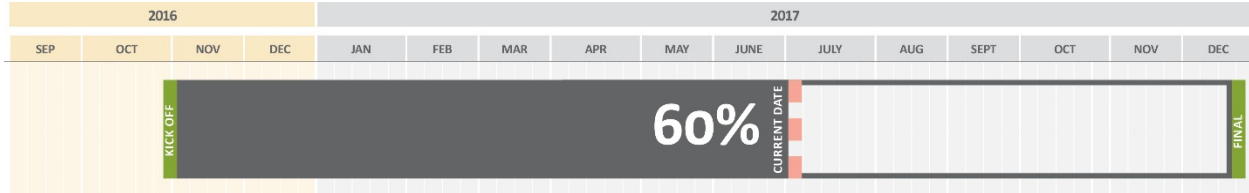
## Monthly Report

June 30, 2017



**SRG**

## Overall Schedule



## Summary

The monthly report overviews the status of each work group up through the current month. It addresses the key activities and areas of focus, outstanding questions or information requests, schedule progress and next steps. It may also include a brief consultant report update.

### Work in June included:

1. Continued compilation of consultant site visit data and preparation of the “Progress Report Material” for Work Group review throughout July and part of August.
2. Comments received on the “Progress Report Material” will provide the Task Force with identified gaps in information and direction for the draft plan.

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## Space Utilization Work Group

Chair	Members	Consultant Team
Kurt Simonds Dean of Instruction Cascade Campus	Laura Massey Tonya Booker Tricia Brand Ken Dodge Karen Sanders Tatyana Batazhan Julie Mast	Bryan Higgins (SRG) Kent Duffy (SRG) Robert Lochner (SRG) Tom Hier (Biddison Hier)

### Summary of Activities

- Presentation of initial space utilization analyses for each campus and center raised a number of questions about the completeness and accuracy of scheduling data that had been provided at the outset of the project. In particular, there appeared to be significant scheduling data omissions at some of the centers.
- Held a series of meetings at PCC from June 12<sup>th</sup> through the 14<sup>th</sup> to review scheduling activities, processes, data management, etc., especially at the centers. Meetings included the following:
  - Jeff Wilson (Rock Creek)
  - Amber Fultz (Southeast)
  - Iva Caley (Sylvania)
  - Liz Ryan (Willow Creek)
  - Tonya Booker and Bonnie Fosu (Community Ed / Workforce Development / CLIMB)
  - Sarah Rohwer (Downtown Campus)
  - Heidi Dombek (Cascades)
  - Abdul Magidi (Metro Center)
- Highlights from these meetings
  - Some data questions were cleared up (e.g., certain course subjects and buildings or rooms were identified for removal from space utilization analyses because of the nature of the room (specialized) or the activity)
  - Several centers do not formally record all activities held in classrooms in Banner or other standard database.
  - Some centers (e.g., Willow Creek) do not follow standard scheduling time blocks.
  - Scheduled activities that do not have a CRN code are generally not recorded in Banner.
  - There is a significant number of Community Ed and Workforce Development activities (especially at CLIMB) that are not currently being recorded in a way that is amenable to analysis.
- Based on all the information gathered, Biddison Hier is following up with various individuals for some additional data where such data exist.
- However, meetings made it clear that at some centers, and for some activities, PCC is at a “pre-analysis stage” – that is, data for certain activities has not historically been kept in any formal way, making it impossible to reconstruct for this space utilization analysis effort. In such cases, Biddison Hier will document the situation and make recommendations for policies and procedures to implement going forward to better track activities in classrooms, so that space utilization analyses

can be more complete in the future.

### **Key Focus for Month and Next Steps**

- Make adjustments to course and room datasets based on information provided in June meetings.
- Follow-up with appropriate individuals from PCC as follows:
  - Obtain room list for each campus and center that identifies general versus special purpose rooms. (Sarah Rohwer, from 25Live)
  - Request list of Community Ed codes (from CLIMB)
  - Review additional information provided for selected centers (e.g., Willow Creek) to determine whether it is possible to generate additional course scheduling information from informal and alternative scheduling data sources that these centers maintain.
- After new data received, incorporate into existing datasets, then regenerate course data for each campus and center, separating out only those records where open questions still exist. Share these with individuals at the relevant campuses / centers for a final data review. (Updates to be made where missing information on a section is available; where information is not available, note that and exclude record from future analyses.)
- For centers that are more idiosyncratic in the activities held in their rooms (e.g., CLIMB, Willow Creek) or that do not yet have systems in place to track room usage in a complete way, prepare narrative descriptions of current conditions, and provide recommended strategies for data collection going forward, with the ultimate goal of achieving a unified district-wide academic scheduling process.

### **Outstanding Items**

- Target July and August for collecting additional information, refining datasets and getting sign-offs of revised datasets.
- In early September begin rerunning utilization analyses. Target campus meeting in September to share results of revised utilization analyses.

## Facilities Condition Assessment Work Group

<b>Chair</b>	<b>Members</b>	<b>Consultant Team</b>
John MacLean Manager Facilities Support Services	Tony Ichsan Joe Gamble Mark Erickson Zahava Jones Heidi VanBrocklin Gary Sutton	Gary Danielson (SRG) Bryan Higgins (SRG) Nedzib Biberic (PAE) Jared Lewis (Catena) Tom Jaleski (Code Unlimited) Sarah Jones (DEA) Melinda Graham (2.ink Studio) Paul Wroblewski (2.ink Studio)

**Summary of activities:**

Much effort this month has gone into finalizing the matrix by which the identified deficiencies will be evaluated and ranked.

**Key Focus for month:**

Preparation for the “Progress Report Material” report information for review by PCC.

**Outstanding Items:** No outstanding items identified at this time.

**Next Steps:**

Work in July will focus on PCC reviewing the information issued. The consultant team will gather comments to inform the draft report anticipated to be issued in October for additional PCC review.

## Capital Projects Work Group

<b>Chair</b>	<b>Members</b>	<b>Consultant Team</b>
Linda Degman Director Bond Program	Zahava Jones Debra Jarcho Rebecca Ocken Gary Sutton Tony Ichsan	Nita Posada (SRG) Susan Gust (SRG)

### Summary of activities:

Now that the capital projects have been approved by the PCC Board, the Capital Projects Work Group scope is complete. The final list of projects to move forward to the 2017 Bond is below.

- Metropolitan Workforce Training Center
- Instructional Capital Equipment
- Sylvania’s Health Technology Building
- Health Interprofessional Training
- Extend Lifespan of Facilities
- Information Technology Upgrades
- Safety and Security Upgrades
- Rock Creek Child Development Center
- Safety, ADA and Transit Needs
- Cascade Public Safety Building
- Facilities Planning

**Next Steps:** PCC to prepare a November ballot measure.

## Safety and Security Work Group

Chair	Members	Consultant Team
Derrick Foxworth Director Public Safety  Mike Sturgill – Co-Chair Specialist IT	Debra Jarcho Danielle Parker John Zalas Alan Bral Kevin Crowley Tony Ichsan Neal Naigus Charisse Loughery	Bryan Higgins (SRG) Rob Layne (Layne) Mark Peterson (Layne)

**Summary of activities:**

The Safety and Security Work Group determined that standards were needed to better identify college needs.

**Key Focus for month:**

Scope the additional work for approval by Bond staff. .

**Outstanding Items:** Finalize security standards to begin work as soon as possible.

**Next Steps:**

Once scope of work is approved, hold a kick-off meeting with Work Group members, additional PCC staff and consultant team.

Compile deficiencies list for PCC review

## Transportation and Parking Work Group

Chair	Members	Consultant Team
Kathleen McMullen Manager Transportation and Parking	Karissa Nickerson Wendy Palmer Jennifer deLaix Mark Gorman Michael Kuehn Jack Lussier Mandy Ellertson Dean Halley	Bryan Higgins (SRG) Gary Danielson (SRG) Todd Mobley (Lancaster) Miranda Wells (Lancaster) Phil Worth (Kittelson)

**Summary of activities:**

The Transportation Work Group reviewed sample data and offered comment to develop the appropriate outline and matrixes for material assessment and ranking.

**Key Focus for month:**

Report outline and criteria for evaluation of assets and deficiencies.

**Outstanding Items:** Confirm evaluation matrix. Determine best approach to reviewing identified deficiencies effecting transportation but may be noted in another section or Work Group.

**Next Steps:**

Focus on confirming the evaluation matrix and begin review of the "Progress Report Materials."



## Information Technology Work Group

Chair	Members	Consultant Team
Val Moreno Director Information Technology  Debra Jarcho, Co-Chair Technology Project Manager Bond Program	Patrick Iglehart Michael Heuer James Reece Ed Hawkins Payam Damghani Andy Freed GD Iyer Hank Schottland	Bryan Higgins (SRG) Bjorn Clouten (SRG) Richard Bussell (Vantage) Ken Godachy (Vantage) Jon Young (Vantage)

**Summary of activities:**

In reviewing the type of data collected by the consultant team, the IT Work Group evaluated whether additional data is needed for a more complete understanding of the existing system.

**Key Focus for month:**

The Information Technology team requested additional scope for review of all IDF rooms and confirmation of generator back up

**Outstanding Items:** Review additional scope and determine if funding is available

**Next Steps:**

Once all data collected, begin review of deficiencies and assets.

## ADA Work Group

<b>Chair</b>	<b>Members</b>	<b>Consultant Team</b>
Alex Baldino Equity Investigator Office of Equity and Inclusion	Wendy Palmer Donna Bezio Jody Giffin Maria Mendez Kathy McMullen Kevin Edwards	Bryan Higgins (SRG) Gary Danielson (SRG) Sarah Jones (DEA) Joshua Klyber (Code Unlimited)

**Summary of activities:**

The ADA Work Group developed a model evaluation matrix for evaluation of assets and deficiencies. It includes regulatory compliance along with complexity of correction to determine a high, medium or low ranking.

**Key Focus for month:**

The work group finalized the matrix using the “Fist of Five” approach and prepared for “Progress Report Material” review.

**Outstanding Items:** Exterior instructional spaces need to be identified so pathways to these destinations can be incorporated in the Progress Report.

**Next Steps:**

Work in July will focus on PCC reviewing the information issued

## Sustainability Work Group

<b>Chair</b>	<b>Members</b>	<b>Consultant Team</b>
Briar Schoon Manager Sustainability	Laura Ward Julie Mast Alyson Lighthart Elaine Cole Jack Lussier	Lisa Peterson (SRG) Bryan Higgins (SRG) Emily Dawson (SRG)

**Summary of activities:**

The Sustainability Work Group finalized a draft of “potential goals and commitments” for inclusion in the plan.

**Key Focus for month:**

Begin review of the “progress report materials.”

**Outstanding Items:** No outstanding items identified at this time.

**Next Steps:**

Work in July will focus on reviewing the information.