Portland Community College
Facilities Plan - Phase 1

Monthly Report
August 31, 2017
Summary
The sections in this monthly report outline the status for each work group up through the current month. This addresses the key activities, areas of focus, outstanding questions or information requests, next steps and schedule progress. A work group summary may be followed directly with a team consultant report update.

Overall Project Topics:
1. This “Progress Report Material” issuance will be reviewed by PCC throughout July and part of August and will provide the planning team with comments and direction.
2. Comments have been assembled from PCC through use of Bluebeam Studio and mark ups of hard copies.

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Space Utilization Work Group

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<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
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<tr>
<td>Kurt Simonds&lt;br&gt;Dean of Instruction&lt;br&gt;Cascade Campus</td>
<td>Laura Massey&lt;br&gt;Tonya Booker&lt;br&gt;Tricia Brand&lt;br&gt;Ken Dodge&lt;br&gt;Karen Sanders&lt;br&gt;Tatyana Batazhan&lt;br&gt;Julie Mast</td>
<td>Bryan Higgins (SRG)&lt;br&gt;Kent Duffy (SRG)&lt;br&gt;Robert Lochner (SRG)&lt;br&gt;Tom Hier (Biddison Hier)</td>
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08.31.2017:
Update on Activities
Here is a summary of activities that we are working on following the last round of on-site meetings, where we met with individuals from the various centers to obtain a better understanding of events and activities occurring at the centers, their relationships with the campuses, and issues associated with how each center treats the recording of course / event data.

- Develop narrative summaries for each center, describing their use of instructional spaces. Summaries address issues such as:
  - Mission of the center and nature of their relationship to a particular campus (if relevant) or to the overall Workforce program.
  - For Workforce-related centers, descriptions of the breadth and types of programs that occur (in addition to traditional courses that may be offered); impact on funding and space requirements; etc.
  - Which events are formally recorded and tracked in R25 and / or Banner vs. events that are scheduled in a more ad hoc fashion and thus lacking necessary data for space utilization analyses.
  - Other issues that affect understanding, use and analysis of instructional spaces at the centers.
- Review and confirmation of datasets at the campuses
  - Updates of room inventories to add designations describing the nature of the space (e.g., general purpose versus special use, etc.) and well as the manager / controlled of space (e.g., central scheduling versus departmental scheduling). This information will be used to refine utilization analyses – e.g., by separating out utilization assessments for general use vs. special use space.
  - Updates of course data to confirm which courses should be included in utilization analyses, which should be removed (e.g., where inaccurate or incomplete information is available), and to incorporate other refinements as well (e.g., isolating cases where multiple courses are scheduled in overlapping patterns in a single room, representing an open lab situation rather than an actual course).
  - Other data refinements on a specific case-by-case basis for each center.

Approach to Final Analyses and Report Preparation
Based on research to-date, the approach described below is being adopted to address space utilization analyses and issues.

- Divide the campuses and centers into two buckets:
− Bucket 1: All campuses and the centers that are most directly connected to a campus

... Cascade Campus (and Swan Island Center)
... Rock Creek Campus (and Hillsboro Center and Columbia Center)
... Southeast Campus
... Sylvania Campus (and Newberg Center)
  − Bucket 2: Centers that function more independently and / or with a connection to Workforce activities

... CLIMB
... Metro
... Willow Creek
... Downtown Center
  ▪ For Bucket 1 – campuses and their associated centers – space utilization analyses are possible and initial analyses are being updated based on data refinements and other information that was provided in various interviews.
  ▪ For Bucket 2 – “other” centers – in most cases there is not enough course / event meeting data to provide a space utilization analysis that will be meaningful. In these cases, the approach is to:
    − Describe what is known about their space situation (e.g., available room inventory, types of events held in the rooms, which events are recorded in a formal way and which are not, etc.).
    − Make recommendations that will enable each center, over time, to record space use activities more completely and accurately, so that eventually it will be possible to analyze with greater accuracy how spaces are used at the centers. Recommendations will address areas such as scheduling policies and procedures, event data recording and tracking, etc.
  ▪ Updated presentations are slated for October 2017.
Facilities Condition Assessment Work Group

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<th>Chair</th>
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<th>Consultant Team</th>
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<tr>
<td>John MacLean</td>
<td>Tony Ichsan</td>
<td>Gary Danielson (SRG)</td>
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<td>Manager</td>
<td>Joe Gamble</td>
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<td>Facilities Support Services</td>
<td>Mark Erickson</td>
<td>Nedzib Biberic (PAE)</td>
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<td>Zahava Jones</td>
<td>Jared Lewis (Catena)</td>
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<td>Heidi Van Brocklin</td>
<td>Tom Jaleski (Code Unlimited)</td>
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<td>Gary Sutton</td>
<td>Sarah Jones (DEA)</td>
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<td>Melinda Graham (2.ink Studio)</td>
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<td>Paul Wroblewski (2.ink Studio)</td>
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08.31.2017:

Summary of activities:
The Facilities Work Group has been reviewing the information submitted.

Key Focus for month:
SRG: Effort has been focused on developing the cost matrix spread sheet for use in cost estimating. Also assisting as needed in PCC’s review process. A sample of this cost sheet is being priced now with RLB and will be available for PCC to review in September.

PAE: Effort has been focused on updating the assessment spread sheet based on feedback from the work group to order items per ranking.
IDF room onsite assessments for campuses are complete, centers will be completed the first week of September. Draft SE report is complete and will be discussed with Vantage, remaining reports will be started for review in mid-September.
Barcode confirmation for campuses are complete, centers will be completed the first week of September.
MEP systems summary for each campus and center will be provided for the draft report.

Catena: Has been reviewing the information posted and is also waiting for comments back from PCC.

2.ink Studio: 2.ink Studio is waiting on comments before completing follow up site visits and finalizing reports.

DEA: The civil team is waiting on comments before completing follow up site visits and finalizing reports.

Outstanding Items: No outstanding items identified at this time.

Next Steps:
Work in September will focus on documenting comments and working toward recommendations and issuing the draft report in October.
Capital Projects Work Group

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<th>Chair</th>
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<td>Linda Degman</td>
<td>Zahava Jones</td>
<td>Nita Posada (SRG)</td>
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<td>Director</td>
<td>Debra Jarcho</td>
<td>Susan Gust (SRG)</td>
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<td>Bond Program</td>
<td>Rebecca Ocken</td>
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<td>Gary Sutton</td>
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08.31.2017:

**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

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<th>Chair</th>
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<td>Derrick Foxworth</td>
<td>Debra Jarcho</td>
<td>Bryan Higgins (SRG)</td>
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<td>Director</td>
<td>Danielle Parker</td>
<td>Rob Layne (Layne)</td>
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<td>Public Safety</td>
<td>John Zalas</td>
<td>Mark Peterson (Layne)</td>
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<td>Mike Sturgill – Co-chair</td>
<td>Alan Bral</td>
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<td>Specialist IT</td>
<td>Kevin Crowley</td>
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Summary of activities: August 29, 2017

Below is a summary from Layne Consultants on Work Group activity through August 29, 2017:

1. Video Surveillance and Recording
   a. Received updated Master Camera Inventory spreadsheet dated July 10, 2017 from PCC consultant Gregg Wooden. The spreadsheet data will be used to determine necessary camera replacement.
   b. A separate effort has been initiated to develop standards for Video Surveillance Systems and will be considered in development of Facility Plan recommendations.

2. Access Control System
   a. PCC has recently completed a re-programming project. The purpose of the project was to ensure consistency in the programming attributes across the campus-wide AMAG access control system. PCC will provide an updated system configuration report of all system components to be used in facility plan analysis.
   b. A separate effort has been initiated to develop standards for Access Control Systems and will be considered in development of Facility Plan recommendations.
      i. Develop ACS standard door details to ensure consistent operation and facilitate.

3. Intrusion Detection System
   a. There is an initiative to migrate IDS reporting from copper telephone lines to IP network connection. CAT6 cable has been installed in many of the IDS panel and some landed on the designated patch panel. While IP is one method of connection to the central monitoring center, it is dependent upon the network being up and operational. Cellular/wireless back-up may be considered.
   b. There are numerous versions of DMP intrusion panels in place (XR100, XR500, and XR550). The different model types have slightly different features and capacities. A strategy to deploy the XR550 in all locations would improve maintainability and predictability of performance.
A separate effort has been initiated to develop standards for Intrusion Detection Systems and will be considered in development of Facility Plan recommendations. The standards effort includes:

4. Mass Notification System
   a. PCC has decided to deploy the RAVE product for mass notification. The RAVE deployment would likely be an opt-out process.
   b. A separate effort has been initiated to develop standards for Intrusion Detection Systems and will be considered in development of Facility Plan recommendations.

5. Command and Control
Transportation and Parking Work Group

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<th>Chair</th>
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<td>Kathleen McMullen</td>
<td>Karissa Nickerson</td>
<td>Bryan Higgins (SRG)</td>
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<td>Manager</td>
<td>Wendy Palmer</td>
<td>Gary Danielson (SRG)</td>
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<td>Transportation and Parking</td>
<td>Jennifer deLaix</td>
<td>Todd Mobley (Lancaster)</td>
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<td>Mark Gorman</td>
<td>Miranda Wells (Lancaster)</td>
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<td>Michael Kuehn</td>
<td>Phil Worth (Kittelson)</td>
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07.27.2017:
Summary of activities:
The Transportation Work Group has developed a summary that has been issued for review along with the “pre-draft” report information. The consultant group is working on adding an additional matrix to pick up more facility related items going by parking lot and campus.

Key Focus for month:
Planning Team has issued the “pre-draft” report information for review by PCC.

Outstanding Items: No outstanding items identified at this time.

Next Steps:
Work in September will focus on documenting comments and working toward recommendations and issuing the draft report in October.
Information Technology Work Group

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<th>Chair</th>
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<tr>
<td>Val Moreno, Director, Information Technology</td>
<td>Patrick Iglehart, Michael Heuer, James Reece, Ed Hawkins, Payam Damghani, Andy Freed, GD Iyer, Hank Schottland</td>
<td>Bryan Higgins (SRG), Bjorn Clouten (SRG), Richard Bussell (Vantage), Ken Godachy (Vantage), Jon Young (Vantage)</td>
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8.31.2017:
Summary of activities:
The Information Technology continued progress on summarizing the Telecommunication Room data from the room data sheets and developing a draft report. Graphic design and formatting of submittal was in progress. Submittal schedule for workgroup review was established. PAE completed the MEP additional surveys of Southeast Campus and Vantage met with them (web meeting) to review their findings and coordinate next steps.

Key Focus for month:
Draft report formation, continued analysis of TR data and further development of proposed Bond projects.

Outstanding Items: Access to VPN was requested to obtain Wireless coverage data for inclusion in our report. Further documentation was requested by Jon regarding Network Line Diagram or Logical Topology as well as any inter-campus connectivity graphics.

Next Steps:
A conference is scheduled with the Security consultants to discuss any recommendations they are considering which may impact Vantage network infrastructure recommendations. A review of the draft submittal discussion is scheduled for the next recurring conference call, Sept 12, at 9am. Work in September will focus on continued assembly of technology sections on the report, preparation of tables, maps, pictures, and summary charts for inclusion in the final Draft report and appendix. Also planning further coordination with PAE on their expanded scope of TR inspections for the remaining three campuses. as well as progress on the External Wi-Fi and Outside Plant documentation.

Schedule:
Internal draft report editing sessions and reviews throughout the month, as well as continuous review by the IT Workgroup & SRG. Not all the proposed projects will be included in this draft submittal, and work will continue on for inclusion in the final version of the report.
ADA Work Group

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<tr>
<td>Alex Baldino</td>
<td>Wendy Palmer</td>
<td>Bryan Higgins (SRG)</td>
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<td>Equity Investigator</td>
<td>Donna Bezio</td>
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<td>Office of Equity and Inclusion</td>
<td>Jody Giffen</td>
<td>Sarah Jones (DEA)</td>
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<td>Maria Mendez</td>
<td>Joshua Klyber (Code Unlimited)</td>
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<td>Kathy McMullen</td>
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<td>Kevin Edwards</td>
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08.31.2017:
Summary of activities:
The ADA Work Group has developed a summary that has been issued for review along with the “pre-draft” report information.

Key Focus for month:
Planning Team has issued the “pre-draft” report information for review by PCC. The ADA work group has been able to review 2 campuses and after meeting again on August 15th will review the remaining information by the end of August.

Outstanding Items: No outstanding items identified at this time.

Next Steps:
Work in September will focus on documenting comments and working toward recommendations and issuing the draft report in October.
Sustainability Work Group

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<th>Chair</th>
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<tr>
<td>Briar Schoon</td>
<td>Laura Ward</td>
<td>Lisa Peterson (SRG)</td>
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<td>Manager</td>
<td>Julie Mast</td>
<td>Bryan Higgins (SRG)</td>
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<td>Sustainability</td>
<td>Alyson Lighthart</td>
<td>Emily Dawson (SRG)</td>
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<td>Elaine Cole</td>
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06.30.2017:
Summary of activities:
The Sustainability Work Group has developed a summary that has been issued for review along with the “pre-draft” report information.

Key Focus for month:
Planning Team has issued the “pre-draft” report information for review by PCC.

Outstanding Items: No outstanding items identified at this time.

Next Steps:
Work in September will focus on documenting comments and working toward recommendations and issuing the draft report in October.