Portland Community College
Facilities Plan - Phase 1

Monthly Report
February 24, 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. SRG will be presenting to the task force a mock-up of the final report format and direction on March 7th. SRG will then incorporated comments by the task force and present this at the next work group chair meeting for additional feedback.
2. Sample reports were requested by the task force. The planning team is assembling samples from each consultant for reference and review by PCC. These are being posted to the Google drive for review and comment by PCC.
3. A public forum is scheduled for 2/28/17 to update the PCC community on intent and progress of the work groups and planning team. The forum took place at the SE and Sylvania campuses to let the PCC community know about the project and seek input and project ranking criteria.
4. Work Group chairs have elected to continue to meet on a monthly basis. The work group chairs have suggested having a peer review work session with all participants to be held on May 15th.

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Space Utilization Work Group

2.24.2017:

Summary of activities:

- Review course and room data to develop approaches for analyzing instructional space utilization analyses.
- Identification of questions and issues associated with the instructional space utilization course dataset, e.g.:
  - cancelled classes
  - courses with zero enrollments
  - means for reconciling ways in which courses are “designated” to campuses – e.g., physical locations, budgetary assignments, etc.
  - means of simplifying data by campus / center to facilitate analyses.

Key Focus for month:

- Work with SRG Partnership and PCC to identify available data on other types of campus space – e.g., academic and administrative office space, support space, etc.
- Creation of databases of all space types according to standard space FICM (Facilities Inventory and Classification Manual) classifications.
- Develop initial analyses to show how spaces are distributed by FICM across all the campuses and centers.
- Identification of additional data required to create space metrics for various FICM categories, e.g.:
  - Need for FTE staffing positions by departments / campuses to be able to compute space allocations per person, per department, etc.
  - Need for enrollment data by campus to compute similar square footage space allocations per person.

Outstanding Items: No outstanding items identified at this time.

Next Steps:

- Preparation for on-campus meeting with the Space Utilization Working Group to discuss data issues, approaches to space utilization analyses for instructional spaces and for other types of campus spaces as categorized through the FICM.
- Conduct meeting on 16 February 2017 with members of the Space Utilization Working Group and Deans of Instruction at the Sylvania Campus to review data issues, analytical approaches, etc.
**Schedule:** See attached meeting minutes (2/16/17) from Tom Hier of Biddison Hier as additional update information.
PCC
Space Utilization Meeting with Deans of Instruction
Sylvania Campus
16 February 2017, 1pm

Meeting Attendees
- Karen Paez, Interim Dean of Instruction, Sylvania
- Cheryl Scott, Dean of Instruction, Rock Creek
- Kendra Cawley, Dean of Academic Affairs
- Tony Ichsan, Director, Facilities Management Services
- Julie Mast, Manager, Facilities Projects
- Loraine Schmitt, Dean of Distance Learning
- Craig Kolins, Dean of Instruction, Southeast
- Rebecca Ocken, Manager, Bond Facilities Projects
- Kurt Simonds, Dean of Instruction, Cascade
- Nita Posada, SRG Partnership
- Tom Hier, Biddison Hier

Purpose of the Meeting
- Review course and other data across all campuses and centers.
- Review questions about and clarify understanding of data in the course database.
- Identify needs for additional data and/or further inputs from PCC for the space utilization analyses.
- Review the types of analyses proposed to be undertaken for space utilization.

The basis for the discussion was an Excel spreadsheet of courses, sorted into separate worksheets according to the course’s physical location as recorded in the database. Dataset was drawn from Banner, and not all courses are listed in Banner. A conversation is needed with Mark ______ and Tanya Batazhan, Division Dean, to understand what additional course data may be missing from the existing database.

Discussion

It is important that all of the campuses and centers are as fully-represented in utilization analyses as possible. One goal of this assignment is to use information generated by these analyses to move toward more collaboration on a District-wide schedule.

Physical vs. Administrative Locations
Each course in the dataset is associated with both a physical location (i.e., where the course is actually held), as well as another location that has to do with which campus hires the faculty, has budgetary authority, etc. For purposes of future analyses, this latter location will be described as the “administrative location” of the course.

A discussion ensued as to what types of analyses and measures would be appropriate for each location.

**Analyses by Physical Location**
Analyses by physical location will focus on standard utilization measures – e.g., room utilization, seat utilization, supply vs. demand, etc. Analyses will be for individual campuses, as well as system-wide. Time of day analyses are of interest, including utilization on Saturdays, as PCC contemplates possibilities for increased use of Saturday time periods. (Currently, weekend use at most campuses was thought to be primarily rental activity to outside groups.)

**Analyses by Administrative Location**
Room and seat utilization measures are not appropriate metrics for Administrative Location analyses. Those measures address how a particular physical space is used, and administrative locations can have courses occurring at several campuses and/or centers. More useful analyses would look at numbers of courses sponsored by an administrative location (e.g., a count of CRNs); measures by student FTE and/or scheduling hours; distribution of an administrative location’s courses by physical location; etc.

**General Updates to the Course Database / Data Adjustments**
Several “technical updates” to the course database were suggested:

- Eliminate cancelled classes: The **Status** field in the course database is either A (active) or C (cancelled). All cancelled courses should be removed from the database.
- All courses with zero enrollment should be excluded from analyses.
- Courses with a physical location of Columbia Center (which is actually Columbia County) should be included under the Rock Creek physical location; Vigor should go under Swan Island.
- Room inventory: To the extent that information is available, tag classroom in the course database as to whether they are general purpose rooms versus departmental rooms (e.g., labs, etc.). Further exploration is required to determine what level of information is available to achieve this.

**Instructional Methods Field – Definitions**
The field **Instructional Methods** includes four different options. Definitions are below, along with guidance as to how they should be treated in analyses:

- **Classroom.** Course is held fully in a physical classroom space, and should be included in both physical and administrative analyses.
- **CLWeb.** A code for hybrid classes. Some portion of the course is held in a physical space on-campus and some on-line. There is no set split from course to course in the percentage of time on-campus vs. on-line.
  - **For Physical Utilization Analyses:** These courses should be included, although it should be recognized that utilization analyses will somewhat overstate the actual amount of time these courses are occupying a room, since some of the course time will be on-line (e.g., 50 / 50 or 40 / 60). While the degree of overstatement cannot be quantified with available information, the fact that the overstatement exists should be noted in analyses.
  - **For Administrative Analyses:** Include all of these courses fully in analyses.
- **TVWEB.** This is a Web class with video. At this point, this instructional type is virtually non-existent and should be removed from the dataset and all analyses.

- **WEB.** This instructional type involves no meeting on-campus (unless there is a situation requiring proctoring). No rooms would be designated. (This designation does not include any labs, which are recorded elsewhere.)
  - *For Physical Utilization Analyses:* Exclude these courses, since there are no physical impacts.
  - *For Administrative Analyses:* Include these courses, as they represent a significant percentage of overall enrollment activity. (During the meeting, it was estimated that online enrollment is currently ~22% of FTE.)

**Courses included in the “Null” Tab of the Excel Spreadsheet**

The Excel spreadsheet reviewed during the meeting include a “Null” tab with courses that either had key missing data – e.g., building and room location, missing meeting days (“No Phys Mtgs”) – or other issues that needed resolution before determining how to analyze them. It was determined that various individuals from PCC should review the Null worksheet and determine how courses included there should be treated for analyses, and add any missing data that are available. Also agreed upon:

- Classes labeled “No Phys Mtgs” in the **Meeting Day Pattern** field of the Null worksheet should be eliminated from any Physical Utilization analyses, but should be included for Administrative Location analyses.
- After PCC reviews and “cleans” the Null tab, any WEB courses remaining should be included in Administrative Location analyses.

**Treatment of Other “Non-Physical” Courses**

Outside of the Null worksheet in the Excel spreadsheet, the course dataset also includes courses that don’t meet physically, or at least not in spaces on PCC’s existing campuses or centers – e.g., distance learning, workforce and community education, raising the question of how to treat these courses in utilization analyses. The following guidance was provided:

- Courses listed under the “Distance Learning” tab in the Excel spreadsheet should all be labelled as “Workforce and Community Education” courses.
- Courses at Willow Creek, Metro and CLIMB are generally associated with Workforce and Community Education.

**Courses with Multiple CRNs**

Some courses (like sciences) have multiple line items for one CRN. Within the same CRN, course entries that have a location are formally scheduled. Entries without a location will generally be “open lab” time periods – i.e., times during which students are expected to participate in lab. In such cases, the room is reserved for a period of time, and students can stop in during that time to perform their lab requirements, but would not generally be there the whole time.

- **To Do:** Sort course database by CRNs and generate lists of courses associated with particular CRNs. Note which have specific locations and which do not. Some courses may have open labs listed with TBA for both location and meeting time frame.
Courses Not Included in the Formal Course Database

The group discussed the fact that for some courses – particularly those scheduled intermittently – there are multiple systems being used, for “self-scheduling,” e.g., Google docs, a piece of paper on wall, other electronic systems. At this point, unless there is an easy and quick way to gather data on such courses, they will not be included in any physical or administrative analyses.

Beyond Classroom Utilization Analyses

In addition to classroom analyses, other space types will be assessed to the extent that reliable and complete data are available. Consequently, the question of what types of analyses would be most useful to PCC was discussed. As a preliminary response, the group noted that it would be helpful to show the percentage distribution of space among the different space categories – e.g., classrooms (FICM 100), office facilities (FICM 400), support facilities (FICM 700), etc.

For additional analyses, it will be necessary to obtain information on some measure of staffing, to be able to compute square footage allocations per staff. A next step for PCC is determine what staffing information may be available. Ideally, it would be helpful to have the following types of staff breakdowns:

- Faculty versus staff
- Staff by department or program area at a campus
- Staff at various campuses individually.

PCC should appoint someone to explore data availability for staffing. Biddison Hier will work with that individual / group to vet data and determine what may be used in analyses.

Next Steps

PCC

- Review contents of this memo and update / correct any information presented that does not accurately reflect meeting discussions or understanding of guidance offered.
- Discuss course dataset with Mark and Tanya, determine whether there are any significant omissions and, if so, provide the missing data.
- Review Null tab of the Excel spreadsheet discussed during the meeting to update / clarify course data and determine which records should be included in Physical and Administrative Location analyses.
- Review any additional data provided by Biddison Hier after it updates the course dataset based on guidance provided during this meeting.

Biddison Hier

- Update course dataset based on guidance provided during this meeting, and in any additional guidance post-meeting.
- Begin space utilization analyses.
Facilities Condition Assessment Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
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<tbody>
<tr>
<td>John MacLean</td>
<td>Tony Ichsan, Joe Gamble, Mark Erickson, Zahava Jones, Heidi VanBrocklin</td>
<td>Gary Danielson (SRG), Bryan Higgins (SRG), Jason Karam (SRG), Nedzib Biberic (PAE), Jared Lewis (Catena), Tom Jaleski (Code Unlimited), Alex Simpson (2.ink Studio), Melinda Graham (2.ink Studio), Paul Wroblewski (2.ink Studio)</td>
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</table>

2.24.2017:

Summary of activities: The Facilities Work Group has met every 2 weeks since 10/31/16.

Key Focus for month: February and March will continue to focus on site visits and data gathering for PAE, SRG, 2.ink, Catena.

Outstanding Items: As Consultants continue their site visits other documentation could be needed. No outstanding items identified at this time.

SRG:
SRG has completed (2/1/17) site tours of the SE Campus reviewing each room in each building on campus. See attached draft assessment sheet that starts to rate each space and note any issues. This is a draft and is still in development and is open to review and comment. SRG has started site visits of the Rockcreek campus and will finish by the end of next week.

PAE:
PAE has completed review of the SE campus and Rockcreek campuses and are developing results from those visits. Attached is a report from PAE updating on this month’s activities and an example of an information logging matrix developed by PAE to record items noted in during their site tours.

Catena (structural):
Catena consulting engineers participated in the Rock Creek campus facilities assessment kick-off meeting on February 6, 2017. SRG, PAE, and PCC Facilities were in attendance. Campus rules and touring protocols were discussed. PCC requested that team members make security dispatch aware of site tour dates and times.

We will complete the assessment of the Southeast campus the week of February 27.
We will complete the assessment of the Rock Creek campus the week of February 27.
We will begin assessing the Sylvania campus the week of February 27.
We anticipate completing all assessments by mid-March and beginning the reporting phase.

Code Unlimited:
See the ADA work group section for update on Code Unlimited progress and site visit schedules.
2.ink Studio:
2.ink Studio has completed meetings with District Grounds Manager, Jack Lussier and with the Westside Grounds team. Meetings were held at the Sylvania and Rock Creek campuses. Additional meetings are scheduled with the Eastside Grounds and Sylvania team over the next two weeks. In lieu of meeting with Staff and Student Leadership groups, 2.ink Studio has prepared exhibits to solicit feedback related to students campus at the Campus Forum scheduled for February 24th. Data collection continues including downloading of aerials, site maps and campus metrics.

Next Steps:
SRG will continue to coordinate consultant team site visits for each campus.

Schedule: The attached overall project schedule shows site visits occurring in the months of January, February and March. Each team is currently in the process of visiting sites and scheduling upcoming site visits.
## Scores:
- \(<74 = low\ priority\ for\ changes\)
- \(75-134 = medium\ priority\ for\ changes\)
- \(135+= high\ priority\ for\ changes\)

### 1 to 3 level of importance to PCC 1 lowest - 3 highest

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<th>Room #</th>
<th>ADA Reach</th>
<th>Clearances</th>
<th>Restrooms</th>
<th>Shower rooms</th>
<th>FLS</th>
<th>Interior Finishes</th>
<th>Doors</th>
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<td>Window stops need to be more secure for fall protection</td>
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</table>
All site visits have been completed for the Southeast campus. Compilation of notes into assessment spreadsheets, with photos will be complete the end of this week, outside of a balance report on the Bookstore.

All plumbing site visits have been completed for the Rock Creek Campus, with mechanical visit to be complete the end of this week. Electrical site visits will be complete by March 1st, including all lighting measurements. Assessment reports and photo compiling will complete 1 week after the completion of all site visits.

The PAE team will schedule meeting with SRG and Catena to review the MEP recommendations for SE Campus and coordinate work across the disciplines. PAE will follow up with a meeting with PCC SE Facility group to review assessment results and recommendations. This meeting is anticipated for the second week in March. PAE anticipate that kickoff meeting with PCC and SRG for Cascade campus will be scheduled for the third week in March and PAE will be sending a list of questions 1 week prior to the meeting.
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<th>Year of Instal</th>
<th>Area Served</th>
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<td>M100 RAC-1 Roof</td>
<td>Central Equipment (AHU, DOAS, etc)</td>
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<td>CLAB 111</td>
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<td>Area Scored</td>
<td>Code Deficiencies</td>
<td>System Deficiency</td>
<td>Action that Mitigates Deficiency</td>
<td>Priority Multiplier (1 = low, 5 = high)</td>
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<tr>
<td>M203</td>
<td>VAV-87</td>
<td>Classroom 216</td>
<td>Terminal Units (25%) Max Temp: 120°F Min Temp: 40°F Terminal coil type: HYDROMIC M332.05 Heating Capacity: 137 MBH Cooling Capacity: N/A</td>
<td>9/2002</td>
<td>Classroom 216</td>
<td>Duct length at inlet (TU size): too short; Insulation not in first branch duct: No</td>
<td>Full equipment tag for clarity</td>
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</tr>
<tr>
<td>M204</td>
<td>VAV-91</td>
<td>N/A</td>
<td>Terminal Units (25%) Max Temp: 120°F Min Temp: 40°F Terminal coil type: HYDROMIC M332.05 Heating Capacity: 137 MBH Cooling Capacity: N/A</td>
<td>11/2003</td>
<td>N/A</td>
<td>Duct length at inlet (TU size): too short; Insulation not in first branch duct: No</td>
<td>Full equipment tag for clarity</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>M210</td>
<td>N/A</td>
<td>N/A</td>
<td>Distribution Ductwork (20%) Diffusers/grilles</td>
<td>N/A</td>
<td>N/A</td>
<td>Isolation/shut off valves open: yes; Pipe not in lab rooms: fine lined, overall in good shape</td>
<td>Replace/Install damaged or missing insulation</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>M211</td>
<td>N/A</td>
<td>N/A</td>
<td>Distribution Ductwork (20%) Diffusers/grilles</td>
<td>N/A</td>
<td>N/A</td>
<td>Diffusers/grilles clean: Mostly flat ducting: Yes</td>
<td>Replace/Install damaged or missing insulation</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>M301</td>
<td>N/A</td>
<td>204 Classroom</td>
<td>Room Notes (20%)</td>
<td>N/A</td>
<td>N/A</td>
<td>Room served by single VAV terminal unit. Overhead air distribution (ducted supply, plenum return with transfer to corridor). Non-adjustable wall thermostat. Unclear if this includes a CO2 sensor.</td>
<td>Add room CO2 sensors for DCV (required by current OEESC for spaces with occupant densities greater than 25 people per 1000 sf)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>M302</td>
<td>N/A</td>
<td>201 Classroom</td>
<td>Room Notes (20%)</td>
<td>N/A</td>
<td>N/A</td>
<td>Room served by single VAV terminal unit. Overhead air distribution (ducted supply, plenum return with transfer to corridor). Non-adjustable wall thermostat.</td>
<td>Add room CO2 sensors for DCV (required by current OEESC for spaces with occupant densities greater than 25 people per 1000 sf)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>M303</td>
<td>N/A</td>
<td>200 Classroom</td>
<td>Room Notes (20%)</td>
<td>N/A</td>
<td>N/A</td>
<td>Room served by single VAV terminal unit. Overhead air distribution (ducted supply, plenum return with transfer to corridor). Non-adjustable wall thermostat.</td>
<td>Add room CO2 sensors for DCV (required by current OEESC for spaces with occupant densities greater than 25 people per 1000 sf)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>M304</td>
<td>N/A</td>
<td>106 ABS/PCCP</td>
<td>Room Notes (20%)</td>
<td>N/A</td>
<td>N/A</td>
<td>Room served by multiple VAV terminal units. Overhead air distribution (ducted supply, plenum return with transfer to corridor). Non-adjustable wall thermostat.</td>
<td>Add room CO2 sensors for DCV (required by current OEESC for spaces with occupant densities greater than 25 people per 1000 sf)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Equipment tags are aligned with labels in the field and/or BAS where possible. Most central equipment is consistently tagged. Most distributed equipment was not tagged in the field and has been assigned a tag based on AHU assignment and space served.
2. Service areas determined by as-built drawings and discussions with facilities staff where possible.
3. Deficiencies are based on current codes and do not necessarily reflect a deficiency at the time of construction.
4. ROM cost includes estimates for first cost of the equipment, demolition, controls and power, installation cost incurred by mechanical contractor, soft cost, and contingency. Excludes cost due to infections controls, fire watch, permitting, and premium cost due to overtime or after hour work.
5. Life expectancies based on 2015 ASHRAE Applications Chapter 37 and the associated online database.
Capital Projects Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Degman</td>
<td>Zahava Jones</td>
<td>Nita Posada (SRG)</td>
</tr>
<tr>
<td>Director</td>
<td>Debra Jarcho</td>
<td>Jason Karam (SRG)</td>
</tr>
<tr>
<td>Bond Program</td>
<td>Rebecca Ocken</td>
<td>Susan Gust (SRG)</td>
</tr>
<tr>
<td></td>
<td>Gary Sutton</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tony Ichsan</td>
<td></td>
</tr>
</tbody>
</table>

2.24.2017:

Summary of activities: PCC has presented the following bond capital projects to the board:

Tier I
- 01 Health Professions / IPT Building – Combined with 04 IT Location
- 02 Metro Center
- 03 OMIC Columbia County Center – Awaiting on PCC to provide original estimate, this will be a verification from an existing report. We will send as soon as we receive from PCC sometime next week.
- 04 IT Location – Combined with 01 Health Professions / IPT Building
- 05 Cascade Public Safety Building
- 06 Sylvania Site Improvements
- 07 Student Housing Feasibility Study
- 08 Rock Creek Events Center Parking Lot- Verification from existing estimate
- 09 Sylvania Health Technologies Building – This was previously a verification item, the scope has been slightly modified since previous estimate was completed

Tier II
- 01 Sylvania Makerspace – Removed from Scope
- 02 Rock Creek CTE Building
- 03 Rock Creek Makerspace – Removed from scope
- 04 Hillsboro Center
- 05 Downtown Center

Key Focus for month: NA

Outstanding Items: NA

Next Steps: PCC to prepare the bond submission in June or July for the November vote.

Schedule: The bond submission by PCC will occur in June or July of 2017 for the November bond vote.
Safety and Security Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derrick Foxworth</td>
<td>Debra Jarcho</td>
<td>Gary Danielson (SRG)</td>
</tr>
<tr>
<td>Director</td>
<td>Alan Bral</td>
<td>Bryan Higgins (SRG)</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Mike Sturgill</td>
<td>Rob Layne (Layne)</td>
</tr>
<tr>
<td>Mike Sturgill – Co-chair</td>
<td>Kevin Crowley</td>
<td>Mark Peterson (Layne)</td>
</tr>
<tr>
<td></td>
<td>Tony Ichsan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neal Naigus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ryan Aiello</td>
<td></td>
</tr>
</tbody>
</table>

Summary of activities: February 24, 2017

Below is a summary from Layne Consultants on Work Group activity through February 24, 2017:

1. Perform analysis of data collected during the January 2017 site visits.

2. Perform review and analysis of applicable documentation including:

   - ASG AMAG and Milestone System Summary and Recommendations, 4/17/16.
   - RFI Distributed Antenna System (DAS), 11/2/16
   - RFI Distributed Antenna System (DAS), 11/3/16
   - Basis of Design Guidelines – Electronic Security & Door Hardware, 7/7/14
   - Electronic Security System spreadsheet – date unknown
   - Security Infrastructure and Operational Requirements, 6/24/16
   - Campus Safety at Post-Secondary Education Institutions, October 2016
   - RFP, Bid Package B, PCC Cascade Campus Phase 1, 2012
   - PCC Campus NVR Assessment, 5/6/15
   - Convergint Proposal, Emergency Communications System Upgrade Phase 1, 7/1/16
   - Convergint Proposal, Emergency Communications System Upgrade Phase 2, 7/7/16
   - Work Group meeting notes, 2/1/17: PCC staff desired functionality for ESS subsystems.

3. Develop report straw man, in progress:

   - Needs analysis to establish functional and integration requirements for electronic security systems (ESS).
   - Evaluation and recommendations for PCC ESS Basis of Design (BoD) and standards.
   - ESS matrix by site to identify system types and version levels. Identify deficiencies associated with established functional requirements.
   - Roadmap recommendations for migration from current system status to short/near term future end-point solutions.
   - Analysis of 3rd-party versus PCC ESS hardware/software support including total cost of ownership.
   - ESS operations including staffing and applicable policies and procedures.
Key Focus for month:
   1. Inventory systems by site and version levels at each site
   2. Identify ESS functional/integration features, by system.
   3. Develop a technology roadmap matrix to provide consistent deployment across PCC.

Outstanding Items: NA

Next Steps:
   1. Review schedule for next site visit week of March 20, 2017 (tentative).

Schedule: The attached overall project schedule shows site visits occurring in the months of January, February and March. Layne has already conducted one site visit, they are evaluating the information gathered and will develop a schedule for the next site visit.
Transportation and Parking Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen McMullen</td>
<td>Karissa Nickerson</td>
<td>Bryan Higgins (SRG)</td>
</tr>
<tr>
<td>Manager</td>
<td>Wendy Palmer</td>
<td>Gary Danielson (SRG)</td>
</tr>
<tr>
<td>Transportation and Parking</td>
<td>Jennifer deLaix</td>
<td>Todd Mobley (Lancaster)</td>
</tr>
<tr>
<td></td>
<td>Mark Gorman</td>
<td>Miranda Wells (Lancaster)</td>
</tr>
<tr>
<td></td>
<td>Michael Kuehn</td>
<td>Phil Worth (Kittelson)</td>
</tr>
<tr>
<td></td>
<td>Narce Rodriguez</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean Halley</td>
<td></td>
</tr>
</tbody>
</table>

2.24.2017:
**Summary of activities:** Group meeting was held on February 16th and the forum on the 28th. We've been coordinating obtaining all data with the team (i.e., getting shuttle data from Steve, TDM summary from Kathy and Mark). We've worked to develop strategies and solutions with the team by campus and by center and summarize the existing conditions.

**Key Focus for month:** In January we had been focusing on gathering as much background data on existing transportation infrastructure as well as gathering data from the team that lives managing the system day to day. In February we have been more focused on combining this all together with the range of strategies and solutions so we can start fine tuning them. We've set-up a transportation and parking work group specific schedule to review the our documents that summarize all the data and brainstorm from the meetings.

**Outstanding Items:** NA

**Next Steps:** The next work group meeting is scheduled for 2/28 and a work group chair meeting is scheduled for 2/15.

**Schedule:** We've applied an internal schedule to our working group that includes the consultant providing the current documentation to date each month for the team to review. We are a little ahead of schedule on getting a draft for the larger Master Plan documentation which is scheduled for early June.
## Cascade Campus

<table>
<thead>
<tr>
<th>Solution</th>
<th>Optimize Use of Parking Efficiently</th>
<th>Improve Safety</th>
<th>Improve Security</th>
<th>Enhance Alternative Modes</th>
<th>Ability to Travel</th>
<th>Sustainability Improvement</th>
<th>Maximum Impact</th>
<th>Total Benefit</th>
<th>Capital Cost</th>
<th>Maintenance Cost (per year)</th>
<th>Total Cost</th>
<th>Benefit/Cost Ratio (x10,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better monitoring of neighborhood parking</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>29</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$100,000</td>
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<tr>
<td>Add additional secured bicycle parking</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>35</td>
<td>$10,000</td>
<td>$500</td>
<td>$10,500</td>
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<tr>
<td>Buy Jessup section and install alternative mode focused infrastructure</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>34</td>
<td>$500,000</td>
<td>$50,000</td>
<td>$550,000</td>
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<tr>
<td>Align shuttle service near the food services</td>
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<td></td>
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</tr>
<tr>
<td>Add Transportation Hub on Boardwalk Mall</td>
<td>0</td>
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<td></td>
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<tr>
<td>Improve shuttle connections through campus</td>
<td>0</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Add Wifi to the garden area</td>
<td>0</td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Scale of 1 through 5, with 1 being an extremely negative impact, 3 being neutral, and 5 being an extremely positive impact
## Rock Creek Campus

<table>
<thead>
<tr>
<th>Solution</th>
<th>Cost</th>
<th>Benefit</th>
<th>Sustainability</th>
<th>Social Improvement</th>
<th>Total Benefit</th>
<th>Capital Cost</th>
<th>Maintenance Cost</th>
<th>Total Cost</th>
<th>Benefit/Cost Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revamp event lot to meet standards and charge or monitor during event</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Fix sight distance on 185th for emergency egress location (requires County coordination)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Add a parking area at the Fondus contractor location</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Build on Washington county's bicycle infrastructure improvements on 185th with extended bike lanes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Add a flashing beacon between the Church to the south of Rock Creek and the campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lease the church parking (requires flashing beacon to be installed)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Work with TriMet to increase ridership - better transit infrastructure on campus to support more routes and buses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Improve overflow area to make better use of parking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Add a parking structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Utilize the County museum - convert to a transportation hub</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Purchase land near the site for housing and parking structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

Scale of 1 through 5, with 1 being an extremely negative impact, 3 being neutral, and 5 being an extremely positive impact.
## South East Campus

<table>
<thead>
<tr>
<th>Solution</th>
<th>Optimize Parking Efficiency</th>
<th>Improve Safety</th>
<th>Improve Security</th>
<th>Reduce Cost to Employee for Transportation</th>
<th>Ability to Implement</th>
<th>Sustainability Improvement</th>
<th>Wellbeing Positive Impact</th>
<th>Total Benefit</th>
<th>Capital Cost</th>
<th>Maintenance Cost (per year)</th>
<th>Total Cost</th>
<th>Benefit/Cost Ratio (x10,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add an additional parking lot (purchase porn shop across the street)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Add an additional parking lot (lawn area by Kaiser)</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Add bicycle infrastructure (bicycle lockers and additional locker rooms)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Higher transit subsidies</td>
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</tr>
<tr>
<td>Improve bike lanes on 82nd or parallel route (requires working with ODOT and the City)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Convert lot parking to parking structure</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Improve transit infrastructure to support future TriMet BRT system near campus</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Develop shuttle service (park and ride)</td>
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<td>0</td>
</tr>
<tr>
<td>Work with Niketown to get bikeshare close to campus</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Improve shuttle connection between Southeast and CLIMB</td>
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</tr>
<tr>
<td>Limit left turns from 82nd Avenue into campus parking</td>
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</tr>
<tr>
<td>Create boundaries between retail parking and campus parking</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

Scale of 1 through 5, with 1 being an extremely negative impact, 3 being neutral, and 5 being an extremely positive impact.
## Sylvania Campus

<table>
<thead>
<tr>
<th>Solution</th>
<th>Optimize Parking Efficiency</th>
<th>Improve SAFETY</th>
<th>Improve Security</th>
<th>Enhance Campus for Alternative Modes</th>
<th>Ability to Implement</th>
<th>Sustainability Improvement</th>
<th>Wellness Impact</th>
<th>Total Benefits</th>
<th>Capital Cost</th>
<th>Maintenance Cost (per year)</th>
<th>Total Cost</th>
<th>Benefit/Cost Ratio (x 10,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with TriMet to get additional and more frequent bus service to campus</td>
<td></td>
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<tr>
<td>Build a multi-use path between SW Corridor stop and campus</td>
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<tr>
<td>Implement a license plate system to monitor parking</td>
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<tr>
<td>Add bike lanes along roadways</td>
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<tr>
<td>Add sidewalks along roadways and infill connections between parking lots and buildings</td>
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<tr>
<td>Add additional ADA spots (relocate some)</td>
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<tr>
<td>Parking Structure in Automotive Lot</td>
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<tr>
<td>Off-site location for shuttles (mechanics, garage, cleaning, storage)</td>
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<tr>
<td>Build a shuttle only drop off and pick-up area</td>
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<tr>
<td>Build a multi-use path between surrounding neighborhoods and campus</td>
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<tr>
<td>Improve striping and wayfinding for ADA</td>
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<tr>
<td>Add a drop-off area for the child development center</td>
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</table>

Scale of 1 through 5, with 1 being an extremely negative impact, 3 being neutral, and 5 being an extremely positive impact.
## February 2017

### Sylvania Transportation and Parking Assessment

#### Current Needs

- Work with TriMet to get additional and more frequent bus service to campus
- Add sidewalks along roadways and infill connections between parking lots and buildings
- Increase subsidy for student transit passes.
- Create staff transit pass program
- Build a multi-use path between future SW Corridor stop and campus
- Build a multi-use path between surrounding neighborhoods and campus
- Implement a license plate registration system to monitor parking
- Add bike lanes along roadways
- Improve ADA parking:
  - Add additional ADA spots (relocate some)
  - Parking Structure in Automotive Lot for ADA parking
  - Improve striping and wayfinding for ADA
  - Replace ADA parking from new Child Care area and Lot 7.
- Off-site location for shuttles (mechanics, garage, cleaning, storage and sweeper) ideally close to Sylvania
- Build a shuttle and transit only hub for drop offs and pick-ups
- Rebuild entrance to campus from the east. Possible round about, reduced curve, lane change to multi directional turnings.
- Improve Day Permit Machine area, make it a welcoming kiosk with maps, information and improved appearance.
- Add a drop-off area for the child development center P2
- Develop a standardized Electrical Vehicle Charging area signage, maps and appearance, possible shelter.
- Develop a maintenance schedule for all lots and access roads for sealing, striping and repair of pavements and curbs.
## Current Needs

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add an additional parking lot through acquisition of surrounding</td>
<td>if the opportunity arises.</td>
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<tr>
<td>properties</td>
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<tr>
<td>Add an additional parking on current PCC properties such as</td>
<td>(lawn area near Lot F).</td>
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<tr>
<td>Convert lot parking to parking structure</td>
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<tr>
<td>Add bicycle infrastructure (bicycle lockers and additional locker</td>
<td>rooms with showers)</td>
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<tr>
<td>Improve bike lanes on 82nd or parallel route (requires working with</td>
<td>ODOT and the City)</td>
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<tr>
<td>Work with Niketown to get bikeshare close to campus</td>
<td></td>
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<tr>
<td>Improve transit infrastructure to support future TriMet BRT system</td>
<td>near campus</td>
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<tr>
<td>Develop offsite shuttle service (park and ride) Gateway Transit Max</td>
<td>connections.</td>
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<tr>
<td>Higher transit subsidies for students</td>
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<tr>
<td>Transit Program for all staff.</td>
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<tr>
<td>Create a transit waiting area and other rider amenities near TriMet</td>
<td>routes</td>
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<tr>
<td>Improve shuttle connection between Southeast and CLIMB</td>
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<tr>
<td>Limit turns from 82nd Avenue and Division into campus parking need to</td>
<td>coordinates with ODOT and new improvements. Safety is a concern.</td>
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<tr>
<td>Create boundaries between retail parking and campus parking</td>
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<tr>
<td>Electric Vehicle Charging, Needs to be installed should have district</td>
<td>wide signage, mapping and a covered area for chargers.</td>
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<tr>
<td>Schedule regular maintenance of parking lots, sealing, striping and</td>
<td>needed repairs.</td>
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</table>
Information Technology Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
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</thead>
</table>

2.24.2017:

Summary of activities: Vantage Consultants fulfilled all prerequisites for access to the collaboration storage site and VPN access. They had an initial conference with PAE regarding MEP scope clarification and collaboration on heat, power, and generator issues.

The initial technology site meetings took place at Sylvania campus, for 1 ½ days and the following topics were discussed:

- OSP Fiber and Copper topology
- ISP Fiber and Copper topology
- TR Infrastructure
- Pathways
- IS Security
- Physical Security
- UPS steady state loads and temperature
- Confirmation of Generator back-up for TRs
- Wi-Fi coverage – interior and exterior existing coverage and future goals
- Data Center – current state and deficiencies
- Virtualization – current state and future visions
- Media Services

Preliminary surveys were made of sample technology spaces, including the MDF, the BDF in HT, IDF in CC and CT, the Data Center, and the Media server room. These spaces will be revisited as part of the full evaluation effort.

Key Focus for month: Introductions and initial discussions on current conditions, goals and objectives of the technology staff. Discovery of information tools and existing campus documentation available to aid in the evaluation process. Schedule and planning for subsequent visits to all the campuses.

Outstanding Items: Access credentials to the Google Drive IT information folder, and VPN access.

Next Steps: A summary of discussion points and observations from the initial meetings of Feb 21 and 22 will be prepared and sent for review. An example of the room data sheets which will be used for the TR evaluation will be sent for review.
Schedule:

- Vantage scheduled to review StruxureWare via screen share meeting with PCC IT March 1, 2017
- Vantage scheduled to have follow-up web meeting with PCC Media Services March 3, 2017
- Proposed site visit to commence Technology Space inspections the week of March 20, 2017
- Meeting with Michael Northover (time and details TBD)
ADA Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
</tr>
</thead>
</table>
| Alex Baldino (New Chair) | Wendy Palmer  
Donna Bezio  
Jody Giffen  
Maria Mendez  
Kathy McMullen | Jason Karam (SRG)  
Gary Danielson (SRG)  
Alex Simpson (WH Pacific)  
Joshua Klyber (Code Unlimited) |

2.24.2017:
Summary of activities:
After meetings on 1/10/17 it was agreed that summary of the ADA scope is the following:

Transportation (Lancaster and Kittelson Engineering): Transportation group will start to identify locations of the ADA parking areas on the attached site maps for use in the path way assessments.

Site (SRG & WH Pacific Engineering): SRG, WH Pacific and Code Unlimited are coordinating on identifying the main entrances to each building for use in the path way assessment process. This will be set by the end of next week which will allow the path way assessment process to begin.

Building (SRG & Code Unlimited):
There are a variety of compliance issues found on the site visits. The site visit reports will describe the compliance issues by type and room number where the issue occurs.

Site visits by Code Unlimited have occurred at the Sylvania and Rock Creek campuses. Initial reports for the Sylvania campus buildings will be provided to the work group for review at the next work group meeting.

Key Focus for month: SRG and consultant team will continue to schedule site visits. For Code Unlimited site visits to the remaining campuses will be conducted. Inspection reports will be completed and submitted to the work group for review within 2 weeks of the site visit.

Outstanding Items: NA

Next Steps: SRG and consultant team will continue to schedule site visits. A test report will be issued by Code Unlimited for PCC review next week.

Schedule: The attached overall project schedule shows site visits occurring in the months of January, February and March. Each team is currently in the process of visiting sites and scheduling upcoming site visits.
Sustainability Work Group

<table>
<thead>
<tr>
<th>Chair</th>
<th>Members</th>
<th>Consultant Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briar Schoon</td>
<td>Laura Ward, Julie Mast, Alyson Lighthart, Elaine Cole, Jack Lussier</td>
<td>Lisa Peterson (SRG), Bryan Higgins (SRG)</td>
</tr>
</tbody>
</table>

2.24.2017:

**Summary of activities:** The group met two times during the month of February.

The first meeting’s new topic was Energy and Emissions. PAE presented a 6 step approach to energy conservation that followed the following sequence:

1) Load Reduction
2) Passive Strategies
3) Efficient Systems
4) Energy Recovery
5) Renewables
6) Offsets

PAE will be modeling the expected results for the most cost effective strategies for review and consideration by the Steering Committee. This approach will help PCC with achieving the college’s existing carbon emission reduction goals.

The second portion of the meeting was a review of the recommendations for Construction and Renovation category.

The second meeting’s new topic was Health and Well Being. Briar presented the extensive list of activities / policies that the College is already doing to support Health and Well Being. Lisa presented the much less expensive plans that other Colleges and Universities have incorporated and presented the Well Building Framework as a good framework to think about when considering all aspects of health and wellbeing. The second portion of the meeting reviewed what other colleges and universities are doing in the Energy and emissions area.

**Key Focus for month:** Energy Emissions and Health and Well-being.

**Outstanding Items:** Energy modeling for space utilization strategies which will inform our final energy and emissions work recommendations.

**Next Steps:** Next meeting is scheduled for 3/8. Topic areas: Grounds

**Schedule:** The Sustainability work group will continue to meet every two weeks until all the categories have been reviewed. At that time the group will circle back on our overall progress.
### A. CAPITAL BOND PROJECTS

**Tier I**
- 01-Health Professions (CLIMB)
- 02-Metro Center
- 03-Columbia County (DMIC)
- 04-IT Department Location
- 05-Public Safety Bldg (Cascade)
- 06-Site Work (Sylvania)
- 07-Student Housing Study
- 08-Site Work (Rock Creek)
- 09-IT Building Sylvania
- 10-Scheduled Maintenance
- 11-IT
- 12-Safety & Security

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### B. WORK GROUPS

**Facilities Condition Assessment**
- Architectural (SRG)
- MEP (PME)
- Structure (Catenas)
- Infrastructure (Civil WH Pacific)
- Site (Landscape-2

**Traffic/Trans** (Lancaster/Kittelston)
- IT (Vantage)
- Space Utilization (Biddison Hier)
- Sustainability
- ADA
- Safety & Security

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### C. MASTER PLANNING

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**Cost Estimates**

**Meetings**
- Task Force (Weekly)
- Steering Committee (Monthly)
- Work Groups (Weekly)
- PCC Board (Monthly)

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**Updated 01.31.17**