

Portland Community College

Facilities Plan - Phase 1

Monthly Report

January 31, 2017



SRG

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 Outstanding Items:

1. Team Access to the Google Drives will be critical for distributing project information and for team communications. This is in progress by PCC and is close to completing.
2. Sample reports were requested by the task force. The planning team is assembling samples from each consultant for reference and review by PCC.

Contents

Space Utilization Work Group.....	2
Facilities Condition Work Group	3
Capital Projects Work Group	5
Safety and Security	6
Transportation and Parking Work Group	7
Information Technology Work Group.....	8
ADA Work Group.....	9
Sustainability Work Group	10
Updated Overall Project Schedule (attached)	11
Updated Schedule for site visits (attached).....	12

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	Nita Posada (SRG) Robert Lochner (SRG) Tom Hier (Biddison Hier)

1.31.17:

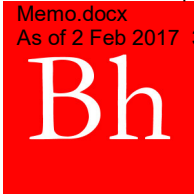
Summary of activities: See attached updated summary from Tom Hier of Biddison Hier.

Key Focus for month: See attached summary from Tom Hier of Biddison Hier.

Outstanding Items: See attached summary from Tom Hier of Biddison Hier.

Next Steps: See attached summary from Tom Hier of Biddison Hier.

Schedule: See attached summary from Tom Hier of Biddison Hier.



10 January 2017

Memorandum

To: Kurt Simonds
From: Tom Hier
RE: Follow-Up and Meetings with Deans

As per our conversation before the holiday, we would like to arrange meetings with Deans and Division Deans, as appropriate, for the next level of review of classroom and course scheduling data that we have been provided.

To that end, this memo sets out the primary questions we have regarding the data so that individuals at PCC can review the questions, and the datasets, in preparation for in-person meetings where we can discuss the data together and, we hope, resolve outstanding questions. The questions and areas of focus are described below.

Questions

1 Different Instructional Methods

There are four different instructional methods listed among the courses:

- CLASSROOM (87% of Fall 2015 courses)
- CLWEB (3%)
- TVWEB (0.01% -- 1 entry)
- WEB (10%)

For PCC: Should all of these instructional methods be included in our utilization analyses, or are there any that should be excluded?

2 Meeting Day Patterns

Most courses have identify some combination of meeting days (e.g., MWF, TR, etc.). However, almost 30% of Fall 2015 courses show “No Phys Meetings” as the Meeting Day Pattern.

For PCC: How should courses that have no physical meetings be treated for our analyses – e.g., excluded from utilization analyses by campus physical location? Excluded or included in other utilization analyses that might be undertaken?

3 Definitions of “Campus”

As you will recall, our course data includes two different ways in which the course venue is designated, as follows:

- by **“Campus Physical Location of Building”**: this is the campus on which the course is actually physically held.
- by **“Campus (or Area) of Record”**: we understand this to mean the organizational entity with which the course is associated, regardless of the physical location where the course is held.

More specifically, regularly-scheduled instructional activities are held at a variety of locations across the city – some directly at the campuses, some at major centers, and others at satellite locations. Regardless of physical location, all courses are also generally associated with one of the following campuses or areas (called “Campus (or Area) of Record” for simplicity):

- Cascade
- Rock Creek
- Sylvania
- Southeast
- Workforce & Community Education
- Educational Services.

A chart in the 29 November presentation, reproduced below as *Chart 1*, shows the relationship between Campus Physical Locations where courses are held and the Campus or Area of Record.

Chart 1. Crosswalk between Campus Physical Locations and Campus of Record

Campus Physical Location of Bldg	Campus					
	Cascade	Rock Creek	Sylvania	Southeast	Workforce & Community Educ	Educational Svcs
Cascade	■		●	●	■	
Cascade (off campus)	●					
Climb Center	●			●	■	
Columba Center				●		
Distance Learning (Community E..			●		■	
Distance Learning (for Newberg C...			●			
Distance Learning (PCC District)	■	■	■	■	●	●
Downtown Center					●	
Hillsboro Center		■			●	
Metro Center (Portland Metropol..			●	●	■	●
Newberg Center			■		●	
Null - location to be determined	■	■	■	■	●	■
Off Campus	●	●	●	■	■	■
Off Campus (PCC District Wide)			●		■	
Open Campus (PCC District Wide)					●	
Rock Creek	●	■	●	●	■	●
Rock Creek (off campus)		■				
Southeast	●		●	■	■	
Southeast (off campus)				●	●	
Swan Island Trades Center	■			●	●	
Sylvania	●	●	■	■	■	●
Sylvania (Distance Learning)			■			
Sylvania (off campus)			●			
TBD	●	●	●	●	●	
Willow Creek Center	■	●	●	●	■	●

For PCC: To proceed with utilization analyses, we have the following questions:

A. Can we simplify the number of physical locations and determine which – if any – to exclude from analyses?

In the chart above, there are 25 distinct categories of physical location, some with very few courses identified. The table below offers an initial attempt at collapsing these 25 categories into 14 categories. Detailed lists of courses included in each category are provided in an attached Excel spreadsheet. (Each aggregated physical location is a separate tab in the Excel file.)

Please review the aggregation proposed in *Chart 2* below and confirm or suggest updates, as required.

Further, it seems obvious that the first 11 major categories would be included in analyses. There is a question about how to handle categories 12 (Distance Learning), 13 (Off-Campus) and 14 (Null or Other – TBD). Please review courses in the Excel spreadsheet associated with these categories and advise as to how they should be treated for space utilization analyses.

Chart 2. Physical Locations

Physical Location Aggregated	Physical Location
1 Cascade	Cascade Cascade (off campus)
2 Rock Creek	Rock Creek Rock Creek (off campus)
3 Southeast	Southeast Southeast (off campus)
4 Sylvania	Sylvania Sylvania (Distance Learning) Sylvania (off campus)
5 CLIMB	Climb Center
6 Downtown Center	Downtown Center
7 Hillboro Center	Hillsboro Center
8 Metro Center	Metro Center (Portland Metropolitan Workforce Training Center)
9 Newberg Center	Newberg Center
10 Swan Island Trades Center	Swan Island Trades Center
11 Willow Creek	Willow Creek Center
12 Distance Learning	Distance Learning (Community Education) Distance Learning (for Newberg Center) Distance Learning (PCC District)
13 Off-Campus	Off Campus Off Campus (PCC District Wide)
14 Null or Other -- TBD	Columbia Center Null - location to be determined Open Campus (PCC District Wide) TBD

B. Beyond analyzing utilization by physical location, what other types of analyses would be helpful, especially with respect to analyses by Campus (or Area) of Record?

Beyond analyzing space utilization by physical location, are there analyses that should be done by Campus or Area of Record? For example, there are a substantial number of courses associated with the Workforce and Community Education area, which are spread among various campuses and centers (e.g., CLIMB, Southeast, Sylvania, Willow Creek). Please consider what types of analyses might be desirable and informative, and advise how to proceed.

Next Steps

The approach we have discussed for resolving the questions outlined here is as follows:

1 Individual data reviews by various deans.

You have suggested that various deans who are familiar with course offerings at the campuses and centers should review the data in advance of meeting with us, so that they have an opportunity to contemplate the questions posed in this memo (and to pull in others, as necessary, who may also be knowledgeable about scheduling).

The attached Excel file lists all courses, broken out by the aggregated physical locations shown in *Chart 2*. Please distribute course data for each aggregate location to the appropriate dean(s).

2 Schedule in-person meetings with relevant deans.

Once the deans have had a chance to consider and review the data, then we would like to schedule individual meetings with each of them (or their representatives) to review the data. If possible, we would like to arrange these meetings for the last week of January or the first week of February.

In the meantime, if you or others have any questions or need further explanation of anything in this memo, please do not hesitate to get in touch with me. I can be reached via email at hier@biddhier.com, or via telephone at (202) 882-8700.

Thank you.

Attachment

Excel file include course lists by aggregated physical campus location

Cc: Rebecca Ocken
Bryan Higgins, SRG Partnership
Nita Posada, SRG Partnership

Facilities Condition Assessment Work Group

Chair	Members	Consultant Team
Tony Ichsan Director Facilities Support Services	John MacLean Joe Gamble Donna Bezio Mark Erickson Zahava Jones Heidi VanBrocklin	Gary Danielson (SRG) Bryan Higgins (SRG) Jason Karam (SRG) Nedzib Biberic (PAE) Jared Lewis (Catena) Tom Jaleski (Code Unlimited) Brady Berry (WH Pacific) Alex Simpson (WH Pacific) Melinda Graham (2.ink)

1.31.17:

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

Key Focus for month: PAE and SRG have started their site visits with SE campus. Other consultants to follow include; Catena, WH Pacific, 2.ink

Outstanding Items: As Consultants start their site visits other documentation could be needed. Since that is just starting and some have just completed their first reviews this is under development.

Site Visits:

1. PCC has provided key cards (1/31/17) for consultants that need to access to buildings during site visits.
2. Typically, each campus will kick off the site visits with a coordination meeting with that campuses facilities group to review questions from the consultant team. This took place for SE campus on 1/23/17 with SRG and PAE. A kick off meeting is scheduled for the Rockcreek campus on 2/6/17 for PAE, Catena and SRG.
3. The task force identified contractor parking is available at Rockcreek campus near the construction trailer that can be used for consultants doing site visits. Contractor parking is also available at the Sylvania campus near the play fields for the same use. Parking passes may be available for consultant use for the SE and Cascade campus.

SRG:

SRG has just completed (2/1/17) site tours of the SE Campus reviewing each room in each building on campus. The next monthly report will include information on findings for that review.

PAE:

PAE has completed review of the SE campus and are developing results from that visit. 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 structural engineers will be starting their review next week at the SE campus. Their review will not include buildings already reviewed in previous seismic reports. This includes a 2012 kpff report for Sylvania campus that reviewed 7 buildings and a catena report for Rockcreek issued in 2012 that

reviewed 2 buildings. Catena will review the balance of buildings in the PCC system and fold in the existing information for a more compressive document.

Code Unlimited:

Code Unlimited Provide a list of applicable codes for accessibility for each of the buildings. Review drawings of all the buildings in the inventory for accessibility compliance issues. Working with the ADA group they have developed a list of buildings for their site visits.

2.ink:

Will be conducting meetings with the Staff and Student Leadership groups that would entail an initial 15-20 minute introduction to the type of information we are interested in discussing, a leave-behind questionnaire for students/staff to then consider and then a follow-up discussion. There would be a separate meeting per campus.

Will be meeting with Maintenance staff as related to each Campus and Center. A maintenance questionnaire would be distributed ahead of these meetings and each meeting would discuss the feedback from that and any other relevant information regarding maintenance.

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.

Progress Report



DATE: February 2, 2017
PROJECT: PCC Campus-wide Master Plan
PROJECT NO.: 16-1448
TO: Bryan Higgins
FROM: Nedzib Biberic
SUBJECT: January Progress Report - PAE

DISTRIBUTION: File

On January 16th the PAE team kicked off the Southeast campus site assessments with a meeting with PCC facilities team and SRG. General campus rules were covered along with questions the PAE team had for facilities. At the end of the meeting, the whole team conducted a site walk with facilities, who pointed out current problem areas and equipment.

The mechanical team finished the site assessments on the Library, Commons, and Mt. Scott buildings. 50% complete with the assessment on the Annex building. 95% complete with the assessment on Mt Tabor. Anticipate being completed with the site assessments by middle of next week.

The plumbing tem has completed all site visits for the Southeast campus. Currently working on compiling of notes and images for assessment report.

The electrical team has completed approximately 60% of the site assessments, with an additional visit for testing of the normal and egress lightings scheduled for 2/12, as it requires testing to be completed during night time.

The Rock Creek kickoff meeting has been scheduled with PCC and SRG for 2/6. Initial questions have been forwarded to PCC and the team is currently compiling initial data for site visits.

CREATED DATE:										Priority Multiplier (1 = low, 5 = high)										5544331									
Finding No.	Equipment Tag/ID ¹	Location Floor/Area	System Description	Year of Install	Area Served ²	Code Deficiencies ³	System Deficiency	Action that Mitigates Deficiency	Photo	Code Violation	Life Safety	Capacity	Equipment Condition	Deficiency ⁵ Equipment Life Expectancy ⁶	Maintenance	Energy Efficiency	Weighted Total	Suggested Priority for Mitigation	Estimated ROM ⁴	**Internal Notes**									
M100	AHU-X	Roof, mechanical room, etc	Central Equipment (AHU, DOAS, etc) Elec Data: Airflow: Cooling Capacity: Heating Capacity: Humidifier: Control type: CHWS/R Temp: HWS/R Temp: # of SA Fans: SA Fan HP/each: # of RA Fans: RA Fan HP/each: Pre/Final Filter Rating: Fuel Type:	Based on as built schedule	L1 classrooms		Unit access: Coil condition: CHW/HW valve access: UV lights: Water carryover from coil: Drain pan (corrosion, growth, etc): Standing Water: Filters present: Filter condition (bypass?): Pressure gauges: Temperature gauges: Fans operating: Fans in balance: Belt guard: Access doors sealed: Visible corrosion: Duct connections: Piping connections: Dampers open when operating:			5	3	4	4	4	2	5	95	H											
M200	FCU-X		Decentralized Equipment (FCU, Split system, VRF) Elec Data: Indoor unit type: Airflow: Cooling Capacity: Heating Capacity: Control type: CHWS/R Temp: HWS/R Temp: SA HP: Filter:				FCU access: Branch selector box access: Outdoor unit access: Outdoor unit airflow obstructions: Control box elec clearance (30"): Piping insulation: Drain pan (corrosion, growth, etc): Secondary drain pan (piped to visible location): Filters present: Filter condition (bypass?): Fans operating: Fans in balance: Visible corrosion: Duct connections: Piping connections: Unit vibration isolation:			0	3	5	4	4	5	5	83	M											
M102	B-X		Boilers Type: Capacity: Vent type:				Adequate access: Flue condition: Flue distance from OSA intake: Combustion air: Emergency stop:										0	L											
M103	CH-X		Elec Data: Type: Capacity: Refrigerant: CHW Flow: CHWS/R temp: CW Flow: CWS/R temp: Evap PD: Cond PD: # of compressors:				Vibration isolation: Tube pull access: Marine water box:										0	L											
M104	CT-X		Cooling Towers Elec Data: Capacity:				Sump condition: Excessive mist: Distance from OSA intakes: Blowdown/bleed:										0	L											
M105	P-X		Elec Data: Type: Flow: Head: HP: VFD:				Adequate access: Piping connections: Vibration isolation: Suction diffuser or strainer: Pressure gauges:										0	L											
M106	N/A		Heat rejection (unit mounted or remote): Fan assisted: Acoustic treatment: Muffler type:				Duct silencers: Acoustic louvers: Engine exhaust discharge location: Insulation on engine exhaust: OSA intake location: Heat rejection location:										0	L											
M107	EF-X		Elec Data: Type: Airflow: TSP: HP: Belt or Direct: VFD:				Gravity or motorized damper: Distance to OSA intakes: Birdscreen:										0	L											
M108	EF-X		Elec Data: Type: Airflow: TSP: HP: Belt or Direct: VFD: Redundancy:				Gravity or motorized damper: Distance to OSA intakes: Birdscreen: Discharge nozzle height:										0	L											
M109	EF-X		Elec Data: Type: Airflow: TSP: HP: Belt or Direct: VFD:				Drain type (piped or trap): Distance to OSA intakes: Duct connection to fan: Vented curb/shaft: UL 762 compliant:										0	L											
M110	TU-X		Terminal Unit (ceiling) Elec Data: Max airflow: Min airflow: Reheat coil type: HWS/R temps: Elec coil control type: Sound attenuator:				Duct length at inlet (TU size): Excessive inlet size duct (>3 duct diameters): Distance to first branch duct: HWS/R valves accessible: Control box elec clearance (30"):										0	L											
M111			Distribution Ductwork (20%) Diffusers/grilles				For 20% to be open: Flex duct on SA runouts: Access doors closed: Unintentional openings (uncapped ducts, etc): Continuous insulation: Audible leaks: High PD fittings: Diffusers/grilles clean: Short circuiting:										0	L											
M112			Grease Exhaust Ducts				Fire wrap: Access doors: Proper slope: Cleanouts at elbows: Material (SS vs galvanized):										0	L											
M113			Distribution Piping (20%)				Isolation/enc or valves open: Pipe shields at hangers: Continuous insulation: Visible leaks: Expansion compensation:										0	L											
M114										5	3	5	4	1	1	2	84	M											

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 hours work.
5. Life expectancies based on 2015 ASHRAE Applications Chapter 37 and the associated online database.

Category

Score

Code Violation

Priority Weight

Priority Score (1-5; 5 being high priority)	5	100%
Meets Current Code		0
Code Deficiencies		5

Life Safety

Priority Score (1-5; 5 being high priority)	5	100%
Serves Non-Critical Areas - Minor/Easily Correctible		1
Serves Non-Critical Areas - Major, or Serves Critical Areas and No Issues		2
Serves Critical Areas - Minor/Easily Correctible		3
Serves Critical Areas - Moderate		4
Serves Critical Areas - Major		5

Capacity

Priority Score (1-5; 5 being high priority)	4	80%
Extra Capacity Available		1
Meets Capacity		3
Does Not Meet Capacity		5

Equipment Condition

Priority Score (1-5; 5 being high priority)	4	80%
Excellent		1
Good		2
Fair		3
Poor		4
Very Poor		5

Equipment Life Expectancy

Priority Score (1-5; 5 being high priority)	3	60%
New		1
10+ Years Remaining		2
5-10 Years Remaining		3
0-5 Years Remaining		4
Past Typical Service Life		5

Maintenance

Priority Score (1-5; 5 being high priority)	3	60%
Simple Maintenance - Accessible		2
Simple Maintenance - Not Accessible		3
Complex Maintenance (Chillers, Boilers, AHUs)- Accessible		4
Complex Maintenance (Chillers, Boilers, AHUs)- Not Accessible		5

Energy Efficiency

Priority Score (1-5; 5 being high priority)	1	20%
Exceeds Current Code or N/A		1
Meets Current Code		2
Prior Code - Good		3
Prior Code - Fair		4
Prior Code - Poor		5

Priority Level	Max Poss Points	125	Level Percentage Range		Low Limit	High Limit
High		H	75%	100%	94	125
Medium		M	40%	74%	50	93
Low		L	0%	39%	0	49

Capital Projects Work Group

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

12.23.16:

Summary of activities: The SRG Planning Team has received pricing for the Tier I and select Tier II bond projects from RLB and have distributed, projects include:

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 – Removed from scope

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: A summary of this pricing and capital projects status was presented at the board meeting on 1/19/17, attached is the presentation from that meeting that includes a summary of all capital bond projects and budgets.

Outstanding Items: NA

Next Steps: The board is reviewing.

Schedule: The attached overall project schedule shows the capital projects process, the work group is on track with the schedule.

Safety and Security Work Group

Chair	Members	Consultant Team
Derrick Foxworth Director Public Safety	Debra Jarcho Alan Bral Mike Sturgill Kevin Crowley Tony Ichsan Neal Naigus Ryan Aiello	Gary Danielson (SRG) Bryan Higgins (SRG) Rob Layne (Layne) Mark Peterson (Layne)

12.23.16:

Summary of activities: January 31, 2017

Below is a summary from Layne Consultants on their site visit the week of January

Southeast Campus

Reviewed security subsystems:

- Video Surveillance and Recording (2 systems)
 - Milestone IP video platform
 - Legacy analog Integral Technologies DVR system
- Access Control System
- Intrusion Detection System
- Mass Notification System
- Incident Reporting System
- Public Safety Office Command/Control

Cascade Campus

Reviewed security subsystems:

- Video Surveillance and Recording (2 systems)
 - Milestone IP video platform
 - Legacy analog Dedicated Micros DVR system
- Access Control System
- Intrusion Detection System
- Mass Notification System
- Public Safety Office Command/Control
- CommScope/Andrews RF Enhancer-Distributed Antenna System (DAS) Garage

Sylvania Campus

Reviewed security subsystems:

- Security Command Center Operations
- Telex Vega Computer Aided Dispatch (CAD)
 - C-soft DPS software (IP Dispatch)
 - 800 Mhz Radios
- Video Surveillance and Recording
- Access Control System

- Intrusion Detection System
- Mass Notification System

January 19, 2017

Sylvania Campus

Public Safety operations interviews conducted with:

Sgt Alan Bral – Video Systems
Officer Danielle Parker – Access Control
Derrick Foxworth, Public Safety Director

January 20, 2017

SRG Partnership

Update to SRG project management

Overview

1. The electronic security systems are not consistently deployed across all PCC campuses.
2. Legacy analog video systems remain in place. Some of which are not available from security control.
3. Currently, the Mass Notification System initiates canned messages from Sylvania. Cannot send customized messages from another campus.
4. The Mass Notification System is being upgraded. However the status/schedule of the upgrade, and the specific functionality of the upgrade are not known.
5. PCC Public Safety staff lacks formal training on electronic security subsystems.
6. PCC Public Safety lacks documented policies and procedures for the configuration, administration, and operation of electronic security subsystems. How systems are being used is critical to establishing a technology roadmap as part of the Facilities Report.
7. PCC Public Safety has implemented electronic security subsystems without the benefit of a documented strategy or plan; including staffing for configuration, administration, and operation of systems.
8. M Sturgill to provide Layne with copies of previous RFPs for security systems for review.

Key Focus for month:

1. Layne will develop a strawman of facilities report
2. Inventory systems and version levels at each site
3. Develop a technology roadmap matrix to provide consistent deployment across PCC.

Outstanding Items: NA

Next Steps:

1. Review schedule for next site visit.

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

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

12.23.16:

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

Key Focus for month: The team is working on documentation of existing conditions, strategies and solutions. A document outline has been submitted for review by the workgroup.

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: 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.

Information Technology Work Group

Chair	Members	Consultant Team
Michael Northover, Chief Information Officer Information Technology	Val Moreno Debra Jarcho James Reece Ed Hawkins Payam Damghani Andy Freed Kevin Edwards Charmagne Ehrenhaus Hank Schottland	Bryan Higgins (SRG) Bjorn Clouten (SRG) Richard Bussell (Vantage) Ken Godachy (Vantage) Jon Young (Vantage)

12.23.16:

Summary of activities: Vantage Consultants has made some final revisions to their proposal including information regarding the number rooms to be evaluated for AV.

Key Focus for month: Once Vantage has access to the existing information from Google Drive they can start to review and provide comments on other outstanding information needed for review.

Outstanding Items:

Vantage: At least 2-3 weeks prior to the initial site visit vantage will need the following information:

1. IT specific info which was being provided by the stakeholders on the Google Drive
2. The rest of the items requested in our proposal's Methodology section

Next Steps: Vantage has scheduled their first site visit for 2/21 and is in the process of developing an agenda for that visit. They will send that draft agenda out for 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.

ADA Work Group

Chair	Members	Consultant Team
Alex Baldino (New Chair) Jennifer Gossett (Previous Chair) Accessibility Specialist Disability Services	Wendy Palmer Donna Bezio Jody Giffen Maria Mendez Kathy McMullen	Jason Karam (SRG) Gary Danielson (SRG) Brady Berry (WH Pacific) Alex Simpson (WH Pacific) Joshua Klyber (Code Unlimited)

12.23.16:

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): Review existing reports and confirm existing ADA parking and required ADA parking and locations at all campuses and centers.

Site (SRG & WH Pacific Engineering): Provide an ADA assessment of the existing path of travel from ADA parking and transit stops to the main entry at each building at all campuses and centers.

Building (SRG & Code Unlimited): Provide a list of applicable codes for accessibility for each of the buildings. Review drawings of all of the buildings in the inventory for accessibility compliance issues. Code Unlimited has developed with PCC and SRG a list of buildings they will focus on in their site visit review. SRG will be reviewing all buildings in the PCC system.

Key Focus for month: All Consultants are currently reviewing the existing materials sent that consists of existing plans and specifications. All consultants are also in the process of scheduling site visits.

Outstanding Items: All Consultants are currently reviewing the existing materials sent that consists of existing plans and specifications. After review we will develop a list of outstanding items.

Next Steps: SRG and consultant team will schedule site visits.

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. The next work group meeting is scheduled for 2/21/17.

Sustainability Work Group

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

12.23.16:

Summary of activities: The sustainability Work Group has met several times now and have developed a scope of work vision as follows:

Version 3. We will develop a Sustainability Plan to include an assessment evaluating current college systems and guidelines for college practices emphasizing sustainability in seven key areas:

- Energy & Emissions
- College Operations
- Construction & Renovation
- Grounds & Natural Systems
- Health & Well-being
- Education & Culture
- Resiliency (this item has been put on hold for now)

Key Focus for month:

Outstanding Items:

Next Steps: Next meeting is scheduled for 2/8.

Schedule: The attached overall project schedule shows site visits occurring in the months of January, February and March.

PORTLAND COMMUNITY COLLEGE MASTER PLAN
PROJECT SCHEDULE - 12/12/16

