

# APPENDIX F

**SPACE NEEDS REPORT**

**DATE: JANUARY 2022**

# SPACE NEEDS ASSESSMENT



# 2. SPACE NEEDS ANALYSIS

## INTRODUCTION

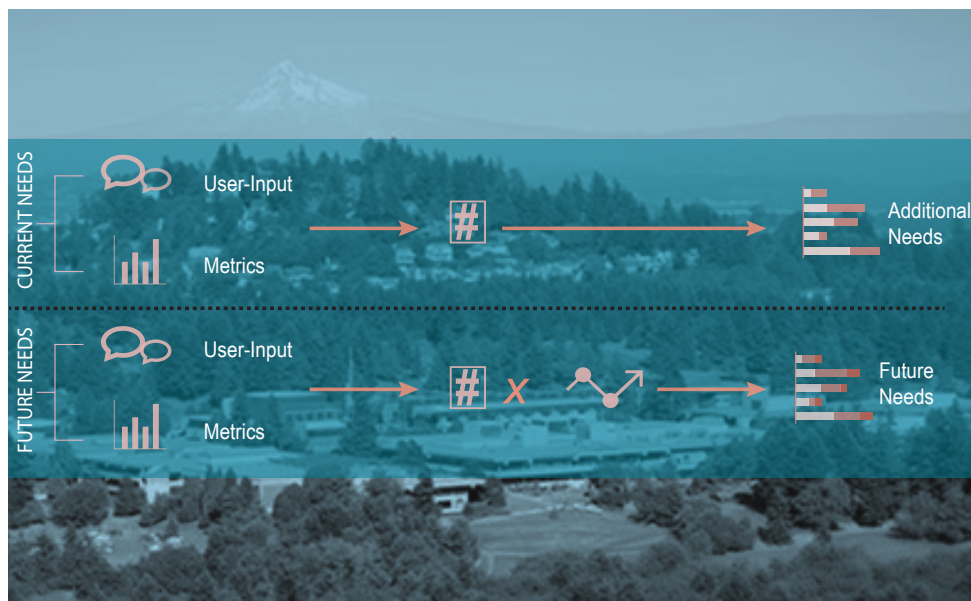
This section outlines the outcomes and process for the high-level analysis of space needs conducted as part of the PCC Facilities Plan Phase 2. This work adds to the utilization analysis of existing instructional spaces completed during Phase 1. The purpose of this effort is to build upon Phase 1 by assessing all other campus spaces for an appraisal of current space needs. The work then assesses future (2029/30 academic year) square footage requirements, including instructional space, to support the projected enrollment. The goal is to direct physical planning for Portland Community College campuses and to identify specific needs to inform upcoming bond measures. The assessment is based on an analysis of current facility capacity and its ability to meet current needs coupled with an analysis of future needs based on enrollment growth and/or



changes in programs and activities. The product of the assessment includes a summary of existing and projected total space needs by academic and non-academic space types. The results have been translated into “building blocks” to be used in planning for future development and growth at each of PCC’s campuses in the Phase 2 work.

## METHODOLOGY

Phase I of the Facilities Plan, which focused on instructional spaces, indicated that the inventory (or supply) of learning spaces across PCC locations was generally well-balanced with demand in 2015. This was based on an examination of space utilization determined by classroom/class lab scheduling and occupancy rates. To assess all the other campus spaces, scheduling and occupancy data is not applicable or available. Therefore, the methodology included two approaches: quantitative and metrics-based.



The qualitative approach is based on input from college representatives, consultant observations, and resultant right-sizing with the use of space standards. Campus stakeholders participated in focus groups representing every major division at PCC (See Space Needs Appendix for meeting notes). Issues discussed included how well existing space supports current (pre-COVID) functions (in amount of space, functionality and adjacencies) and expected changes in workload and/or their way of performing necessary tasks. Results of the focus groups were quantified into surpluses or deficits compared with the existing space on campus.

The metrics-based approach included the use of space standards developed by an international organization called the Association for Learning Environments (also called CEFPI standards). These standards were used to determine campus-wide needs for each particular type of space by applying space drivers such as enrollment and full-time-equivalent faculty/staff to a specific square footage (SF) standard. However, the need related to some space types, such as those for Auxiliary Services which are typically demand-driven, were determined by college input.

The metrics-based results were compared with the qualitative results and discussed with the Project Management Team to determine needs specific to PCC for each space type on each campus. Once current needs were identified, long-term (2029/30) needs were developed by applying the projected enrollment growth rate.

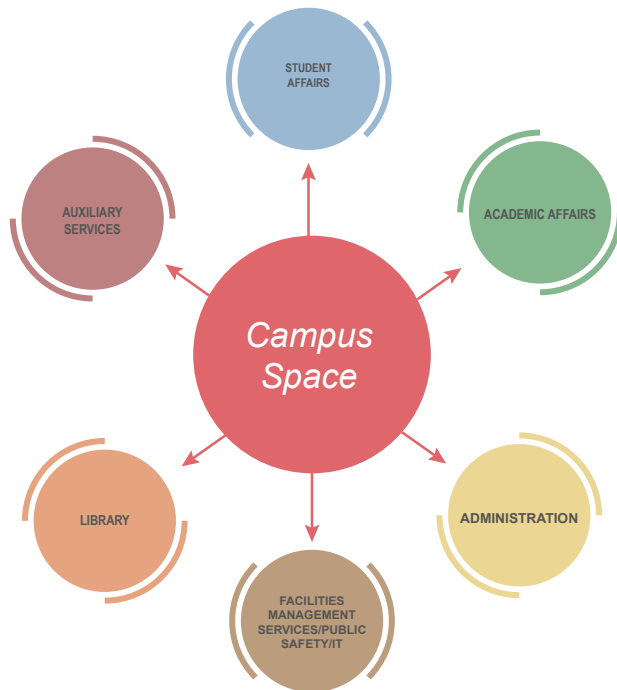
This high level analysis for space provides useful parameters for campus and College-wide planning. As projects move forward, closer study of real needs based on utilization criteria specific to project occupants and others impacted by the project will be required. In addition, the quality and configuration of space is not accounted for here, but will be addressed through renovation, replacement and/or new building projects.

# SPACE CATEGORIES

In order to understand current college space and how it is used, the college database was organized by Campus-Wide categories and those specific to Academic Affairs. These categories are aggregates of the use-codes indicated for each room in the database using the Facilities Inventory and Classification Manual (FICM) system.

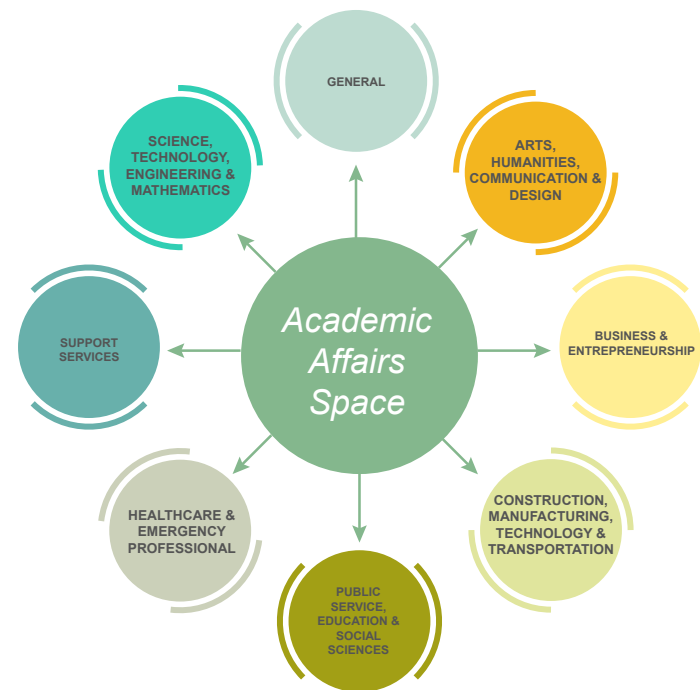
## CAMPUS-WIDE USE

Campus-wide space categories are identified in the diagram below, and reflect the major divisions within the college as well as two categories that are more unique in the type of space they require: Library and Facilities Management Services/Public Safety/IT. Most space needs are driven by the number of faculty/staff and/or students. Library space is driven by the size of collections and study space (and includes office space). Facilities Management Services/Public Safety/IT space is driven by the overall square footage of campus (and includes shop space).



## ACADEMIC SPACE USE

Academic Affairs space is categorized by the new Academic and Career Pathways as well as General (which includes General Purpose Classrooms/Classlabs) and Support Services. The new Academic and Career Pathways model recently adopted by the college focuses on student outcomes by shifting the organization of academic programs and integrating student guidance and support through pathway completion. Six pathways have been identified. In addition, 'General' includes general purpose classrooms used by all pathways are included as well as 'Support Services' space where academic support is provided to students, outside of the specific Academic and Career Pathways.



# EXISTING SPACE

## SYSTEM-WIDE

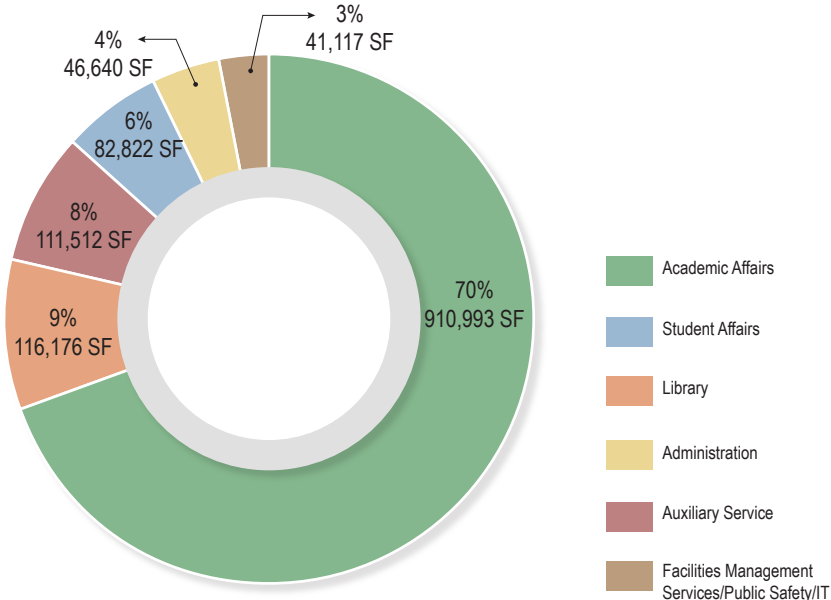
Existing space across all campuses totals over 1,293,900 assignable square feet (ASF)\*. Academic Affairs space makes up 70% of the total ASF at PCC, followed by Library (9%) and Auxiliary Services (8%). The Academic Affairs space breakdown shows that three Pathways (STEM, Arts & Humanities and Healthcare), as well as General Purpose classrooms, are relatively equally divided ranging from 17-20% of the total academic space system-wide. Construction, Manufacturing Technology and Transportation programs are slightly less at 13%. The Business and Public Services pathways are smallest at 4%.

## BY CAMPUS

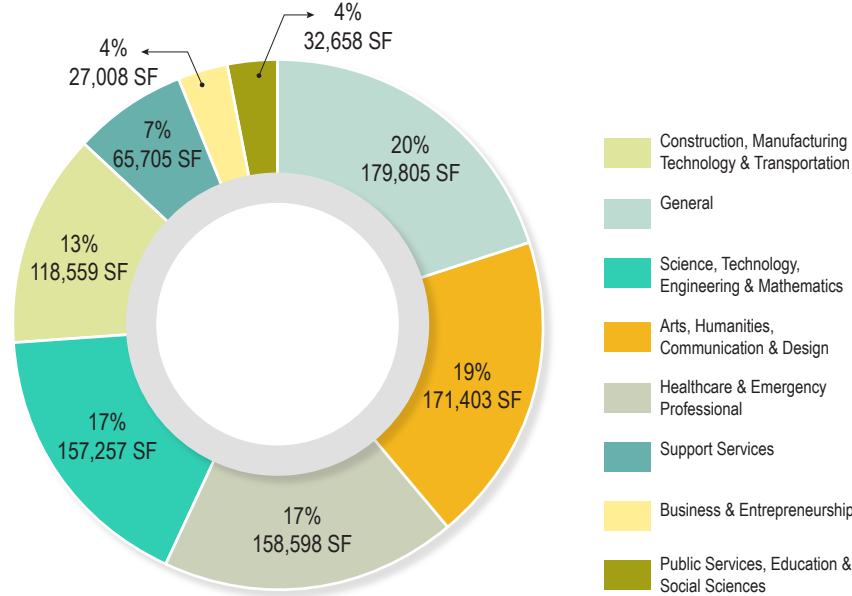
The charts on the following pages show existing space by campus, each wheel sized in proportion to the total amount of square footage. Southeast has the least amount of square footage with the smallest wheel while Sylvania has the most. As would be expected given its history as the main campus for the college, Sylvania has proportionately more Administration space on its campus compared to the other campuses and proportionately less space in Academic Affairs. As for Academic space, Sylvania and Cascade each have a strong focus on Healthcare space, where Rock Creek and Southeast have large concentrations of space supporting CTE programs. Of all campuses, Cascade has the largest proportion of Arts and Humanities but Sylvania has the largest square footage dedicated to the same.

\* Assignable square feet represents interior spaces that are occupied by a specific program. Interior spaces that are not assignable include building structure, envelope, entryways, corridors, restrooms, and building support spaces such as mechanical rooms. Gross square feet (GSF) represents the total square footage of a building including each of these additional areas.

AGGREGATE SPACE USE



ACADEMIC SPACE USE

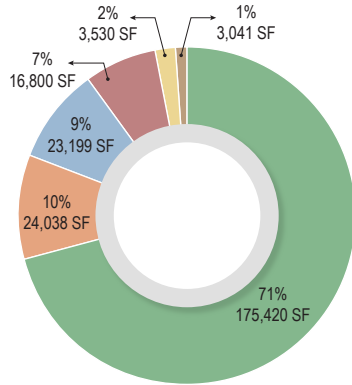


System-wide Space Use

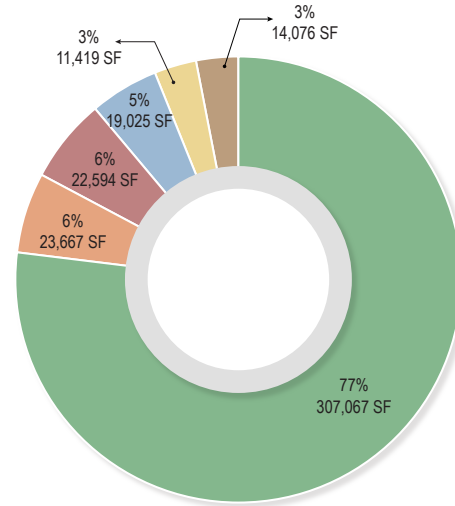
# EXISTING SPACE

## AGGREGATE SPACE USE - BY CAMPUS

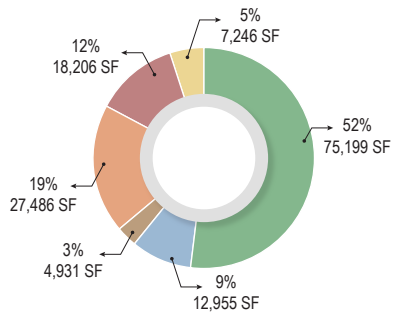
### CASCADE CAMPUS



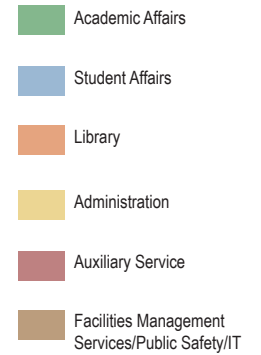
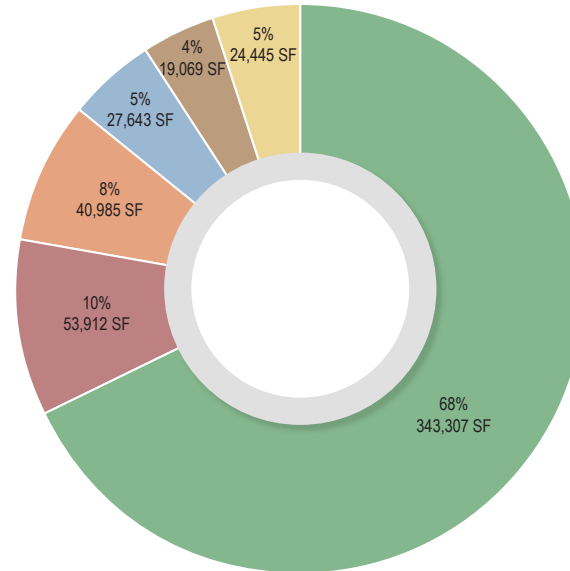
### ROCK CREEK CAMPUS



### SOUTHEAST CAMPUS



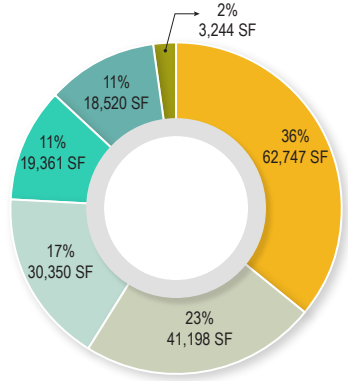
### SYLVANIA CAMPUS



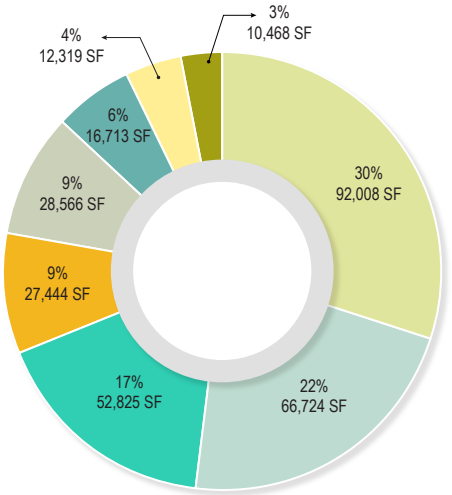
# EXISTING SPACE

## ACADEMIC SPACE USE - BY CAMPUS

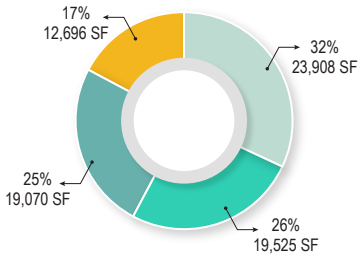
### CASCADE CAMPUS



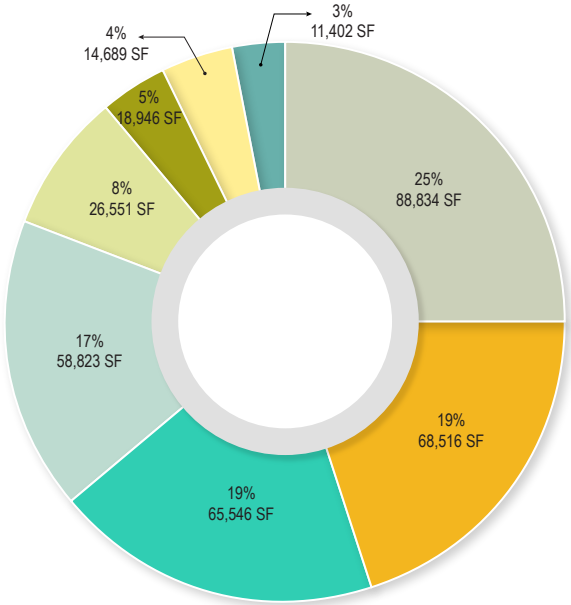
### ROCK CREEK CAMPUS



### SOUTHEAST CAMPUS



### SYLVANIA CAMPUS



- Construction, Manufacturing Technology & Transportation
- General
- Science, Technology, Engineering & Mathematics
- Arts, Humanities, Communication & Design
- Healthcare & Emergency Professional
- Support Services
- Business & Entrepreneurship
- Public Services, Education & Social Sciences



# SPACE NEEDS

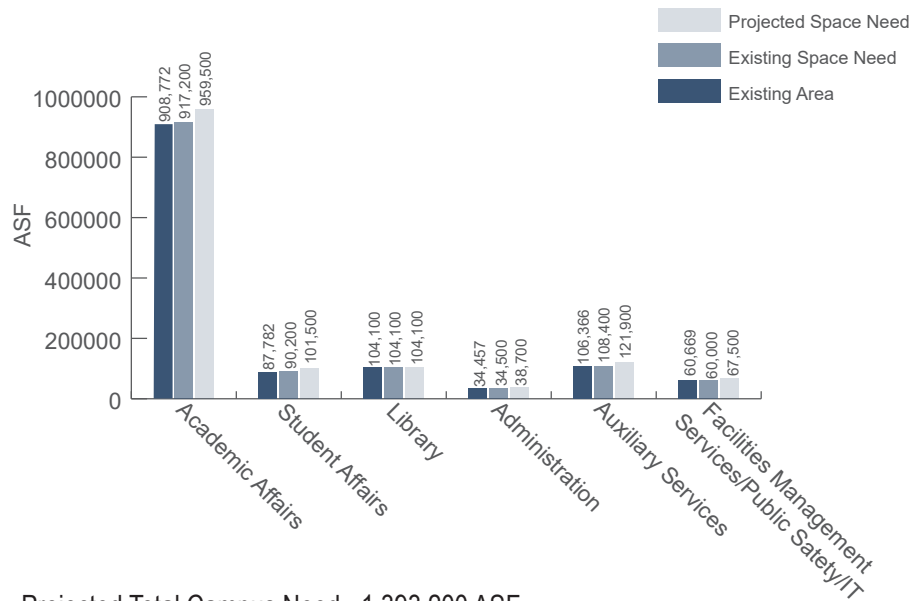
## ASSUMPTIONS

The tallying of existing space is helpful to understand current conditions, but it does not necessarily reflect current needs, and future conditions are not represented. The analysis of space needs included both qualitative and metrics-based approaches as important benchmarks along with discussions with college leadership. Throughout the process, several assumptions were made.

- Because this study took place during the COVID pandemic when all campuses were closed and most faculty and staff were working at home, impacts of the pandemic on post-COVID conditions were difficult to predict. Therefore this analysis considers space needs under 'business-as-usual' pre-COVID conditions. In a post COVID-19 era, online and hybrid learning are likely to be more common. This may have an impact on space needs, although it is hard to determine whether overall enrollment will also grow (with increased access) and therefore result in a lesser impact. Space needs projections developed through this work do not take into consideration additional online and hybrid learning beyond what existed pre-COVID. This should be assessed more closely once the college has been re-opened for a full academic year.
- The new Academic and Career Pathways model, while a significant new structure to academic programs including a centralization of the college administration, will not directly affect space needs. In addition, pathway representation at each campus in terms of space allotments will likely remain similar to current conditions. Any administrative space gained at each campus will be used for touch down space by staff and faculty who will be working at multiple locations.
- The Phase I Facilities Plan concluded that all learning spaces were adequate during a period when student enrollment was much higher (2015), therefore 2015 classroom space has been used to establish the target square footage needed per FTE student (ASF/FTE) and project future classroom space needs.
- Faculty, aside from department chairs, will continue to have workstations in open office areas.
- The Answer Center and other counseling functions within Student Affairs have been working well under remote conditions. This, along with increasing resources on-line for student support, brings into question the future amount of space dedicated to Answer Centers on each campus into question. Answer Centers are currently incorporated into the analyses; however, they should be assessed more closely once the campuses are reopened.
- Auxiliary Service space such as Food Service, Merchandising and Child Care is typically demand-driven and difficult to project post-COVID. Therefore, Auxiliary Services space current needs match the current space, for now, and are projected to grow at the same rate of enrollment to 2029/30. Adjustments will be made as needed in the future to meet demand.
- Library space across all campuses has been upgraded relatively recently and, in most cases, is significantly more in total square footage than the CEFPI-identified need. Library representatives at Cascade, Southeast and Sylvania stated the need for a number of additional spaces including study rooms, storage and meeting rooms. Sylvania is less than the stated CEFPI need but the FICM coding for study space is in question. This high level analysis assumes critical issues can be solved with reconfiguration, not necessarily additional space.

It should be noted that during the course of this analysis, consistency issues related to FICM coding in the database of existing space, including the study spaces noted above, became apparent. The areas with the most concern have been identified in the following tables and should be verified by the college as a follow-up task.

# SPACE NEEDS



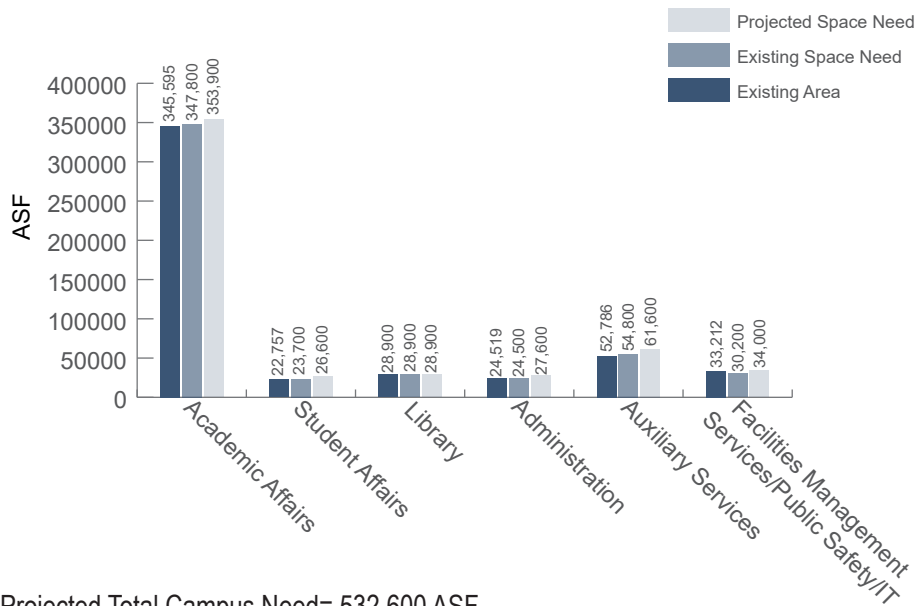
## SYSTEM-WIDE

The chart to the left and the table below summarize current space needs (2019) and additional future needs (2029/30) for Academic Affairs, Student Affairs, Library spaces, Administration, Auxiliary Services and Facilities Management Services/Public Safety/IT system-wide. The total combined additional future need for all campus uses is 1,393,200 ASF, a 7% increase from the current total ASF of 1,302,146 ASF. This translates to a total additional need of 140,000 GSF.

Academic Affairs has the greatest additional need for 2029/30 due to its significant proportion of total space throughout the system, though the deficit is only 6% of current space. Student Affairs and Auxiliary Services have the greatest percent growth. Student Affairs requires more space to meet with students in a range of group sizes across all campuses. Auxiliary Services expects to expand the Print Center at Sylvania to better meet System-wide printing needs. Otherwise, Auxiliary Services, being demand-driven, is assumed to be currently adequate with needs growing at the rate of enrollment for the purposes of this analysis. Real needs will be clarified in the future based on future demand.

Projected Total Campus Need= 1,393,200 ASF

System-Wide Space Need						
Fall 2015 FTE: 7,751 Fall 2019 FTW: 6,996 Fall 2029 FTE: 7,866 <small>% growth</small> <small>13% 1%</small>	Existing Area ASF	Existing Space Need ASF	Projected Space Need ASF	Projected Additional Need ASF	Projected Additional Need GSF	Percentage Change (%)
Academic Affairs	908,772	917,200	959,500	50,700	78,000	6%
Student Affairs	87,782	90,200	101,500	13,700	21,100	16%
Library	104,100	104,100	104,100	-	-	0%
Administration	34,457	34,500	38,700	4,200	6,500	12%
Auxiliary Services	106,366	108,400	121,900	15,500	23,900	15%
Facilities Management/PS/IT	60,669	60,000	67,500	6,800	10,500	11%
<b>Totals</b>	<b>1,302,146</b>	<b>1,314,400</b>	<b>1,393,200</b>	<b>90,900</b>	<b>140,000</b>	<b>7.0%</b>



## SYLVANIA CAMPUS

The total combined additional future need for Sylvania Campus is 38,200 ASF, a 4.9% increase from the current total ASF of 507,769 ASF. This translates to a total additional need of 38,200 GSF.

Student Affairs and Auxiliary Services have the greatest percentage of additional need at the future Sylvania. Similar to all campuses, Student Affairs requires additional space for meeting with students in a range of grouping and sizes. Auxiliary Services additional needs includes the right-sizing of the college-wide Print Center.

Additional detail is shown on the facing page including sub-categories for each major space type and assumptions made in the analysis.

Projected Total Campus Need= 532,600 ASF

Sylvania Campus Space Need						
Fall 2015 FTE: 2,931 Fall 2019 FTE: 2,541 Fall 2029 FTE: 2,859 <small>% growth</small> <small>13% 1%</small>	Existing Area ASF	Existing Space Need ASF	Projected Space Need ASF	Projected Additional Need ASF	Projected Additional Need GSF	Percentage Change (%)
Academic Affairs	345,595	347,800	353,900	8,300	12,800	2%
Student Affairs	22,757	23,700	26,600	3,800	5,900	17%
Library	28,900	28,900	28,900	-	-	0%
Administration	24,519	24,500	27,600	3,100	4,700	13%
Auxiliary Services	52,786	54,800	61,600	8,800	13,600	17%
Facilities Management/PS/IT	33,212	30,200	34,000	800	1,200	2%
<b>Totals</b>	<b>507,769</b>	<b>509,900</b>	<b>532,600</b>	<b>24,800</b>	<b>38,200</b>	<b>4.9%</b>

Sylvania Campus Space Need					
High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions
Academic Affairs	All Codes				
Classrooms	110,115	96,424	96,400	94,100	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs
Class Laboratory	210, 215	93,122	93,100	90,800	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs
Open Laboratory	220, 225	378	400	400	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs
Office / Conference Room	310, 315, 350, 355	65,175	67,400	75,900	Current: Additional space for one-on-one meetings with students throughout campus Future: Growth per enrollment growth
Study	410	1,796	1,800	2,000	Current: Space is adequate Future: Growth per enrollment growth
Athletic or Physical Education	520, 523, 525	60,315	60,300	58,800	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs
Demonstration	550, 555	620	600	700	Current: Space is adequate Future: Growth per enrollment growth
Assembly Space	610,615	11,277	11,300	12,700	Current: Space is adequate Future: Growth per enrollment growth
Exhibition Space	620, 625	1,909	1,900	2,100	Current: Space is adequate Future: Growth per enrollment growth
Central Storage	720-745	7,136	7,100	8,000	Current: Space is adequate Future: Growth per enrollment growth
Central Service	750, 755	66	100	100	Current: Space is adequate Future: Growth per enrollment growth
Health Care Facilities	850, 855	7,377	7,400	8,300	Current: Space is adequate Future: Growth per enrollment growth
Sub-Total		345,595	347,800	353,900	

PCC to confirm FICM code

Student Affairs	All Codes				
Office / Conference Room	310, 315, 350, 355	17,290	18,200	20,500	Current: Additional space for private meetings with students, group sessions, new positions Future: Growth per enrollment growth
Lounge	650, 655	5,467	5,500	6,200	Current: Space is adequate Future: Growth per enrollment growth
Recreation	670, 675	-	-	-	Current: Space is adequate Future: Growth per enrollment growth
Sub-Total		22,757	23,700	26,600	

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Library	All Codes				
Classroom	110,115	2,830	2,800	2,800	
Office / Conference Room	310, 315, 350, 355	8,076	8,100	8,100	
Study	410	14,914	14,900	14,900	PCC to confirm FICM codes
Stack / Open-Stack Study Room	420, 430	-	-	-	
Processing Room	440	-	-	-	
Study Service	455	-	-	-	
Central Storage	720-745	137	100	100	
Sub Totals:		28,922	28,900	28,900	Current: Library overall is 15% less than CEFPPI. Difference could be in study space which needs to be confirmed. Assume issues can be solved w/re-config Future: No growth

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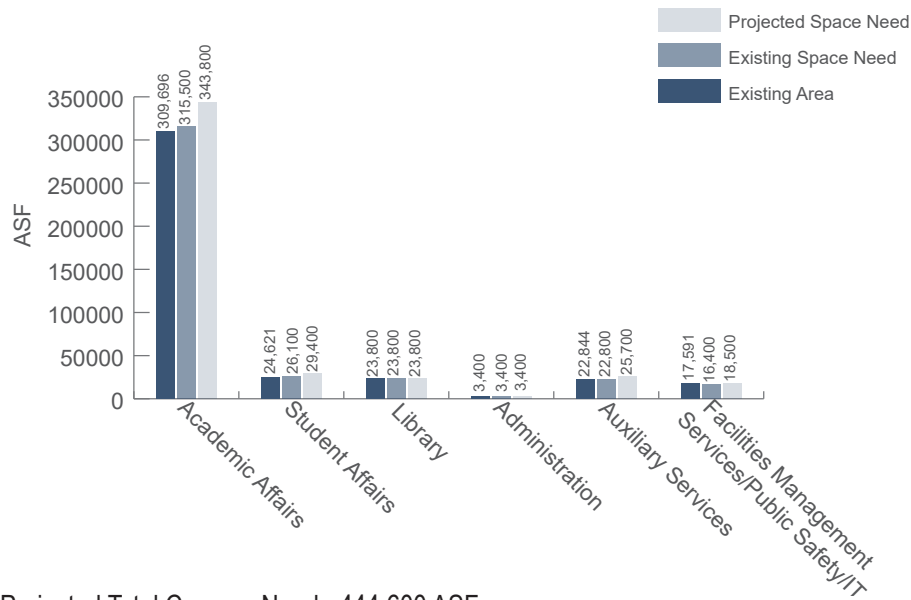
Administration	All Codes				
Office / Conference Room	310, 315, 350, 355	24,006	24,000	27,000	Current: Space is adequate Future: Growth per enrollment growth
Central Storage	720-745	133	100	100	Current: Space is adequate Future: Growth per enrollment growth
Central Service	750, 755	380	400	400	Current: Space is adequate Future: Growth per enrollment growth
Sub Totals:		24,519	24,500	27,600	

Sylvania Campus Space Need					
High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions
Auxiliary Services	All Codes				
Office / Conference Room	310, 315, 350, 355	11,980	14,000	15,700	Current: Additional space for Print Center Future: Growth per enrollment growth
Food Service	630, 635	18,758	18,800	21,100	Current: Space is adequate Future: Growth per enrollment growth
Day Care	640, 645	10,466	10,500	11,800	Current: Space is adequate Future: Growth per enrollment growth
Merchandising	660, 665	11,582	11,600	13,000	Current: Space is adequate Future: Growth per enrollment growth
Sub Totals:		52,786	54,800	61,600	
Facilities Management/Public Safety/IT	All Codes				
Office / Conference Room	310, 315, 350, 355				
Public Safety		2,318	2,900	3,200	Current: Additional space for interview room, offices, dispatch Future: Growth per enrollment growth
FMS		7,651	7,700	8,600	Current: Space adequate wth reconfiguration Future: Growth per enrollment growth
Information Tech		2,622	2,600	3,000	Based on user input, confirmed by CEFPPI.
Central Computer or Telecommunications	710, 715	5,921	2,400	2,700	Current: Space is adequate Future: Growth per enrollment growth
Total IT				5,700	
Central Storage	720-745	13,143	13,100	14,800	Current: Space is adequate Future: Growth per enrollment growth
Central Service	750, 755	1,557	1,600	1,800	Current: Space is adequate Future: Growth per enrollment growth

PCC to confirm FICM code

Totals:		507,791	509,900	532,700	
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## ROCK CREEK CAMPUS

The total combined additional future need for Rock Creek Campus is 65,700 ASF, a 10.6% increase from the current total ASF of 401,952 ASF. This translates to a total additional need of 65,700 GSF.

Rock Creek has the greatest future additional need for Academic Affairs space, given its projected future growth in enrollment. Student Affairs will require 19% more space - some of which includes space to meet with students in a range of group sizes. By comparison, the other division additional needs are relatively small.

Additional detail is shown on the facing page including sub-categories for each major space type and assumptions made in the analysis.

Projected Total Campus Need= 444,600 ASF

Rock Creek Campus Space Need						
Fall 2015 FTE: 1,614 Fall 2019 FTE: 1,409 Fall 2029 FTE: 1,578 <small>% growth</small> <small>13% 1%</small>	Existing Area ASF	Existing Space Need ASF	Projected Space Need ASF	Projected Additional Need ASF	Projected Additional Need GSF	Percentage Change (%)
Academic Affairs	309,696	315,500	343,800	34,100	52,500	11%
Student Affairs	24,621	26,100	29,400	4,800	7,400	19%
Library	23,800	23,800	23,800	-	-	0%
Administration	3,400	3,400	3,400	-	-	0%
Auxiliary Services	22,844	22,800	25,700	2,900	4,400	13%
Facilities Management/PS/IT	17,591	16,400	18,500	900	1,400	5%
<b>Totals</b>	<b>401,952</b>	<b>408,000</b>	<b>444,600</b>	<b>42,700</b>	<b>65,700</b>	<b>10.6%</b>

Rock Creek Campus Space Need						PCC to confirm FICM code
High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions	
Academic Affairs	FICM Codes					
Classroom	110,115	87,788	87,800	94,300	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Class Laboratory	210, 215	111,097	111,100	119,300	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Office / Conference Room	310, 315, 350, 355	46,436	47,200	53,200	Current: Space is adequate with reconfiguration Future: Growth per enrollment growth	
Study	410	12,237	12,200	13,800	Current: Space is adequate Future: Growth per enrollment growth	*
Athletic or Physical Education	520, 523, 525	20,422	20,400	21,900	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Assembly Space	610, 615	6,715	11,700	13,200	Current: Space is tight. Sized per CEFPI Future: Growth per enrollment growth	
Exhibition Space	620, 625	1,101	1,100	1,200	Current: Space is adequate Future: Growth per enrollment growth	
Lounge	650, 655	196	200	200	Current: Space is adequate Future: Growth per enrollment growth	*
Central Storage	720-745	23,515	23,500	26,500	Current: Space is adequate Future: Growth per enrollment growth	
Central Service	750, 755	189	200	200	Current: Space is adequate Future: Growth per enrollment growth	*
Sub-Total		309,696	315,500	343,800	Space has increased due to Office/Conference room need.	

Student Affairs	FICM Codes					
Classroom	110, 115	1,749	1,700	2,000	Current: Space is adequate Future: Growth per enrollment growth	
Office / Conference Room	310, 315, 350, 355	21,988	22,900	25,800	Current: Additional for private meetings with students, group sessions Future: Growth per enrollment growth	
Recreation	670, 675	884	1,400	1,600	Current: Additional space for recreation room Future: Growth per enrollment growth	
Sub-Total		24,621	26,100	29,400		

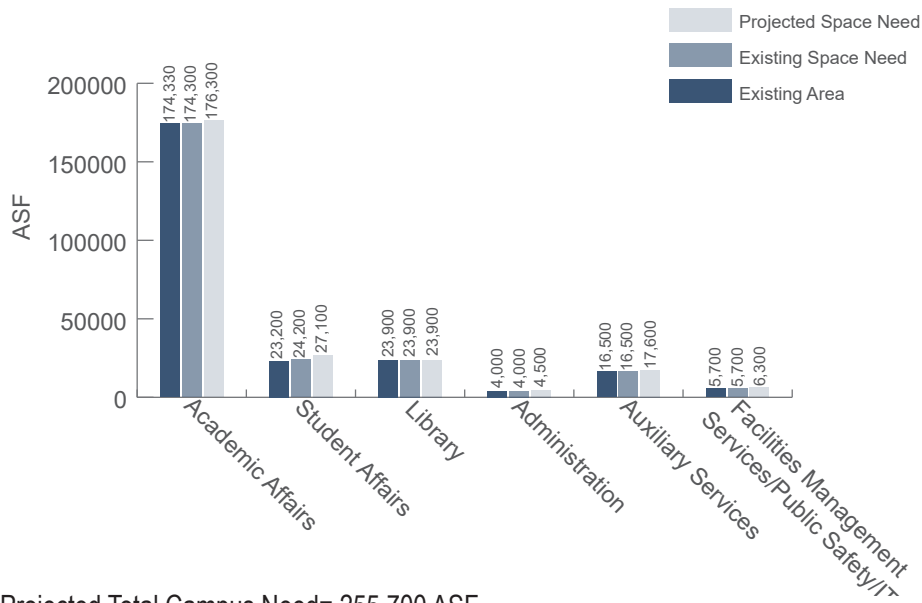
Library	FICM Codes					
Classroom	110,115	1,476	1,500	1,500		
Office / Conference Room	310, 315, 350, 355	4,212	4,200	4,200		
Stack / Open-Stack Study Room	420, 430	-	-	-		
Processing Room	440	-	-	-		
Study Service	455	-	-	-		
Central Storage	720-745	860	900	900		
Sub Totals:		23,796	23,800	23,800	Current: Library overall is 25% more than CEFPI. Assume any issues can be solved with re-configuration Future: No growth	

Administration	FICM Codes					
Office / Conference Room	310, 315, 350, 355	3,405	3,400	3,400	Current: Space is adequate Future: No growth	
Sub Totals:		3,405	3,400	3,400		

Rock Creek Campus Space Need						PCC to confirm FICM code
High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions	
Auxiliary Services	FICM Codes					
Office / Conference Room	310, 315, 350, 355	1,057	1,100	1,200	Current: Space is adequate Future: No growth	
Food Service	630, 635	9,983	10,000	11,200	Current: Space is adequate Future: Growth per enrollment growth	
Day Care	640, 645	4,908	4,900	5,500	Current: Space is adequate Future: Growth per enrollment growth	
Lounge	650, 655	1,496	1,500	1,700	Current: Space is adequate Future: Growth per enrollment growth	*
Merchandising	660, 665	5,400	5,400	6,100	Current: Space is adequate Future: Growth per enrollment growth	
Sub Totals:		22,844	22,800	25,700		

Facilities Management/Public Safety/IT	FICM Codes					
Office / Conference Room	310, 315, 350, 355					
Public Safety		1,548	1,500	1,700	Current: Space is adequate Future: Growth per enrollment growth	
FMS		847	1,200	1,400	Current: Spacesimilar to Sylvania Future: Growth per enrollment growth	
Central Computer or Telecommunications	710, 715	3,476	2,000	2,200	Current: Space is adequate Future: Growth per enrollment growth	
Central Storage	720-745	11,720	11,700	13,200	Current: Space is adequate Future: Growth per enrollment growth	

Totals:		401,953	408,000	444,600		
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## CASCADE CAMPUS

The total combined additional future need for Cascade Campus is 12,500 ASF, a 3.3% increase from the current total ASF of 247,600 ASF. This translates to a total additional need of 12,500 GSF.

Cascade requires additional space in Student Affairs to allow for more space to meet with students in a range of group sizes. Because of the lower enrollments currently occurring at Cascade (and lower rate of projected growth) the future need for additional Academic Affairs space is minor.

Additional detail is shown on the facing page including sub-categories for each major space type and assumptions made in the analysis.

Projected Total Campus Need= 255,700 ASF

Cascade Campus Space Need						
Fall 2015 FTE: 1,614 Fall 2019 FTE: 1,409 Fall 2029 FTE: 1,578 <small>% growth</small> <small>12%</small> <small>-1%</small>	Existing Area ASF	Existing Space Need ASF	Projected Space Need ASF	Projected Additional Need ASF	Projected Additional Need GSF	Percentage Change (%)
Academic Affairs	174,300	174,300	176,300	2,000	3,100	1%
Student Affairs	23,300	24,200	27,100	3,900	6,000	17%
Library	23,900	23,900	23,900	-	-	0%
Administration	4,000	4,000	4,500	500	800	13%
Auxiliary Services	16,500	16,500	17,600	1,100	1,700	7%
Facilities Management/PS/IT	5,700	5,700	6,300	600	900	11%
<b>Totals</b>	<b>247,600</b>	<b>248,600</b>	<b>255,700</b>	<b>8,100</b>	<b>12,500</b>	<b>3.3%</b>

### Cascade Campus Space Need

High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions	PCC to confirm FICM code
Academic Affairs	FICM Codes					
Classroom	110,115	84,020	84,000	82,100	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Class Laboratory	210, 215	26,651	26,700	26,100	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Office / Conference Room	310, 315, 350, 355	33,844	33,800	37,900	Current: Space is adequate Future: Growth per enrollment growth	
Study	410	172	200	200	Current: Space is adequate Future: Growth per enrollment growth	*
Athletic or Physical Education	520, 523, 525	18,748	18,700	18,300	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Demonstration	550, 555	3,670	3,700	3,600	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Assembly Space	610, 615	2,794	2,800	3,100	Current: Space is adequate Future: Growth per enrollment growth	
Merchandising	660, 665	55	100	100	Current: Space is adequate Future: No growth	
Central Storage	720-745	4,376	4,400	4,900	Current: Space is adequate Future: No growth	
Sub-Total		174,330	174,300	176,300		

Student Affairs	FICM Codes					
Classroom	110, 115	7		-		
Office / Conference Room	310, 315, 350, 355	16,938	17,900	20,000	Current: Additional space for private meetings with students, group sessions Future: Growth per enrollment growth	
Lounge	650, 655	5,882	5,900	6,600	Current: Space is adequate Future: Growth per enrollment growth	*
Central Storage	720-745	398	400	400	Current: Space is adequate Future: No growth	
Sub-Total		23,225	24,200	27,100		

Library	FICM Codes					
Classroom	110,115	6,357	6,400	6,400		
Study	410	7,788	7,800	7,800	PCC to confirm FICM code	*
Stack / Open-Stack Study Room	420, 430	7,754	7,800	7,800		
Processing Room	440	38	-	-		
Study Service	455	322	300	300		
Sub Totals:		23,870	23,900	23,900	Current: Library overall is 23% more than CEFPI. Assume any issues can be solved with re-configuration Future: No growth	

Administration	FICM Codes					
Office / Conference Room	310, 315, 350, 355	3,993	4,000	4,500	Current: Space is adequate Future: Growth per enrollment growth	
Sub Totals:		3,993	4,000	4,500		

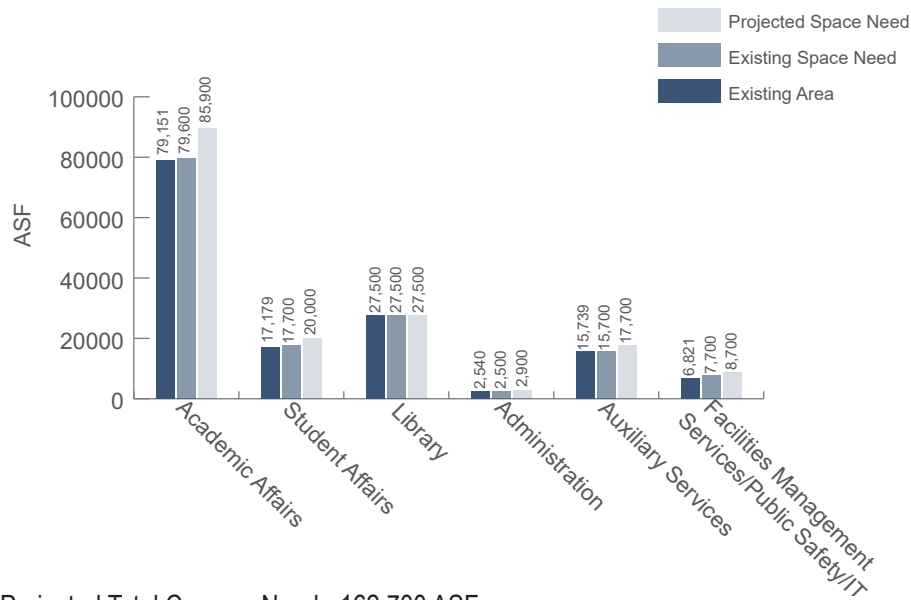
### Cascade Campus Space Need

High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions	PCC to confirm FICM code
Auxiliary Services	FICM Codes					
Food Service	630, 635	7,234	7,200	7,200	Current: Space is greater than current need Future: No growth	
Day Care	640, 645	4,795	4,800	5,400	Current: Space is adequate Future: Growth per enrollment growth	
Merchandising	660, 665	3,349	3,300	3,800	Current: Space is adequate Future: Growth per enrollment growth	
Central Storage	720-745	551	600	600	Current: Space is adequate Future: Growth per enrollment growth	
Sub Totals:		16,493	16,500	17,600		

Facilities Management/Public Safety/IT	FICM Codes					
Office / Conference Room	310, 315, 350, 355					
Public Safety		199	200	200	Current: Space is adequate Future: No growth	
FMS		979	1,000	1,100	Current: Additional space per CEFPI metric Future: No growth	*
Central Computer or Telecommunications	710, 715	2,317	2,300	2,600	Current: Space is adequate Future: Growth per enrollment growth	
Central Storage	720-745	2,172	2,200	2,400	Current: Space is adequate Future: Growth per enrollment growth	

Totals:		247,578	248,600	255,700		
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## SOUTHEAST CAMPUS

The total combined additional future need for Cascade Campus is 21,200 ASF, a 9.2% increase from the current total ASF of 148,930 ASF. This translates to a total additional need of 21,200 GSF.

Southeast is quite short on Facilities Management Services/Public Safety/IT space which the future additional needs will help to right-size. Student Affairs and Administration space also need some additional space to be right-sized. Student Affairs requires space to meet with students in a range of group sizes.

Additional detail is shown on the facing page including sub-categories for each major space type and assumptions made in the analysis.

Projected Total Campus Need= 162,700 ASF

Southeast Campus Space Need						
Fall 2015 FTE: 989 Fall 2019 FTE: 932 Fall 2029 FTE: 1,049 <small>% growth</small> <small>13% 6%</small>	Existing Area ASF	Existing Space Need ASF	Projected Space Need ASF	Projected Additional Need ASF	Projected Additional Need GSF	Percentage Change (%)
Academic Affairs	79,151	79,600	85,900	6,700	10,400	9%
Student Affairs	17,179	17,700	20,000	2,800	4,300	16%
Library	27,500	27,500	27,500	-	-	0%
Administration	2,540	2,500	2,900	400	600	14%
Auxiliary Services	15,739	15,700	17,700	2,000	3,000	12%
Facilities Management/PS/IT	6,821	7,700	8,700	1,900	2,900	28%
<b>Totals</b>	<b>148,930</b>	<b>150,700</b>	<b>162,700</b>	<b>13,800</b>	<b>21,200</b>	<b>9.2%</b>

### Southeast Campus Space Need

High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions	PCC to confirm FICM code
Academic Affairs	FICM Codes					
Classroom	110,115	35,302	35,300	37,400	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Class Laboratory	210, 215	18,870	18,900	20,000	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Office / Conference Room	310, 315, 350, 355	18,063	18,300	20,600	Current: Two additional offices Future: Growth per enrollment growth	
Athletic or Physical Education	520, 523, 525	2,767	2,800	2,900	Phase 1 analysis concluded 2015 existing space was adequate. Projected based on enrollment change from 2015 FTEs	
Assembly Space	610,615	2,528	2,500	2,800	Current: Space is adequate Future: Growth per enrollment growth	
Exhibition Space	620, 625	251	300	300	Current: Space is adequate Future: Growth per enrollment growth	
Lounge	650, 655	319	300	400	Current: Space is adequate Future: Growth per enrollment growth	*
Central Storage	720-745	1,051	1,300	1,400	Current: Additional space for Science storage Future: Growth per enrollment growth	
Sub-Total		79,151	79,600	85,900		

Student Affairs	FICM Codes					
Classroom	110, 115	3,851	3,900	4,300	Current: Space is adequate Future: Growth per enrollment growth	
Office / Conference Room	310, 315,350,355	12,527	13,100	14,700	Current: Additional for private meetings with students, group session Future: Growth per enrollment growth	
Lounge	650, 655	752	800	800	Current: Space is adequate Future: Growth per enrollment growth	*
Recreation	670, 675	-	-	-	Current: Space is adequate Future: Growth per enrollment growth	*
Central Storage	720-745	49	-	100	Current: Space is adequate Future: Growth per enrollment growth	
Sub-Total		17,179	17,700	20,000		

Library	FICM Codes					
Class Laboratory	210, 215	1,001	1,000	1,000		
Office / Conference Room	310, 315, 350, 355	2,796	2,800	2,800		
Study	410	20,373	20,400	20,400	PCC to confirm FICM codes	*
Stack / Open-Stack Study Room	420, 430	-	-	-		
Processing Room	440	-	-	-		
Study Service	455	-	-	-		
Central Storage	720-745	278	300	300		
Sub Totals:		27,486	27,500	27,500	Current: Library overall is 78% more than CEFPI. Assume any issues can be solved with re-configuration Future: No growth	

Administration	FICM Codes					
Classroom	110, 115	115	100	100	*Current: Space is adequate Future: No growth*	
Office / Conference Room	310, 315,350,355	2,425	2,400	2,700	*Current: Space is adequate Future: Growth per enrollment growth*	
Sub Totals:		2,540	2,500	2,900		

### Southeast Campus Space Need

High Level Category	FICM Code	Existing Area SF	Existing Space Needs SF	Projected Space Need SF	Assumptions	PCC to confirm FICM code
Auxiliary Services	FICM Codes					
Office / Conference Room	310, 315,350,355	585	600	700	Current: Space is adequate Future: No growth	
Food Service	630, 635	7,245	7,200	8,200	Current: Space is adequate Future: Growth per enrollment growth	
Day Care	640, 645	2,362	2,400	2,700	Current: Space is adequate Future: Growth per enrollment growth	
Merchandising	660, 665	5,006	5,000	5,600	Current: Space is adequate Future: Growth per enrollment growth	
Central Storage	720-745	541	500	600	Current: Space is adequate Future: Growth per enrollment growth	
Sub Totals:		15,739	15,700	17,700		

Facilities Management/Public Safety/IT	FICM Codes					
Office / Conference Room	310, 315,350,355					
Public Safety		461	800	900	Current: Additional space interview room, restrooms, lockers, break Future: Growth per enrollment growth	
FMS		2,441	2,400	2,700	Current: Space is adequate Future: Growth per enrollment growth	*
Food Service	630, 635	45	-	100	Current: Space is adequate Future: Growth per enrollment growth	
Lounge	650, 655	855	900	1,000	Current: Space is adequate Future: Growth per enrollment growth	
Central Computer or Telecommunications	710, 715	300	900	1,000	Current: Space is adequate Future: Growth per enrollment growth	
Central Storage	720-745	2,688	2,700	3,000	Current: Space is adequate Future: Growth per enrollment growth	
Central Service	750, 755	31	-	-	Current: Space is adequate Future: Growth per enrollment growth	

<b>Totals:</b>		148,916	150,800	162,600		
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# SPACE NEEDS APPENDIX

Programming notes from college representative meetings





# SPACE NEEDS INPUT- COLLEGE REPRESENTATIVES

The following summarizes input received from college representatives during the qualitative analysis of space needs.

## SYLVANIA CAMPUS

### Academic Affairs Non-Learning Space

- Not enough small meeting spaces for one-on-one with students. Otherwise, each faculty position has a space.
- Would like to centralize all tutoring in one place for Student Learning Center. With some already in library, could have two. Amount of space is adequate.
- Teaching Learning Center needs more space.

### Student Affairs

- Student Services and Student Affairs space both work well.
- Enrollment Strategy and Services need dedicated space for private student meeting for financial aid.
- Need more general advisor space, consider Career Exploration Center and Jobs/Internships combined into one space named Career Services – like other campuses (just need to tear down walls).
- Combine Student Success Centers into Equity & Welcome Center, all in CC. Need additional space for growth, i.e. office for Disability RC, Native Am RC, etc.
- Need space for group sessions 8-10 people, also space for VOCA (private and confidential), and other small one on one meetings. Need more space for group sessions and one-on-one meetings.

### Library

- Demand for more study rooms.
- Multimedia areas for students.
- Need staff meeting space, more storage, and have noise issues.

### Auxiliary Services

- Print Center services are expanding and need highly visible location near loading dock.
- Major catering and food production currently takes place at Sylvania.
- More foot traffic is needed to support bookstore. Sylvania bookstore is envisioned as PCC central bookstore, with satellite locations at other campuses.

### Facilities Management

- Facilities Management space is tight.
- Warehouse receiving space is adequate.

### Public Safety

- Public Safety space is currently constrained – needs room for new officer and new lieutenant as well as separate interview room and additional Dispatch space.



PCC Sylvania Campus

## ROCK CREEK CAMPUS

### Academic Affairs Non-Learning Space

- Office space is at capacity.
- Student Learning Center is at capacity.
- Teaching Learning Center space is tight. Location good now. Would also work well on Second Floor Library.

### Student Affairs

- For Enrollment Strategy and Services in Building 9, one additional work space and dedicated space for private student meetings for Financial Aid.
- All areas need evaluation for how supporting (or not) YESS and Academic and Career Pathways for the right student experience.
- Cubicles now/not adequate office set-up.
- Issues with signage/approachable access.
- Academic and Career Pathway Guidance - all areas need evaluation.
- Student Life and Engagement in Building 5 needs true recreational room, currently use hallway. Also need expanded pantry.
- Student Belonging and Wellbeing needs more resource center space - current barriers to successful service students.
- Need space for group sessions 8-10 people, also space for VOCA (private and confidential), and other small one-on-one meetings. Combine VRC (B2) with Cert. Coordinator (B5). Locate all Resource Centers in B5.

### Library

- Has excess space in general.
- Demand for more study rooms.
- Would like room to provide integrated student support.
- A second classroom needed if existing is not dedicated to the library.
- Multimedia areas for students.

### Auxiliary Services

- Major catering and food production currently takes place at Rock Creek.

### Facilities Management

- Need more receiving space equal to the size of Sylvania.

### Public Safety

- Need storage area back after converting existing storage to a dedicated changing room.



PCC Rock Creek Campus

## CASCADE CAMPUS

### Academic Affairs Non-Learning Space

- Spaces with open office need more space for one-on-one meetings with students.
- Need Teaching Learning Center space, underutilized space on campus could be used for it.

### Student Affairs

- Dedicated space for private student meetings for Financial Aid.
- All in Welcome Center would be ideal. For Student Belonging and Wellbeing - waiting area for Counseling/Advising/Disability Services/ Career Services.
- Need space for group sessions 8-10 people, also space for VOCA (private and confidential), and other small one-on-one meetings.

### Library

- Limited multi-media.
- Need storage space and a larger conference room.
- Would like room to provide integrated student support but have to expand to third floor space. Multimedia areas for students.
- Assume multimedia is incorporated into open areas.

### Auxiliary Services

- Food Service on Cascade Campus is not competitive with other options along Killingsworth.

### Facilities Management

- Needs double the amount of space. Needs more receiving space equal to the size of Sylvania.

### Public Safety

- Space is adequate assuming new building will be what they have now. No adjustment needed.



PCC Cascade Campus



## SOUTHEAST CAMPUS

### Academic Affairs Non-learning Space

- Office space short by two or more department chair offices.
- Part-timers quadrupled in workstations now but overall good combo of dedicated and flexible space (no add for now).
- With Pathways faculty will still have home base but will move around more.
- Student Learning Center, and Teaching Learning Center are good size.
- Need storage for Sciences.
- Would be good to connect Admin with rest of campus. Separated now.

### Student Affairs

- Enrollment Strategy and Services needs one additional work space and dedicated space for private student meetings for Financial Aid.
- Student Belonging and Wellbeing needs private waiting area for counseling - not out in open.
- Need space for group sessions 8-10 people, also space for VOCA (private and confidential), and other small one-on-one meetings.

### Library

- Space is constrained in general, especially staff space.
- Library heavily used.
- Greatest need for materials library.
- Demand for more study rooms.
- No staff meeting space. More storage.
- Noise issues between active and quiet spaces.
- Multimedia areas for students. Assume multimedia is incorporated into open areas

### Auxiliary Services

- Currently not enough FTE to support Food Service.

### Facilities Management

- Grounds shop space needs to be together, receiving space adequate.

### Public Safety

- Public Safety space needs interview room, dedicated restrooms with lockers, and kitchen/break room.



PCC Southeast Campus