



CONSTRUCTION AND FACILITY SERVICES (CFS)

3200 Center Street, Houston TX 77007-5909

Facilities Planning

Project Advisory Team Meeting Minutes

South Early College High School

MEETING NO.: 007

LOCATION: Houston Community College South Campus, Gay Hall

DATE / TIME: May 16, 2013, 10:00 am

ATTENDEES: Justin Fuentes, HISD-SIO; Justin Kilbride, HISD-Project Manager; Traci Stewart-Jones, SECHS; Bessie Swindle, SECOC; Charles Whingham, HCC; Genevieve Stevens, HCC Central; Cheryl Peters, HCC Central; Bill Cabrera, Smith & Co. Arch.; Charles Herbert, Community Member; Dr. Mary Addison, HISD; Linda Scurlock, SHCCC; Wilma Jordan, TX State Representative; Sizwe' Lewis, HISD-Project Manager; Sue Robertson, HISD-Facility Planning; Princess Jenkins, HISD-Facility Planning

PURPOSE: The purpose of this meeting was to focus on beginning the discussion about the Capacity Model and Space Requirements for South Early College High School.

AGENDA ITEMS:

- Old Business
- New Business
- Capacity Model – DRAFT
- Space Requirements – DRAFT
- What to expect next PAT meeting

NOTES:

Discussion

1. HISD and HCC met last month to coordinate HISD's utilities to proceed with a summer utility package.
 - a. The site survey is in progress and the geotechnical study is scheduled to begin next week.
2. Guiding Principles were discussed and submitted to HISD with a small revision made by the PAT during the meeting.
 - a. The Guiding Principles will be posted on HISD's 2012 Bond website.
3. Draft Capacity Model Discussion
 - a. The Draft Capacity Model was reviewed and revised real-time by Sue Robertson. A dated draft will be sent to the PAT and will be kept as a live document until all PAT members have agreed and signed off on the final version.
 - b. The program capacity and 85% utilization factor were explained and the numbers of teaching stations were reviewed.
 - i. 56,000 square feet will be the program target.
 - c. Early College High School students are required to complete one full year of Physical Education.
 - d. The 3 Teaching Stations Specific to Program will be: Artificial Intelligence/Robotics, Computer Technology and Software Engineering.
 - e. There will be between 21 – 22 permanent staff at South Early College High School.
4. Began discussion about Space Requirements

What to Expect Next PAT Meeting

1. Continue discussion about the Capacity Model and Space Requirements.

NEXT MEETING: June 13, 2013 at 10:00 am.

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Office: 713-556-9299

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Please review the meeting minutes and submit any changes or corrections to Princess Jenkins.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Princess Jenkins
Facilities Planner, Facility Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9333

attachment:

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