



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.: 010

LOCATION: Houston Community College South Campus, Gay Hall

DATE / TIME: August 15, 2013, 10:00 am

ATTENDEES: Bessie Swindle, SECOC; Charles Whigham, HCC; Debra McGaughey, HCC Central; Terry Smith, Smith & Co. Arch.; Bill Cabrera, Smith & Co. Arch.; Charles Sheppard, Smith & Co. Arch.; Charles Herbert, Community Member; Dr. Mary Addison, HISD; Linda Scurlock, SHCCC; Wilma Jordan, TX State Representative; Steven Gourrier, SECHS Principal, Kathleen Fleming, HCC; Cheryl Peters, HCC; William Harmon, HCC; Jean Roberts, SECOCC; Betty Mara, CPSC; Ronald Roberts, PM-Kwame/RPH; Amanda Goodie, PM-Kwame/RPH; Michael Garfield, PM-Kwame/RPH; Clay Clayton, PM-Heery; Greg Kieschnick, HCC Construction; Eric Caldwell, IA-Civil Engineer; Bernice Hill, Community Member; Sizwe Lewis, HISD-Project Manager; Princess Jenkins, HISD-Facility Planning; Kedrick Wright, HISD-Design

PURPOSE: The purpose of this meeting was to review the floor plan presented by the architect for South Early College High School.

AGENDA ITEMS:

- Floor Plan Presentation for the "Courtyard" Scheme
- Site Work Update
- What to expect at the next PAT Meeting

NOTES:

Discussion

- a. Conceptual design scheme presentation:
 - i. Courtyard campus type includes:
 1. Two story buildings
 2. The overhang offers outside covered space for students
 3. This is the floor plan with the "glass box" that allows visibility through the building.
 - ii. The first floor includes:
 1. Kitchen Area
 - a. Multipurpose area and the cafeteria area seating will be able to become one large space when the moveable partition is open.
 - b. There will be separate restrooms available for the multi-purpose room and for the dining commons.
 2. Dining Commons
 - a. The dining commons will accommodate enough tables and chairs to seat 250 people.
 - b. The dining commons is located next to the multipurpose area and will have a moveable partition.
 3. Multipurpose Area
 - a. The stage will not be raised.
 - b. Teacher lockers and showers will be provided.
 - c. Student lockers, showers and restrooms will be provided.
 - d. The multi-purpose room is shown at 3600 SF. If it is arranged with individual chairs it will hold approximately 500 people.
 - e. If the multi-purpose room is arranged with tables and chairs, it will hold about 250 people.

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4. Administration/Main Entrance
 - a. The main entrance will be locked after the school day starts. Visitors will enter through the main office vestibule, sign in and then be allowed access into the building.
 - b. There will be 2 bathrooms provided; one men's and one women's.
 - c. The community room will be separate from the administration area.
 5. Science Wet Labs
 - a. There will be three main science wet labs.
 - b. Each lab will have island type tables that are moveable.
 - c. Each lab will have mark-able walls.
 6. Learning Commons
 - a. There is a teacher's work area with a view to the learning commons.
 7. Visual Arts
 - a. The visual arts learning center is a wet lab.
 - b. At this time, there is no door for exterior access. The Architect will investigate adding one to allow for additional project work area.
- iii. Second Floor
1. There will be three neighborhoods on the second level. Neighborhoods B, C, and D. Neighborhoods will include:
 - a. CTE Lab
 - b. Learning Commons
 - c. Group study areas with doors.
 - d. Media rooms
 - e. Teacher work stations
 - f. Restrooms
 - g. Learning centers will have moveable walls made of material that allows for displays to be easily attached without damaging the surface.
 - h. All three Learning centers could be combined into one large learning center by opening the moveable partitions.
 2. An interior bridge will connect the neighborhoods on the second level.
 3. Additional mechanical room is on the second level.
 4. Neighborhoods D and E will have a shared, but much larger Teachers' lounge, to accommodate additional office and bathroom.

Questions and Answers:

1. Will all of the buildings have their own parking for each new planned building on the HCC Campus?
 - a. Yes every building will have its own parking.
2. Where is the bus loop located?
 - a. The buses will have their own loop and the cars will have their own car loop. Both loops will be located in the front of the building.
3. Is it possible for the bus loop to be separated from the car parking lot?
 - a. Currently the site doesn't allow for a separate loop and entrance for cars and buses. However, the car traffic does not mingle with the bus traffic.
 - b. The Architect will look into providing a separate entrance for cars and buses.
4. Where will the staff parking lot be located and how many spaces will be allocated to staff parking?
 - a. The staff parking lot is located on the west side of the building.
 - b. Currently the drawings include 28 staff parking spots.
 - c. There appears to be a need for at least 35 parking spots including custodial personnel.
 - d. The idea of having dedicated parking spots in the student parking area will be considered.
5. Will there be visitor parking?
 - a. Yes. There will be designated visitor parking spaces in the front of the parking lot.
6. Will there be a canopy for the bus drop?
 - a. Traditionally a school would have a canopy at the bus drop off. The location of this bus drop off make a canopy an expensive item.
 - b. The school will have a covered entry.
7. Will the stage be raised, or is there a stage?
 - a. The stage will be more like a platform. It may be possible to have an outside amphitheater or concrete seating area that shares the stage with the multipurpose area.

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8. Why do we need the showers, we don't have a gym?
 - a. The multipurpose area will be used by gym/physical education classes, and will require showers.
9. What is the ceiling height in the multi-purpose area?
 - a. The Architect is still working on this area. At this time, it is potentially 14' high.
10. Can the storage have bigger doors to hold equipment?
 - a. This issue will be reviewed once a ceiling height has been established.
11. Where are the elevators and machine rooms located?
 - a. The elevators are located next to the Commons area, across the hall from the stairs. The mechanical room is adjacent to the Commons area.
12. What is the size of the elevator?
 - a. The Architect will design the size of the elevator to accommodate activities of the Artificial Intelligence/Robotics Learning Center.
13. Is the moveable wall sound proof?
 - a. Yes, the moveable partition will be sound proof.
14. Will the Neighborhood areas have an Assistant Principal's office?
 - a. Yes, each Neighborhood will have an Assistant Principal's office. The space will be allocated from the Administration/Guidance area.

What to Expect at the Next PAT Meeting

1. At the next meeting the architect will present an updated conceptual design incorporating feedback from PAT and HISD Facilities Planning and Design.

ACTION ITEMS

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

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

Sincerely,

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