



## 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:** 011

**DATE/TIME:** September 19, 2013, 10:00 am

**LOCATION:** Houston Community College South Campus, Gay Hall  
1900 Airport Blvd Houston, TX. 77051

**ATTENDEES:** Dr. Mary Addison, Charles Whigham, Kathleen Fleming, Genevieve Stevens, Cheryl Peters, Bill Cabrera, Charles Hebert, Linda Scurlock, Jean Roberts, Dan Bankhead, Sizwe Lewis, Princess Jenkins, Steven Gourrier, Amanda Goodie, Bob Myers, Eric Ford, Rhonda Edwards

**PURPOSE:** The purpose of this meeting was to review floor plan changes and landscape design.

#### AGENDA ITEMS:

- Preliminary Floor Plans
- Future Design
- Cost Estimating
- Site Plan Options

#### DISCUSSION:

##### 1. Site Design

##### a) Bus Loop and Parking:

- i. Separating the Bus loop from vehicle traffic (parking and kid drop off) - the bus loop will provide space for 8-10 buses and surrounds the retention pond. This pond will be removed in the future which will allow more parking.
- ii. Staff parking is now consolidated in one lot. Visitor and Student parking will have up to 142 parking spaces. When the retention pond is removed, more parking can be added.

##### b) Floor Plans:

- i. Level 1 entry has been revised to provide a security vestibule in order to require all visitors to pass through Administration Suite prior to accessing the school. The stairs and teachers' work space have been relocated to accommodate the vestibule.
- ii. Dining Commons/Kitchen area has been revised to provide a single open space which includes both a bistro and a more traditional dining area. The kitchen is being developed for convenient access to the dining commons as well as the delivery/dumpster area outside. The design includes an outside dining area with moveable seating along with a canopy for shade. The Architects are considering the inclusion of a partition to open up the Dining Commons to the outside.
  - a. There are two proposed areas for the retractable stage, the Dining Commons and the Multipurpose Room. The lockers and shower room areas have been reconfigured to allow for multiple positioning of the stage.

**Customer Focused . . . Always Responsive!**

**Office: 713-556-9299**

**Fax: 713-676-9582**

- b. The Architects noted that they are attempting to incorporate kitchenettes into each Neighborhood for use by the teachers and staff in the Teacher's Work Centers.
  - c. It was noted that HCC's educational requirements for science and the visual arts are needed prior to the next review meeting.
  - d. Access doors to the courtyard and covered area have been added to the design.
- c) Landscape and Courtyard
  - i. It was noted that the outside spaces will be flexible spaces that have easy access to and from buildings on the campus. Studies are being done on shade and bioswale drainage for educational purposes.
  - ii. The Architects presented two options both of which included raised beds with seating as well as moveable furniture. The landscape architect will select plants and trees that are hardy for the area. The courtyard will have an irrigation system.
    - a. Option 1:
      - i. Shade trees surrounded by seat walls in the outdoor dining area
      - ii. Outdoor Stage with Amphitheater seating, and concrete walk connecting the dining commons to the outside
      - iii. The dining area would include some movable table and chairs (bistro style)
      - iv. No Canopy
    - b. Option 2:
      - i. Shade trees surrounded by seat walls in the outdoor dining area
      - ii. Outdoor Stage with Amphitheater seating and concrete walk connecting to the outside dining commons
      - iii. The dining area would include some movable table and chairs (bistro style) and be covered by a canopy
      - iv. Water Berm would be included behind the amphitheater seating.
  - iii. The landscape architect will select size and types of trees to provide visibility from the building while still providing shade.
  - iv. The design provides an option of a small amphitheater for the students' use.
- d) Exterior Design Influences
  - i. The new building will be designed to be a marketing tool for college.
  - ii. The design will highlight movement and activity.
  - iii. The Architect revised the fire stairwell exits.
  - iv. The new design will have windows in every learning center.
  - v. The architect presented an exterior that included fiber board and cast concrete for the exterior walls and introduced the idea of sunshades on south side of the building.

#### Questions and Answers:

1. How is the retention pond going to be removed?
  - a) The storm water permit and the utilities need to be documented properly because the building was shifted slightly to the right of the site. Then the retention pond will be filled in, and paved over to provide additional parking, and/or green space.
2. Where is the book room on the floor plan for the storage of the books?
  - a) The book rooms are not as large, because most textbooks will be on the student's laptop or tablet.

**Customer Focused . . . Always Responsive!**

**Office: 713-556-9299**

**Fax: 713-676-9582**

3. What is the purpose of the community room?
  - a) The community room is for use by the PTA and other community organizations.
4. Could we lower the number of showers and use that space for storage?
  - a) Principal Gourrier stated he would like to include 4 showers instead of 8 and use the square footage for storage. This will be included in a future revision.
5. Has security been addressed?
  - a) Yes, security is a high priority for HISD. In addition to the security vestibule included in the current plans, security cameras will be installed at all access doors and in the common areas. HISD is also considering inclusion of cameras in the learning centers.
6. There are three Biology and Chemical wet labs but only one prep room. Is it possible to create more prep rooms?
  - a) HISD typically includes a prep room shared by every two Science labs. Additionally, HCC's requirements need to be included. A meeting will be arranged with HCC and the plans revised appropriately.
7. How will the fiber board hold up during storms?
  - a) The Architect stated that the fiber board will hold up very well during storms.

**What to Expect at the next PAT Meeting:**

- Review of the Design Development plans
- Community Outreach discussion of how to broaden the scope of community involvement
- Project Timeline Update

**Next Meeting:**

The first Community Meeting has been set for Thursday, November 7, 2013 at 6pm.  
The next PAT meeting is Thursday, October 17, 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,

**Amanda Goodie, PMP, AVS**

Director, Program Management and Strategic Planning  
RPH Consulting Group  
Direct 713.504.8606  
Office 713.275.4200  
Fax 866.704.8917  
agoodie@rphconsultinggroup.com

**Customer Focused . . . Always Responsive!**

---

**Office: 713-556-9299**

**Fax: 713-676-9582**