



**Project Advisory Team Meeting Minutes**  
**South Early College High School**

**MEETING NO:** 016

**DATE/TIME:** March 27, 2014

**LOCATION:** Houston Community College South Campus, Gay Hall

**ATTENDEES:** Charles Whigham, HCC; Terry Smith, S&C; Linda Scurlock, SHCCC; Jean Roberts, SECOCC; Amanda Goodie, HISD PM; Bessie Swindle, SECOCC; Yiyen Bai, HCC; Nettie Muhammad, HCC; Jean Roberts, SECOCC; Jaa St. Julien, OWS; Bill Harmon; HCC, Charles Hebert Jr.; Community, Dr. Monique Micheaux, Urban STEM; Princess Jenkins; HISD; Eric Ford, HISD; Bernice Hill, CM; Monica Shaw, BTCC; April Rasmos LaSalle, SECHS Teacher; Merideth Reed, S&C; Kathleen Fleming, HCC; Matisia Holligsworth, HISD

**PURPOSE:** The purpose of this meeting was to discuss updated site and floor plans along with new options for the exterior for South Early College High School provided by Smith and Company Architects.

**AGENDA ITEMS:**

- Review Site Plan Update
- Review Updated Floor Plan
- Review New Exterior Options
- What to Expect at the Next PAT Meeting

**NOTES:**

**Discussion:**

1. HISD design guidelines are the basis for the design of the new campus. The design for the interior finishes is driven by the HISD standards. Any design changes that deviate from the HISD design standards need to be requested in writing and approved by HISD.
  - i. The PAT requested that additional fume hoods be installed in the Wet Labs. HISD will verify quantity.
  - ii. Members of the PAT informed the group that wood working and metal working large & heavy equipment is needed due to the caliber of work that would take place in the Robotics Lab. HISD will verify.
  - iii. The current plans provide that the demonstration tables in the Wet Labs be fixed. However it was mentioned that having moveable demonstration tables provide for the most flexibility in the Wet Lab. Currently, HISD standards call for

Gas/Water at all teacher stations and that they are a fixed unit (for Gas/water hookup). HISD to verify and confirm based on feedback from the school.

2. A request was made to increase the door width in the Robotic Lab. The Architect will increase the door width from 36" to 48".
3. The PAT requested that the teacher station be away from the entry door in to the classroom and that it be located in the "front" of the room on the same side as the entry door. The Architect will update the drawings.
4. A request was made that the entry door to the Art Room be a double door with a removable center mullion. The Architect will make this change.
5. It was requested that the Architect verify that there are plenty of drops for charging stations throughout the building. The Architect will refer to the HISD design standards to provide the number required.
6. It was suggested by the PAT that the Architect see the Engineering and Design Kitchen at Rice University and KIPP Sunny Side for examples of robotics labs.
7. It was requested that the smart boards do not share the same teaching wall between the classrooms in the Learning Centers. The Architect will update the drawings.
8. Suggestions were made to eliminate the Circulation desk/receptionist in the Learning Commons. HISD to verify.

#### **Questions and Answers:**

- Q) How large are the doorways in the CTE classrooms?
- A) The doorways are currently 36 inches.
- Q) Can the doorways be increased?
- A) Doorways can be increased to 48 inches or double doorways of 72 inches.
- Q) What is the area square footage of the Career and Technical Education (CTE) labs?
- A) The average area of the CTE labs is approximately 1800 square feet.
- Q) Will the wireless access be large enough to accommodate the changing load?
- A) This school will have adequate wireless technology to accommodate the bandwidth needed to support the program capacity and staff needs.

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

1. The Architect will present updated plans.
2. Answers will be provided regarding the educational specification programming.

**NEXT PAT MEETING:** The next PAT meeting will be held on April 17, 2014 at 10:00 am. Monthly meetings are set for the third Thursday of each month unless otherwise stated.

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  
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