Project Advisory Team Meeting Minutes
South Early College High School

MEETING NO:	018
DATE/TIME:	May 15, 2014 – 10:00am
LOCATION:	Houston Community College South Campus, Gay Hall
	1900 Airport Blvd Houston, TX. 77051
ATTENDEES:	Amanda Goodie, HISD PM; Angela Lundy-Jackson, HISD, Lead Principal; Charles Whigham, HCC; Linda Scurlock, SHCCC; Terry Smith, S&C, Architect; Bessie Swindle, SECOCC; Cheryl Peters, HCC; Genevieve Stevens, HCC; Yiyan Bai, HCC; Charles Hebert Jr.; Community; Monique Micheaux, Urban STEM; Princess Jenkins; HISD; Eric Ford, HISD; April Rasmus LaSalle, SECHS Teacher; Merideth Reed, S&C; Christian Sonier, HISD, CTE, Bernice Hill, Community, Cedric Johnson, Commissioner Lee's Office; Brent Moe, DBR Engineering
PURPOSE:	The meeting focused on updating the PAT on the design for the South Early College High School.

AGENDA ITEMS:

- Receive and discuss the site work update
- Review and discuss design update
- Discuss details of Robotics Lab
- What to expect at the next PAT meeting

NOTES:
Discussion:
1. Site Work Update
   a. The meter vault will be installed this month.
   b. Sanitary and sewer line installation will begin in June.
2. Design Update
   a. A request was made that HCC review the HISD Design Guidelines and Educational Specifications and return comments on any requested changes to HISD.
   b. Eric Ford invited HCC to participate in the next HISD design review.
   c. Teacher demonstration stations in the Science Learning Centers are currently shown as permanent due to sink at teacher's location as well as Emergency "Power Off" Button and power/data. Further coordination will be necessary if the demonstration table is to be moveable. The PAT prefers fixed tables. Subsequent to the meeting, HISD confirmed it is acceptable to have fixed demonstration tables.
   d. HISD requested that the storage room to the south of the PE office be designated as "PE Storage".
   e. Design team shall verify if exhaust shown for janitors closets is adequate. HISD is currently having problems with exhausting of janitorial spaces with mop sinks.
3. Details of the Robotics Lab

a. HISD/HCC shall coordinate requirements for the Robotics Lab to provide the Architect with the requirements for that space. A future meeting to visit an existing robotics lab may be held to review the equipment that may be appropriate for South Early College. This visit shall include HISD and HCC so that they may indicate what equipment will have to be provided. The design team needs cut sheets for the planned equipment.

Questions and Concerns:
1. The Program Manager stated that the Construction Manager at Risk will not be responsible for any loose furniture. It was noted that this is inconstant with the HISD guidelines. Smith and Company requested written confirmation of all revisions to the HISD Design Guidelines and Educational Specifications.

What to Expect at the Next PAT Meeting:
1. The Architect will present internal color option boards.
2. The Program Manager will give an update on the construction start date and status of site utilities.

ACTION ITEMS:
18-01   Provide Dr. Harmin (HCC) and Dr. Fleming (HCC) with meeting notices (Program Manager)
18-02   Send PAT meeting update with new summer dates (Program Manager)
18-03   Review refrigeration in the wet lab storage rooms (HCC and HISD)
18-04   Set up site visit to Robotics Lab (Program Manager)
18-05   Issue written confirmation of recent changes to HISD Design Guidelines (Program Manager)

NEXT PAT MEETING: The next PAT meeting will be held on June 12, 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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