



**Facilities Planning**

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

**MEETING NO:** 020  
**DATE/TIME:** July 17, 2014 – 10:00am  
**LOCATION:** Houston Community College South Campus, Gay Hall  
1900 Airport Blvd Houston, TX. 77051  
**ATTENDEES:** Amanda Goodie, HISD PM; Charles Whigham, HCC; Terry Smith, S&C, Architect; Bessie Swindle, SECOCC; Cheryl Peters, HCC; Genevieve Stevens, HCC; Yiyang Bai, HCC; Charles Hebert Jr.; Community; Princess Jenkins; HISD; Eric Ford, HISD; April Rasmus LaSalle, SECHS Teacher; Wanda Adams, HISD; Steve Gourrier, HISD; Melody Ellis, HCC, Dr. Harmon, HCC

**PURPOSE:** The purpose of the meeting was to update the PAT on the project status

**AGENDA ITEMS:**

- Review Project Schedule
- Receive Update on the "Future Building" Sign
- What to Expect at the next PAT Meeting

**NOTES:**

**Discussion:**

1. Project Schedule
  - a. PAT members were informed that the Pre-Bid conference for the project was scheduled for July 30, 2014. The project will bid on August 6, 2014.
  - b. PAT members were informed that the project is scheduled to begin construction at the beginning of September 2014.
2. "Future Building" Sign Update
  - a. PAT members were informed that the signs were installed for the project at two locations - one at the project site and one at the corner of Airport and the feeder road for 288 South.
3. Community Meeting
  - a. Ms. Bessie Swindle along with Dr. Harmon congratulated the team on the presentation and the success of the community meeting. It was noted that the turnout and the presentation were well received.

**Questions and Concerns:**

1. How was the project advertised?
  - a. The project was advertised in the newspaper, on the AGC website, McGraw Hill Construction/Dodge, and Virtual Builders Exchange.
2. Does HISD have a MBE/WBE requirement?
  - a. Yes, there is a minimum requirement of 20% participation.

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

1. The PAT will receive an update on the current construction of the project.

**NEXT PAT MEETING:** The next PAT meeting will be held on August 21, 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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HISD Bond 2012 Program  
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