

September 10, 2007

Faculty Council
University of South Florida
College of Medicine

**USF College of Medicine Committee on Space
Report, 2006-07**

Dear Colleagues,

The College of Medicine Committee on Space met on May 2, 2007 to discuss its role in developing guidelines for space utilization at the College of Medicine. At that meeting, the committee requested that the Chair of the committee meet with Dr. Rao to discuss the committee's role in developing such guidelines.

Dr. Rao and I met on May 31, 2007 to discuss the role for the committee. Through subsequent email communications among committee members, the committee agreed to the following items:

1. The COM Space Committee will work with Dr. Rao to develop a comprehensive and appropriate space utilization policy for the COM.
2. Each year, the HSC Space committee meets to set the PECO renovation priority list for the HSC. The COM Space committee should meet to set the COM PECO renovation priorities prior to the HSC Space Committee meeting. This would occur some time in the Spring of each year.
3. Dr. Rao suggested that the COM Space committee formally name one of its members as a representative to the HSC Space Committee.

Please contact me at esbennet@health.usf.edu if you have questions.

Sincerely,
Eric Bennett
Chair, COM Committee on Space