Members:
Stan Douglas, Jay Evans, Lynne Hansen (not in attendance), Joe Jackson, Phil Marty, Alicia Monroe (not in attendance) Gretchen Koehler, Anne Phillips, Joann Strobbe, Audean Ross

1. Welcome: Joann welcomed members, quorum present.

2. Health-wide Process & Procedures:
   a. The Space Request Form (SRF) was provided for review, discussion & suggested changes
   b. Form will be changed to clarify if space requested is NEW or only UPDATE
   c. Forms will be submitted/emailed to OFM (Karen May) for centralized system entry

3. Review Current Space Requests:
   a. Stan handed out the Space Request Log & Audean provided copies of the submitted SRFs
      - FMED MDC 2130 Stan will work with Peggy
      - PharmD MDC 2130, 2130A, 2132 Stan will find temp space
      - PharmPhys MDC 3150, 3150A Approved
      - CTSI MDC 3122, 3124, 3126, 3127 Approved
         3103, 3103A, 3105, 3105A
      - GME CMS 3052 - 3057 VP/Dean relocation uncertain
      - Psych MDT 306 - 326 Pending further review
      - OEA MDC 1151-1158 Occupied by Clinical Rsch
         Media Center Pending further review

4. Possible Future Space Options:
   a. COM Admissions possible move to Clinic 1st floor by Aug ‘11
   b. Clinic possible move to Morsani
   c. Klasko planning ½ day retreat to discuss Turner Renovations
   d. FOB has office space/cubicles on 2nd floor and possible 5th floor build out
   e. HSC Library possible joint use HSC Student Union/Study Area
   f. PharmD needs space by Aug ‘11 until new build possibly at Byrd or Lakeland
   g. Lehigh students will need space by Aug ‘11

5. Archibus Project Update:
   a. Should be up and running by Spring ‘10

NEXT MEETING: Wed, Mar 24, 2010  10:00 to 12:00 pm  CMS 3012
February (2/17 10-11am) meeting was postponed, then cancelled