Members/Guests Present: Stan Douglas, Jay Evans, Lisa Garbutt, Lynne Hansen, Joe Jackson, Jennifer Moyer, Kathy Pendergrass, Anne Phillips Audean Ross, Kevin Sneed, Joann Strobbe

Absent: Jay Dean, Robert Deschenes, Phil Marty

I. Welcome: Stan welcomed members, quorum present, 1/31 Minutes reviewed & approved Audean provided copies of pending & new SRFs to members

II. Pending Space Request Updates:
   - #45A Hilbelink MDC 2011 & 2012 (Anat/Rsch) OFM working issues, under consideration
   - #45B Mac Wu MDC 2007, 2008, 2009 (Rsch) OFM working issues, under consideration
   - #47 Tipparaju MDC 3104, 3021, 3158, 4020(near 4033) (PharmD) OFM working issues, under consideration
   - #48 Video Studio 600sf on Health Campus (Communications) OFM working issues, under consideration

III. New Space Requests:
   - #49 Teng IMED MDC 3144 & 3146 OFM working issues, Hold until CTSI space vacated
   - #50 Wang IMED MDC 4128 OFM working issues, Hold until CTSI space vacated

IV. New & Renew UPC Space Leases: All new/renewals Eff: 6/1/12, 5 yr term, $17sf, occupy by May/Jun
   a. ATEP: Do not renew - Lease ends 2014, would like ATEP back on campus
   b. Mo Kasti Grp: Unsure - possibly month to month
   c. Development: Renew, 5th Flr space
   d. Medical Records: Renew, 5th Flr space
   e. PaperFree/Villages: New, moving out of CMS 3rd Flr & FOB 4th Flr
   f. Professional Integrity: New, moving out of FOB 4th Flr
   g. Self Insurance Prgm: New, moving out of FOB 4th Flr

V. Review Current Relocations/Renovations:
   a. Derm/Path: Moving to Morsani 4th Flr, Storage on 1st flr, meeting with Architects 2/29
   b. Public Affairs: Moving to CMS 3rd Flr when Harrell to NEC 2nd Flr & Merrill to FOB (1-2 months)
   c. 1096/1097: Re-open date unsure, target prior to July 16th, plan for contingency space
   d. SSS/Welcome Center/Parking: Contractor on board, same as 1096/1097, begin Mar/Apr
   e. Nursing Courtyard: Improvements in process, make level as walkway, more covered area

VI. Other Items:
   a. Research: Need separate meeting with Dr Marty re: Mohapatra & Legitt space needs
   b. HOK Master Planning meetings being scheduled in April
   c. Space Scheduling System – have sub-committee meet & discuss with Sidney software options

Next Meeting: Tues, March 27th from 1:00 – 2:30 in CMS 3007
(3/27 moved to 4/4, 4/4 combined with 4/24, 4/24 cancelled)