

**USF Health
Space Committee
January 26, 2010
10:00 – 11:00am, CMS 3012
MINUTES**

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/mailed 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**