

USF Health - Space Committee
December 18, 2012 ~ 1:00 – 2:10pm ~ CMS 3007
MINUTES

Members/Guests Present: Stan Douglas, Jay Evans, Joe Ford, Lisa Garbutt, Kate Guilfoyle, Lynne Hansen, Joe Jackson, Stephen Liggett, Jennifer Moyer, Christina Nunez, Kathy Pendergrass, Kevin Sneed, Sarah Yuan

Absent: Jay Dean, Robert Deschenes, Sidney Fernandes, Lisa Garbutt, Phil Marty, Anne Phillips, Joann Strobbe

- I. **Welcome:** Stan welcomed members, quorum present, 11/30 Minutes reviewed & approved
Christina provided copies of new SRFs to members

II. Pending Space Request Updates:

#51	Wang	MDC Office - (IMED)	<i>OF to re-evaluate request</i>
#56	Student/Record/Registration	MDC 2 nd Floor - (COP)	<i>OFM to establish in FM vacated space</i>
#57	Wu Micro Station	MDC 2009 - (MM)	<i>Approved</i>
#61	Path Staff	MDC 2139-42, 53-55	<i>OFM to determine actual rooms after pharmacy requests are met.</i>
#62	Nelson/Dept of Surgery	MDC 2049 & 2007 - (MPP)	<i>Approved</i>
#63	Yuan/Gould Lab	MDC 2008 & 2008A - (MPP)	<i>Approved</i>
#64	Support Staff	MDC 2131A, 2132-34 - (COP)	<i>OFM developing plans to locate Pharmacy functions in vacated FM spaces.</i>
#65	Faculty Staff	MDC 2139-41, 2153-54 - (COP)	<i>OFM developing plans to locate Pharmacy functions in vacated FM spaces.</i>

III. New Space Requests:

None

IV. Review Current Relocations/Renovations:

- a. Byrd Build-out: Moving along, funding is adequate, pre-construction meeting set for Dec 19th
- b. Derm/Path: Fire Marshall approval received for 4th Floor build-out, cost finalized, pre-con set for early Jan.
- c. North Courtyard: Design package completed, no funding for construction package (project on hold)
- d. SSS/Welcome Center: Refurbish interior, OFM will work with Joe Ford to develop & publish completion schedule, Phase 1 for the Office Suite to be completed in February
- e. Harrell/Merrill: Harrell group moves to NEC 2nd Flr & Merrill to remain in CMS, elevator, NEC 2nd Floor construction work in progress, expected completion in February
- f. Communications/Public Affairs: Holding due 'Domino Effect' of Harrell/Merrill pending relocations
- g. Way Finding Signage – In progress, some project work tying in with SSS renovations
- h. Heart Institute – Project programming phase completed, RFQ/RFP design services to be issued in Jan
- i. Pharmacy Skills Lab – Construction started, outfitting package still to be funded, completion date is targeted for Feb/March timeframe
- j. Library – Quiet Study Space 24/7 approved plans, lockers have been installed, cameras, lights and signage work scheduled to take place over the Holiday Break. Plans for re-roofing entire Library Facility in design review. Construction work planned for non-rainy season (Jan/Feb/March).

V. Other Items:

- a. Professor Emeritus (PE) Spaces – OFM reported most PE offices are located in MDC 3rd Floor. It was determined at the meeting to review PE activity and provide spaces/offices accordingly.
- b. Central Scheduling Sub-Committee – next meeting Dec 20th at 1 pm
- c. Meetings for 2013 will remain on 4th Tuesdays of each month

VI. New Items:

- a. Guiding Principles for space requests – each college/area to provide a copy of their policy for the Space Committee for the members to review, EMCR already has a strict policy, Joe Jackson has one for Practice Plan that he will share with the committee as well, goal is to establish a USF Health Policy. Item will be placed on next meeting's agenda.

Next Meeting: Tues, January 22nd from 1:00 – 2:30 in CMS 3007