Accept minutes from the December 2008 meeting.

Updates in:

- the College
- Lake Nona
- Eastside Campus

Research Space and Equipment Boilerplates
Space and Equipment Committee
Minutes from November 18, 2009

Members: Dr. William Millard (Chair, Dean’s Office), Dr. Hartmut Derendorf (PC), Dr. Guenther Hochhaus (PC), Dr. Richard Segal (POP), Dr. Abraham Hartzema (POP), Dr. Margaret James (MC), Dr. Ray Booth (MC), Dr. Julie Johnson (PP), Dr. Larry Lopez (PP), Dr. Maureen Keller-Wood (PD), Dr. Carrie Haskell-Luevano (PD), Ms. Deborah Bambarola (ORGS)

Absent: Drs. Hochhaus, Johnson, Hartzema

Accept minutes from the December 10, 2008 meeting.

Update: Attached to the agenda were several handouts to update the committee on the various space issues within the college.

- **College Update:** The first handout was the current space allocation within the college. Three tables showed the allocation being split out by departments/units then also broken down between research and office space, then by buildings, and finally space given back to the HSC.

- **Eastside Campus Update:** A floor plan of the new building was distributed to the committee of the space allocated for Pharmacy in the new Eastside building. Actual occupants of the building are still being finalized.

- **Lake Nona:** Key Information regarding the new building in Lake Nona were distributed to the committee via the attached Talking Points bulletin.

Emergency Resource List: Members of the committee thought it would be helpful to have an emergency list of major pieces of equipment in the college so that if a piece of equipment is not working they would know where to go as emergency back-up. Dr. Millard asked the departmental chairs to submit a list to him and a list would be created for distribution to an individual as an emergency need basis only.

Grants Manager: the committee was asked if there were any additional topics for discussion and all agreed that the College is in need of a Grants Manager. Dr. Millard will bring this back to Dr. Riffe and Mike Brodeur for further discussion.

Next meeting will be scheduled as needed.