

Infrastructure Council Minutes
January 23, 2017, 3:00 p.m.
Pugh 160

Present: Angela Bacsik, Ray Thomas, Melody Royster, Michael J. Dark, Mark McCallister (for Fedro Zazueta), Gail Hansen, Melissa Johnson, Caroline Wiltshire, Megan Forbes, Ann Wehmeyer

The meeting was called to order by Ann Wehmeyer at 3:01 p.m. The Minutes of the November 28 Meeting were amended and approved.

Discussion of the response of the Welfare Council's and the Research and Scholarship Council's responses to our "Recommendations for Required Training Programs," and of Dr. Bob Parks', Human Resources, response to the joint document

Ann shared Dr. Bob Parks' comments on the proposed recommendations. Overall, Dr. Parks noted that HR is appreciative of the recommendations, and that HR has, indeed, already begun to move forward on some of the items within that office. At the same time, he cautioned that when programs are supplied by compliance training providers, HR would not be in a position to dictate changes but would instead work as advocate and facilitator of discussions with such providers. In addition, Dr. Parks observed that some of the recommendations require technical resources or system support, and thus any progress in these areas will be limited to the availability of such technical resources.

The Council studied the responses of the Welfare Council and of SCORS, and agreed to include their responses as addenda to the Infrastructure Council's recommendations, and to submit said recommendations to Dr. Nicole Stedman, Faculty Senate Chair.

Discussion of possible recommendations on the ways in which faculty needs for space reservations might be incorporated into the system architecture of the EMS portions of COMPASS as it is implemented over the coming year.

Ann observed that following the presentation on the EMS (Event Management Systems) Tool by David Gruber, Associate CIO and Senior Director, Enterprise Systems, at the Council's November 28 meeting, the council suggested three possible options to consider at the next meeting. These included showcasing a number of needs/success cases in point to demonstrate the need for facilitating faculty access to meeting and event space reservations, recommending the provision of seed money to encourage early adopters to buy into the system, and outlining a roadmap for the future that addresses faculty space needs.

Ann presented one needs case in point that involved the need to secure space equipped with a BluRay player for 150 people on three separate dates in the Fall term 2016 in order to host the 12th Annual Japan Foundation Film Festival at UF. This festival is cost free to the host, but an application is required and must contain information on the screening site and its capacity. Long story short, it took three and a half months to determine available technology and to receive confirmation of the space reservation request. The technology inquiries were initiated on May 16, the room reservation request was submitted on June 22, and confirmation was received on September 9. A BluRay player was installed in the room in question, Pugh 170, on July 27.

One complication in reserving large-capacity rooms on campus is the fact that (1) they cannot be reserved at M-F in periods E2 and E3, because these are reserved at all times for exams by the Registrar; (2) no classroom reservation can be confirmed until after the drop-add period of any given semester. This means that those wishing to reserve space far in advance are unable to do so.

The Council then considered a number of perspectives on the space needs question.

- First of all, is there any way of knowing or tracking what the space needs of faculty or other groups are in terms of numbers (e.g., 50? 100?)?
- UF space is very tight, yet we have no occupancy data on whether rooms reserved for class sessions in any given semester are actually being used. Megan Forbes mentioned the UCF, for example, uses a card classroom swipe system that enables constant monitoring of classroom use. Rooms that are not being used can be reassigned on this basis.
- At UF, we have no means to releasing space we are not using, for example, the rooms allocated to us at the end of the term for final exams, if we happen to be administering another kind of exam or final project that does not require space at that time.
- With EMS in the COMPASS system, opting in will proceed college by college, and will require units to make their rooms available. This might be a problem as, for example, all the VET school rooms are generally occupied until 8:00 pm every day.
- Someone needs to be centrally responsible for managing access to spaces. Someone needs to articulate general policies on use. At present, reservation of classroom and non-classroom space cannot be done centrally. To fully enable EMS in COMPASS for the entire campus will cost each unit that buys in, and will require one or more individuals dedicated to entering their space into the system, and to monitoring the reservations.
- Megan Forbes pointed out the STARS in Facilities Planning has detailed information on every room in every building on campus (square footage, capacity, etc.). Will this resource be incorporated into COMPASS, and if so, how?
- The following websites are key to STARS:
 - Gateway page to Planning, Design & Construction, <http://www.facilities.ufl.edu/space.html>
 - “UF Space Tracking & Reporting System” shows square footage, capacity, floor plan, schedule <https://stars.facilities.ufl.edu/#/index>
 - “STARS Class Schedule Viewer” shows Room schedules, open rooms, and allows for event scheduling <https://stars.facilities.ufl.edu/class/#/reserve>. Many individual faculty members are unlikely to know about this system, and instead most likely rely upon their department staff to enter room requests.

The Council concluded that, due to the complexity of the issue, consultation with higher bodies is required. The Council recommended that the issue of how best to facilitate faculty ability to reserve space for academic activities such as symposia, workshops, conferences, talks, receptions and so forth at low cost be brought before the Senate Steering Committee.

Contributing Committee Reports

- **Senate Steering Committee (S)** – Ann Wehmeyer

- Ann stated that the agenda items of the recent Faculty Senate meeting (January 19) were the main items of the Steering Committee meeting.
- Ray Thomas, Chair of Welfare Council, and also a member of the Steering Committee, noted that the issue of legislation to allow guns to be carried on campus was likely to receive renewed attention, and that President Fuchs noted his opposition to this possibility, along with all of the other SUS Presidents.
- Ray noted that Provost Glover made a report on several project management systems his office is currently developing to facilitate collaborative research and faculty reporting of research activity.
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- **Faculty IT Committee (S) – Michael J. Dark**
 - Michael J. Dark informed us that he is the representative of the Faculty IT Committee who has been designated to report to the Infrastructure Council.
 - The Committee is evaluating the application of educational metrics software, and how to use student analytics to gauge classroom performance. The goal is to catch weak performance early in the semester so as to address any problems sooner rather than later.
 - The system for vetting new software program is working well but still has some issues. At present, this takes two to four weeks provided there are no complicating factors. Complicating factors include the need for credit card information, personal information, or something unanticipated, and in this case, the approval process is running six to eight weeks.
- **University Libraries Committee (S) – Angela Bacsik**
 - The libraries are preparing a guide for ORCID ID.
 - It is still not clear to which Council the University Libraries Committee should be reporting, Infrastructure Council or SCORS. It was recommended that the Committee consult with the Committee on Committees on this issue.
 - Money has been obtained to revamp Norman Library, and this will take place from August through December 2017. Norman, the entire building, will be renovated.
 - \$18 M for a new storage facility off Waldo Road has been approved by the Board of Governors, in a LIB R legislative budget request. This facility, like the existing storage site, will serve the entire SUS libraries system.
- **Lakes, Vegetation, and Landscaping Committee (J) – Gail Hansen**
 - Issues related to the space between the new NEXUS Building and Reitz are under focus. Three more trees were approved for removal.
 - One tree was approved for removal on the site for the new Institute of Black Culture.
 - The new configuration of the Norman Hall parking lot will require the removal of two trees.
 - Two sororities who share a loading zone space off 13th Avenue do not wish to share space for that purpose and have requested some tree removal in order to carry out renovations.
 - There is a mitigation program for tree removal.

- The Committee considered reconfiguration of the storm water pond at Vet Med parking.
- **Preservation of Historic Buildings and Sites Committee (J) – Morris Hylton**
 - Absent, no report
- **Parking and Transportation (J) – Ray Thomas**
 - Discussed concern raised by Sylvain Dore about right-turn-at-red on the east-west corridor along Museum Road and Gale Lemerand Drive. The “Right-on-red” signal was initiated in the 1970s to improve the flow of traffic. Idling and energy conservation is not as much of a concern now due to improved exhaust management technologies, so is now the time to put our priorities on safety management? How to accomplish this? One complication is that no more signs can be attached to the overhead cable. What many advocate is an advanced walk light. It is estimated the foot traffic each day at this area qualifies it as “urban” (i.e., 1,200 pedestrians per day).
 - A further complication in this general area is how to handle the foot traffic during the simultaneous renovation of the Career Resource Center and the construction of the NEXUS building.
- **Land Use and Facilities Planning (J) – Megan Forbes**
 - Norman Hall will be rehabilitated and in the process, the existing surface lot parking spaces will be consumed, and replaced by a one-story building. Parking will be lost, and there is no money for either a higher building, or a new parking structure. The Committee approved this scenario with the proviso that the foundation of the new one-story building be strong enough so that additional stories can be added at a later time. The Committee also requested designation of a parking area.
 - The Institute for Black Culture will be set back from the street, and La Casita will be removed. They will be replaced by two separate homes, and a larger multi-event structure to the rear. Some elements from the interiors of the existing buildings will be salvaged to incorporate into the new buildings.
- **Sustainability – Unknown, not present, no report**

The meeting was adjourned at 4:35 p.m.