

**Infrastructure Council Agenda
November 28, 2016 3 p.m. Pugh 150**

Draft

AGENDA

1. Call to Order -Ann Wehmeyer
2. Approval of October Minutes
3. Presentation on the EMS (Event Management Systems) tool by David Gruber, Associate CIO and Senior Director, Enterprise Systems
4. Discussion of revised "Draft Recommendation for Required Training Programs" for final circulation and submission. Attached.
5. Reporting of Contributing Committees: -Steering Committee (S) – Ann Wehmeyer -University Libraries Committee (S) – Angela Bacsik -Lakes, Vegetation, and Landscaping Committee (J) – Gail Hansen -Preservation of Historic Buildings and Sites Committee (J) – Morris Hylton -Parking and Transportation Committee (J) – Ray Thomas -Land Use and Facilities Planning Committee (J) – Megan Forbes -Sustainability Committee (J) – Mark Robinson – Faculty IT Committee – Michael Dark
6. Adjournment

Infrastructure Council Minutes DRAFT
October 24, 2016, 3:00 p.m.
Pugh 150

Present: Angela Bacsik, Ray Thomas, Daniel Estrada, David Looney, Mark Robinson, Mark McCallister (for Fedro Zazueta), Caroline Wiltshire, Ann Wehmeyer

The meeting was called to order by Ann Wehmeyer at 3:00 p.m. The Minutes of the September 26 Meeting were amended and approved.

Discussion of “Draft Recommendations for Required Online Training Programs”

The draft recommendations were discussed and fine-tuned. Several additional recommendations were proposed, and it was agreed to consider the revised document at the next meeting on November 28th. (Attached) Upon approval of the final document, it will be circulated to the Welfare Council in the interests of submitting a joint recommendation.

Good Spaces: a) consideration of a best practices room reservations departmental webpage, and b) EMS tool for space allocation

This issue relates to the goal of facilitating faculty planning of events that range from conferences and workshops to lectures by having a central website devoted to room reservations, much like the “classroom information and photos” site found in Classroom Support. Currently, there is no such resource. At the September meeting, Mark Robinson mentioned that Systems Enterprise has an EMS (Event Management Systems) space allocation tool that some Colleges and Departments already use, and that this tool may be expanded in the future for use by additional entities throughout the university. In order to learn more about this tool and the future plans for it, Ann Wehmeyer invited David Gruber, Associate CIO and Senior Director, Enterprise Systems, to attend the November 28th meeting of the Council. At that time, we plan to ask the following questions of David Gruber:

- a. Who may use it?
- b. Is it free, or must units pay to use it?
- c. Are there plans to expand its availability to all units on campus?
- d. How does one opt in?
- e. How does it work?

Mark Robinson and David Looney pointed out that the EMS tool is part of the new Compass Project at UF (<https://compass.ufl.edu/>). At present, Reitz Union, the Law School, Health Sciences, and Business are using the EMS tool. Mark and David observed that we should be able to explain what needs we might have that the tool planners have not yet anticipated.

Contributing Committee Reports

- **Senate Meeting (S) – Ann Wehmeyer**
 - President Fuchs and Provost Glover were unable to attend due to preparations for closure of the university in anticipation of hurricane Hermine
 - Nicole Stedman noted that higher administration has incorporated faculty input into considerations of university closing. In this regard, Ray Thomas noted that the staggered closing (3 pm classes end, 5 pm university shuts down) resulted from input from the

Parking and Transportation Committee, so as to facilitate orderly departure from the campus

- Jodi Gentry previewed her report on postdoc salaries, followed by discussions of the implications for funded research

- **Faculty IT Committee (S) – Mark McCallister**
 - Currently considering different models for video conferencing

- **University Libraries Committee (S) – Angela Bacsik**
 - The Libraries anticipate reopening the Open Access Fund with the infusion of new monies, to be available by January 2017. Up to 2K per author may be available, but only for those who have no other support
 - The Assessment Librarian is putting together usability testing for software (its interface with the user repository)
 - Donors for the Colonnade have stepped forward

- **Lakes, Vegetation, and Landscaping Committee (J) – Gail Hansen (via email)**
 - We approved the construction of a new farm building (storage shed and work room) at the community gardens by the Bat House. The gardens are managed through the Field to Fork, food pantry program.

- **Preservation of Historic Buildings and Sites Committee (J) – Morris Hylton**

- **Parking and Transportation (J) – Ray Thomas**
 - Ray Thomas presented report for this committee and Land Use and Facilities Planning jointly, since he chaired the latter while Megan Forbes was away
 - Concern was expressed regarding the narrow space (115') that will separate Reitz Union from the new Herbert Wertheim Laboratory (see next item)
 - The new activity in this part of campus (new academic building, McCarty Parking Garage, Herbert Wertheim Laboratory) will generate a lot of traffic and could be a future area of planning concern

- **Land Use and Facilities Planning (J) – Megan Forbes (via email), Ray Thomas**
 - Major Projects
 - UF 608 McCarty Parking Garage (Site Selection) – approved
 - UF 620 IFAS Bee Facility (Site Selection) – approved
 - UF 461 – Herbert Wertheim Laboratory, AKA the NEXUS building (Design Development Phase) – approved
 - Minor Projects
 - Master Plan Amendments to match above mentioned Parking Garage site

The meeting was adjourned at 4:30 p.m.

DRAFT RECOMMENDATION OF THE UNIVERSITY OF FLORIDA INFRASTRUCTURE COUNCIL
FOR REQUIRED TRAINING PROGRAMS

November 2016

In Spring 2016, several issues in online training were brought to the attention of the Infrastructure Council. At that time, Dr. Paul Davenport, Chair of the 2015-16 Faculty Senate, asked the Infrastructure Council to consider how to improve required online compliance training courses for faculty, staff and students following concerns about accessibility, format, and length of time before required recertification. At our August 2016 meeting, we determined that the areas of access and delivery were most central to the purview of this council. In order to learn more, we invited Dr. Bob Parks, Director, Training and Organizational Development, HR, to give a presentation that addressed access and delivery of online training, along with any plans for improvements or changes in those areas already in the pipeline, at our September meeting. During the discussion following Dr. Parks' presentation, council members raised a number of concerns and offered several suggestions for changes. At our October meeting, we considered formal submission of a draft set of recommendations for improvements in the accessibility, quality, and delivery of online training. The current version below incorporates revisions and additions agreed upon at the October meeting.

1. While the quality of online training is determined by the units and/or vendors producing such training, the Council strongly advises that all trainings be ADA compliant.
2. It is recommended that a Style Sheet be generated to which all trainings must comply. Heretofore, there has been no central oversight of trainings.
3. Remodel one of the trainings, such as the harassment training, and use it as a best practice. It was noted that while the harassment training has been viewed as a success (more people have recognized it and reported it). At the same time, people have reported confusion with its delivery (there is introduction of sound midway through the training, and the sound is confusing and disruptive).
4. To minimize amount of time necessary to complete trainings, it is recommended to allow for different modalities for each training in order to accommodate those who are new, as well as those who have previously undergone trainings and require recertification, but nonetheless retain knowledge of the area. Some recommended adjustments are:
 - a. Pre-test that can be used to achieve certification
 - b. Fast track refresher sessions, unless otherwise specified by law
 - c. The option to take the training (Powerpoint or PDF) via text, or via video
 - d. When audio and video sections are unavoidable, include an option to skip such sections
5. Each training should contain a short message at the top telling the faculty member why he/she is required to get the training (e.g., the agency and/or legislation), who produced it, and why this frequency of training is required.
6. All trainings should be reviewed by HR every two years, with input from subject matter experts. This review should include consideration of the frequency of training. Those generating user frustration, or found to be inadequate, should be revised or charged to another provider.
7. We recommend that the following initiatives currently in the pipeline be implemented into the training:
 - a. More frequent use of direct links to the required training
 - b. Notifications when training is expiring
 - c. Simplification of curriculum to stand alone model (content and test in same place)
 - d. One-click registration

- e. Increased training support for the most common usability issues
- f. Trainings search icon