

## Users Executive Committee meeting minutes for October 31, 2014

The meeting, chaired by Bill Louis, began at 8:45. Bill Louis, Lee Roberts, Bill Lee, Vivian O'Dell, Fernanda Garcia, Jesus Orduna, Linda Spentzouris, and Thomas Strauss attended in person; and Fabio Happacher, Tulika Bose, and André de Gouvêa attended via phone. Also present at various times were Carole McGuire (via phone), Joseph Lykken, Timothy Meyer and Kurt Riesselmann.

### **Overview**

The meeting began with the chair report by Bill Louis. This included dissemination of information important to the UEC committee, and a review of issues for potential discussion with the Directorate. This information included the following: important websites such as <https://indico.fnal.gov>, where UEC meeting slides are posted; email addresses of committee members; UEC subcommittee membership; User's Office personnel contact information; Fermilab Student and Postdoc Associate (FSPA) officers; and future UEC meeting dates. Issues raised for potential discussion with the Directorate were transportation within and to Fermilab, Internet access in the village, the location of the User's Office, lack of desk space available for users, the replacement of Barb Book in the User's Office, the difficulty of first time users entering Fermilab after hours, availability of tax and visa information for international users, and promotion of talks and career workshops for students and postdocs.

Some discussion ensued on the issue of late night site access to first time users. It was noted that the problem could be partially alleviated by increased communication. Dispatch could be informed prior to the arrival of a new user by housing (since access to housing must have been arranged) and by the Spokesperson of the relevant collaboration. In order to inform Spokespersons of the need to notify Dispatch about these arriving collaborators, an email list of current Spokespersons would need to be made available to the UEC. It was also noted that when a user applies for a Fermilab I.D. renewal on-line, an authorization to get an I.D. can be printed out. Perhaps this authorization could serve as a valid I.D. for after hours access.

The work on the Internet in the village is reportedly finished. The question was raised as to whether all people in the village are now happy with their Internet service. It was agreed to investigate this question.

### **Quality of Life Subcommittee**

Fabio Happacher reported for the Quality of Life subcommittee and some of the above issues were discussed. Desk space for users is a problem. There are not enough desks available in the high rise, the CDF trailers are going away, and the D0 assembly building is too far away. Joseph Lykken and Timothy Meyer later also discussed this issue. They said that the Directorate is aware that there is a serious problem of not enough desk space for users. The new Neutrino Division also needs coherent office space; their headquarters is planned for the 12<sup>th</sup> floor. A location for the Accelerator Center needs to be determined. A half million dollars will be taken out of the Director's reserve fund to work on these two problems simultaneously, with roughly equal funds allocated for each,

aiming to finish by the end of December. It is felt that there is enough space in the high rise, but that it is not being efficiently utilized. The office footprint can be reduced to the standard office space, offices for people not typically on site can be eliminated, and some empty space around printer stations can be utilized.

Fabio discussed the need to get specific information to international users. The Quality of Life subcommittee plans to make sure there are a few talks that provide information about taxes and visa renewals for foreign nationals who are new to Fermilab. The subcommittee also discussed the possibility of promoting talks for students and postdocs, including workshops about career related topics. Students and postdocs have expressed an interest in finding out what types of jobs are available to their skill sets.

Transportation was discussed. Fabio pointed to the article that may be found at [http://www.fnal.gov/pub/today/archive/archive\\_2014/today14-10-09.html](http://www.fnal.gov/pub/today/archive/archive_2014/today14-10-09.html) concerning a new PACE service offered from the Geneva train station to Fermilab. Timothy Meyer said the Geneva bus service is a pilot program supported by the lab. This program needs to be successful in order to get PACE to continue and possibly expand this type of service. Transportation on site from the village to Wilson Hall was discussed. It was noted that it would be desirable to have transportation available more often and at off hours, but there were no specific remedies chosen for pursuit at this time.

Fabio wrapped up by stating that we need a better way to enable users to communicate their problems to the UEC. Having a mailbox service on our website would be one way to approach it.

### **UEC Web Pages**

Fernanda Garcia reported on her progress with the new UEC webpages. She is using the new FNAL website format. The work in progress is available at <http://www-bd.fnal.gov/Users/UEC-Page.shtml> and is available for comment. The UEC commented that the webpage looks great so far. Fernanda is transferring the files for the page to the AFS distributed file service. She expects the new web page to be ready before the holidays.

### **Report from Washington**

Next the UEC heard from Carole McGuire, who is with Lewis-Burke Associates. This (registered lobbyist) firm is hired by FRA/URA for the purpose of getting representation of the laboratory's interests in Washington DC. Her report was similar to the one given at the last meeting, because it was still unknown which party would have the Senate majority. A continuing Resolution (CR) is in effect through December 11<sup>th</sup>. On November 12<sup>th</sup> Congress will decide whether to extend the CR or work on the 2015 appropriations bill. Carole said the President wants to cut the science budget, but that while Congress will trim the budget here and there, it is not likely to push a large slash in the budget. She reports that there is some feeling in the leadership of the legislature that the appropriations bill should be finished to give the new congress a clean start. Carole had time during the break of Congress to sell the P5 plan, and encourage realignment of the budget to the P5 report.

### **User Email List**

Kurt Riesselmann reported on the user email list. He reported that the USERORG listserv has 2500 people, 700 of those with an FNAL email address. Also, there are 4000 total badged and non-badged users. He proposed an email list to capture all badged non-employee users, all non-badged users, and people on the FERMI\_SCIENTISTS listserv. Subscription to this list would be mandatory. The proposed name is ALL\_USERS. This email list would only be used for very important messages that need to get to all users, such as site emergencies, special messages from the Director, and so forth. This email list would be updated nightly automatically by a script. The UEC approved the creation of this new mandatory email list. Kurt believes the list can be ready in about two weeks. There was some discussion about how to get visiting scientists and retired guest scientists on email lists. Conference notifications would not be done through the mandatory list, so the USERSORG list should be maintained for this and other less urgent purposes. The USERSORG list, being an opt-in list, could have notification of potential interest to a subset of users. These would be conference notifications, messages with a link to minutes of the UEC meetings, and so forth.

### **Users Office**

An overview and status of the user's office and their support of the UEC was discussed. Both Samantha Poeppelman and Barb Book have left the User's Office. Everyone agreed a replacement is needed. Amanda Thompson has graciously agreed to help the lab part-time with international services until these can be covered, although she is no longer a Fermilab employee. Currently Kim Pearce is the liaison from the User's Office to the UEC. The location of the User's Office is still an issue, and the UEC is invited to make a proposal for where it should be moved. The vending area and small dining room on the first floor of Wilson Hall were again discussed, with the potential problem of stairwell access.

### **Government Relations Subcommittee**

Jesus Orduna reported on the US Government Relations Subcommittee. The necessary tasks to prepare for the trip to DC have been distributed among the subcommittee. The subcommittee will meet on November 4<sup>th</sup>. Members of the UEC will be getting an email with instructions on how to list our connections to Congress in a file. This will be used to help with the primary and secondary visit assignments. This information should be sent to Sandra or Jesus by November 14<sup>th</sup>.

### **Users Meeting Subcommittee**

Bill Lee reported that meeting rooms have been reserved for the 48<sup>th</sup> annual User's Meeting. The User's Meeting dates are June 10-11, and the New Perspectives dates are June 8-9. Progress on the checklist of tasks for the User's Meeting, and notes on who is assigned to what tasks were presented. Last year's schedule was reviewed, and a list of proposed speakers for the public lecture was suggested. The list of potential speakers was accepted, with one person added to the list by the committee. The UEC members will vote on their order of preference for the proposed speakers via email within the next week.

### **Meeting with the Directorate**

Timothy Meyer discussed the upcoming effort to revitalize the lab's appearance and appeal to the technical community as well as the general public. There will be a Campus and Facility Planning Board for this purpose with membership drawn from visitors, scientists and other interested parties. The UEC was invited to nominate someone to be on this planning board. Discussion and a nomination will be done via email after the meeting. Issues such as whether the pool should be kept operational, how Chez Leon might be upgraded, and the possibility of a new hostel for housing visitors are examples of what will be addressed by the board. There is excitement over the possibility of a new engineering building. The board will be involved in the determination of an overall campus master plan. Now is the time to do this, because there is support in OMB and DOE for needed infrastructure improvements.

### **Outreach Subcommittee**

André de Gouvêa reported on the outreach subcommittee. The outreach subcommittee needs to define the activities to be undertaken. There is no independent budget for UEC outreach activities. Andre spoke with the Mandy Rominsky and Marge Bardeen concerning outreach. Marge said the UEC could help Fermilab by advertising internships and fellowships at meetings, and by asking the user community for volunteers when the need arises. Marge is willing to come to one of our outreach meetings. André reported that outreach and education were discussed at Snowmass where it was recommended that particle physics outreach become a nationally coordinated activity. This could be supported if the UEC outreach subcommittee finds out what outreach efforts are going on elsewhere and investigates where coordination might be possible. Linda reported on the postdoc program at Argonne lab, aspects of which could be adapted by Fermilab, if desired. The outreach subcommittee will meet and make some proposals of possible outreach activities for the UEC committee to discuss and decide upon.

The meeting was adjourned.