



## **Users Executive Committee meeting minutes for April 6, 2018**

The meeting began at 8:00 am CT. Attendees were:

**UEC:** Sowjanya Gollapinni (Chair), Leo Aliaga-Soplin, Tammy Walton, Fernanda Psihas (remote), Joseph Zennamo, Carrie McGivern, Sarah Demers, Brian Nord, Thomas Strauss (remote) and Frank Chlebana.

**Directorate:** None

**Washington:** Ben Kallen, Lewis-Burke Associates

**FSPA:** Monica Nunes, Xuan Chen, Karl Warburton, Midhat Farroq, Aleena Rafique, and Thomas Carroll

**Users' Office:** Kim Pearce

**Global Services:** None

**Guests:** Stephany Unruh (Housing Allocation Committee)

Indico Agenda Page: <https://indico.fnal.gov/event/16797/>

### **Chair's Report**

Sowjanya Gollapinni reported.

- The DC trip led by UEC in March was very successful. Great team effort from everyone who attended. UEC specially thanks Joseph, Carrie and Fernanda for their leadership, Brian for well-executed training sessions to trip attendees, Justin Vasel for his tremendous effort in developing the WHIPS database, and Kim for her fantastic administrative support for the trip.
- As a follow up from last meeting, user population trends were shown for the past 5 years. There is a clear increase in the offsite numbers in the last few years. There was a suggestion made to include lab staff as well since they are users of lab facilities in various contexts. This goes back to the fundamental question of clarifying the definition of "User" which the UEC Constitution Task Force is addressing.
- The UEC meeting in June will be during the Users Meeting week (June 22). July/August meeting dates will be finalized soon. September meeting will be planned with the newly elected members.
- The Users meeting planning will be a priority for the UEC in the coming weeks.
- Two special items on the agenda: Housing Allocation Committee report and an update from the UEC Constitution Task Force group.

### **Report from the Directorate**

None.

## **Government Relations Sub-Committee**

Carrie McGivern reported.

- An analysis and recap of the March 7—9 DC trip was presented. A total of 54 members attended the meeting of whom 31 were from UEC/FSPA. A total of 397 meetings were scheduled during the trip (305 House offices; 84 Senate offices; 4 congressional sub-committee meetings; 4 Executive branch meetings). The group visited more offices than any previous year. The FY 2018 Ask included \$860M for HEP DOE Office of Science and \$8B for NSF. The trip was very successful.
  - The FY 2018 Omnibus bill passed on March 23. It can be read here: <https://www.cnn.com/2018/03/21/politics/omnibus-bill/index.html>.
  - The updated FY 2019 Ask (post-Omnibus) includes \$969M for DOE Office of Science and \$8.45B for NSF. Community letters with FY 2019 Ask were sent to the Sub-committee on Energy and Water Development on 4/5/2018.
  - One of the members asked if we know how the \$686M for non-specified research is broken down between projects. It appears like the detailed breakdown is still in progress.
- Members were asked to fill out trip reports if they haven't already. They were also asked to continue to send bug reports and/or ideas for improvement of the WHIPS database to Justin Vasel. An anonymous feedback form was suggested to get more feedback on interactions during the trip.
- The sub-committee also proposed holding an event sometime later in the year to inform the user community about the annual DC trip and what is done during the trip. A follow up suggestion was made to include some of this in the Science Communication training session being planned as part of the Annual Users Meeting.
- A suggestion was made for members to continue to foster the relationship with offices using various methods (e.g. visit to local district offices, post cards, thank you emails etc.).

## **Report from Washington**

Ben Kallen (Lewis-Burke Associates) reported.

### FY 2018 Appropriations:

- On March 23, Congress passed and the president signed the FY 2018 omnibus appropriations bill, which funds the government through September 30, 2018.
- Congress rejected most of the cuts proposed by the Trump Administration in its FY 2018 budget request and instead provided increases to federal investments in many of the research, education, and healthcare programs important to research institutions. These increases were made possible by the budget agreement Congress reached in February that raised the overall spending caps for FY 2018 and FY 2019.
- The DOE Office of Science received \$6.26 billion, an increase of \$868 million or

16 percent compared to FY 2017. Within the Office of Science, High Energy Physics was funded at \$908 million, an increase of \$83 million (10 percent) above the previous year. This amount includes:

- \$95 million for LBNF/DUNE;
  - \$24.1 million for PIP-II;
  - \$17.5 million for DESI;
  - \$14.1 million for LZ; and
  - \$767.6 million for HEP Research, \$36.1 million above FY 2017.
- NSF received \$7.77 billion, an increase of \$295 million or 3.9 percent above the FY 2017 enacted level. Within this amount, the Research and Related Activities (R&RA) account, which funds all of NSF's research directories, will receive \$6.33 billion, an increase of 5 percent over FY 2017.

#### FY 2019 Appropriations:

- It is unlikely that Congress will finalize FY 2019 appropriations until December 2018 at the earliest. This is mainly because the legislative schedule has been shortened to account for the upcoming mid-term elections.
- However, appropriations subcommittees have already begun initial drafts of their FY 2019 bills, and it is expected that they will be released later this spring or early in the summer (May-June timeframe).

#### Other Congressional Updates:

- The Senate has introduced its version of the *Department of Energy Research and Innovation Act*. The bill would formalize the inclusion of the P5 report into Office of Science planning and direct the director of the Office of Science to ensure international collaboration in neutrino (with collaborations with NSF where appropriate), dark energy, and dark matter research. The House passed its own version of the bill last year, however the House Committee on Science, Space, and Technology is reevaluating its own version.

#### Other:

Society for Science at User Research Facilities (SSURF) is hosting a "Capitol Hill Expo" on April 25<sup>th</sup> and 3 members from lab are attending as representatives. UEC will contact the attendees and make sure that the messages are aligned w.r.t. funding and will also coordinate with the lab to see if a user representative can be sent to the event.

#### **Users Meeting Sub-Committee**

Tammy Walton reported. A draft agenda for the Users meeting was presented. The meeting poster will be circulated soon. Registration for the meeting opened on March 23 and will close on June 12. The poster session is scheduled for the evening of June 20. The poster abstract deadline is April 20. Reminders will be sent out to encourage abstract submissions. Universities Research Association (URA) awarded the travel grant to the UEC for the meeting which will support 10 to 12 early career scientists. An announcement on the award has been sent out to experiment spokes. The deadline is May 6. Emails will be sent out to engineers and technical staff at the lab to meet the vendors sponsoring the meeting. No printed meeting booklets this year for the meeting

(Go Green!), instead a Fermilab App for timetable will be made available from the conference office. A SLACK channel will be available to interact with users and answer their questions.

### **Outreach and Education Sub-Committee**

Brian Nord reported (verbally). The sub-committee will hold a science communication training session at the Users meeting. The planning of the session will be coordinated with Andre Salles from the Communication Office. There will probably be pre-session (online) preparation before the onsite training session.

### **Quality of Life Sub-Committee**

Frank Chlebana reported. A draft feedback procedural document is prepared and being circulated within the sub-committee for comments and will soon be shared with the UEC.

- *Offsite housing:* Candlewood Suite rates remain the same for this summer. A link is provided at the end of the document that one can use for reservations.
- *Office space:* Some free space is available on FCC 1<sup>st</sup> floor, Griselda and sub-committee will contact FCC to see if the space is open for sharing in Summer.
- *Users Center:* The sub-committee is exploring the option to have the users center open during weekends (similar model as a club house at a rental community). A survey will be sent to users staying onsite to understand whether there is sufficient interest for this. There was a comment to think about liabilities if the pub will be open on weekends.
- *Zipcar:* The Zipcar service is being underutilized; increased usage is anticipated in the Summer; Users are encouraged to share their experience to encourage others to use it otherwise the program will be terminated if usage is not sufficient in one year. One of the members suggested contacting fellowship committees, travel office and admins to advertise this on the websites so visitors know about Zipcars as they make their arrangements.
- *Bike Program:* The bike share program will be launched in the 1<sup>st</sup> week of May. Flyers and signup information will be available during the Earth Day Fair at Fermilab (April 26<sup>th</sup>, 11:30 am - 1:00 pm CT). Visit the Global Services webpage for information regarding the Bike Share and the Zipcar program: <http://get-connected.fnal.gov/users/services/>
- The sub-committee contacted the Facilities about issues with the men's bathrooms (received in the feedback) on several floors and met with the building manager. The building manager will adopt various suggestions/actions made by the sub-committee so that information about closures are properly communicated and occupants know how to report and check the status of outages/problems. [See slide 10 of the sub-committee report for more details].
- For other feedback (e.g. high mineral content in water fountains, Aspen East Women's bathrooms), the sub-committee is trying to find a contact person to follow up. UEC will also look to collaborate with the Employee Advisory Group (EAG) who are looking into similar issues.

- Global services is looking for food ambassadors for the “International Taste of Fermilab”, sign up to participate here: <http://get-connected.fnal.gov/taste/> or attend the next meeting (Apr. 18<sup>th</sup>, 1:30 pm CT WH1E).
- Additionally, the sub-committee continues to work towards broader advertising of available resources and programs and will also use Users Meeting to collect more feedback from users (E.g. a “Quality of Life” Booth at the meeting).
- Users/Visitors of Fermilab (and their families) can access services and resources through the Employee Assistance Program (EAP). EAP Counselors and Work-Life Consultants provide professional consultation and referral to assist with a wide spectrum of work, family, and personal issues. EAP has a website with a dedicated Workplace Diversity Section that has articles and on-line seminars and additional resources: [www.ers-eap.com](http://www.ers-eap.com) (username: Fermilab; password: eap; Toll-Free: 800-292-2780). [For upcoming EAP events, please see at the end of the document].
- Glacier Tax Prep Software is now available to users. Since there is a very limited number remaining, the software access codes will be issued on a first come first served basis until depleted, or until April 16, 2018, whichever comes first. If you would like to request an access code for Glacier tax prep software, email the Visa Office at [visaoffice@fnal.gov](mailto:visaoffice@fnal.gov): subject line “Glacier Tax Prep Access Code Request”. See here: <http://news.fnal.gov/2018/03/glacier-tax-prep-access-codes-now-available-to-users/>

### **Housing Allocation Committee (HAC) Report**

Stephany Unruh reported. HAC was appointed in Spring 2016 and the current membership consists of Stephany Unruh, Griselda Lopez, Cheryl Betham, Frank Chlebana (UEC), Joseph Zennamo (UEC) and Debbie Harris. UEC will rotate one of the lab members to include a non-Fermilab person.

- For Summer 2018, HAC received 168 total dormitory requests and 66 dorm rooms were available. HAC followed last year’s procedure for allocation (50% allotted to first come-first serve and 50% allotted based on Directorate priorities (International, Undergraduate, experimental programs etc.). Waiting list as of 04/04/2018 consists of 67 requests and the office will continue to accommodate as many requests as possible.
- The Apartment/House requests for Summer 2018 closed on March 2. The allocation of houses/apartment are determined by the HAC with priorities as indicated by the Directorate (international visitors, Families with school age children etc.) and in accordance with Lab’s needs. 10 apartments/houses were available for Summer 2018; 34 total requests; accommodated 14 requests;
- Based on a user feedback UEC received, a discussion started on the possibility of lab expanding the offsite housing blocks to meet the needs that are not accommodated onsite. While it is understood that this a liability for the lab if the block of rooms is not filled, user feedback suggested that some PIs would be willing to sign the contract and pay upfront to address the issue. UEC will further

follow up on this with users (perhaps a short survey) and HAC for a solution for this.

### **UEC Constitution Task Force Report**

Sarah Demers reported. The Task Force (TF) presented an updated list of changes to the constitution after receiving feedback/comments from members. In addition to constitution changes, a suggested grouping of items under “Best Practices” were listed. Voting procedure was also discussed with a suggestion to adopt a version of Robert’s Rule of Order. A timeline for discussion/debate on proposed items and voting was also discussed. Voting will most probably take place at the May 4 meeting. The TF also suggested publishing the UEC organization chart on the website.

### **Fermilab Student and Postdoc Association (FSPA)**

Monica Nunes reported.

- The International Spring Potluck went successfully with around 50 people attending, an egg hunt and delicious multi-cuisine food.
- FSPA is now accepting abstracts for New Perspectives (June 18—19). The deadline for abstract submission is April 30. As of April 6, zero abstracts received. *Early career members are strongly encouraged to submit abstracts* as New Perspectives offers a great forum to gain conference-style experience.
- Along with scientific talks, two lunch panels are being planned for New Perspectives, one on academic jobs and other on Diversity and Inclusion.
- The FSPA second news letter was sent out and included highlights to important news and events. FSPA is collaborating with Global Services to advertise lab-wide events. FSPA is seeking input from users on global events. UEC suggested to take caution in distinguishing religious and cultural festivals when doing international events.
- A LinkedIn group is created to build connections between current and previous users of the lab and to be informed of where high energy physicists are landing jobs outside. FSPA jobs board is also now alive; 9 postings already!

Minutes drafted and signed by **Sowjanya Gollapinni**.

### Upcoming Events:

- Employee Assistance Program (EAP) event (also open to users):
  - April 17, 2018, On-line Seminar: Keeping It Kind: “Maintaining Respect and Civility in the Workplace”
  - June 27, 2018, EAP for Users/Visitors, Time: 12-1 pm CT, Place: Wilson Hall Curia II
- International Taste of Fermilab, April 18<sup>th</sup>, 1:30 pm, WH1E
- New Perspectives, June 18-19, 2018
- New Perspectives abstract deadline: April 30, 2018
- 51<sup>st</sup> Annual Users Meeting, June 20-21, 2018
- Users Meeting Poster abstract deadline: April 20, 2018

### Regular reminders & useful links:

- Glacier Tax Prep Software is now available to users. See here:  
<http://news.fnal.gov/2018/03/glacier-tax-prep-access-codes-now-available-to-users/>
- Housing options can be found at:  
<https://fermipoint.fnal.gov/service/TravelSystem/SitePages/Lodging%20Near%20Fermilab.aspx>
- Offsite housing Candlewood Hotel reservation:  
<http://www.candlewoodsuites.com/redirect?path=hd&brandCode=cw&localeCode=en&regionCode=1&hotelCode=CHIWI&rateCode=ILY71&PMID=99502056&corporateNumber=000118397>
- Frontier Pub webpage:  
<https://www.facebook.com/thefrontierpub/>
- Frontier Pub new menu:  
[https://fermipoint.fnal.gov/organization/os/FESS/web\\_docs/Shared%20Documents/FrontierPubMenu.pdf](https://fermipoint.fnal.gov/organization/os/FESS/web_docs/Shared%20Documents/FrontierPubMenu.pdf)
- Rental car information:  
<https://get-connected.fnal.gov/users/services/>
- UEC user feedback form:  
[https://orgs.fnal.gov/fermilab\\_users\\_org/Feedback.html](https://orgs.fnal.gov/fermilab_users_org/Feedback.html)