



## Fermilab Users Executive Committee meeting minutes March 15<sup>th</sup>, 2019

Agenda: <https://indico.fnal.gov/event/20173/>

The meeting began at 8:30 am CT.

### Attendees

**UEC:** Gavin Davies, Leo Aliaga, Fernanda Psihas, Kirsty Duffy, Brian Nord, Saptaparna Bhattacharya, Oli Gutsche,

**Directorate:** Unavailable due to PIP-II ceremony

**Washington:** Unavailable due to PIP-II ceremony

**FSPA:** Karl Warburton, Mike Wallbank, Andy Furmanski

**Global Services:** Griselda Lopez

**Users Office:** Kim Pearce

### Chair's Report

Gavin Davies reported.

- Start with apologies from Directorate and our representatives from Washington who were unable to attend due to their part in the PIP-II groundbreaking ceremony, for which we will endeavor to join as soon as possible.
- The UEC takes a moment to say good luck and thank you to Jiyeon Han!!
  - UEC thanks Jiyeon for her enthusiasm and dedication to the UEC over the last year and half, and wishes her all the very best for her future as she moves into a job in industry.
- Post-discussion a proposal was made for the Chair to pick a successor to fill the vacated 12<sup>th</sup> member role through August, with a view to the new member supporting the Users Meeting. Members voted and approved the proposal.
- UEC will propose an official policy for vacated positions at a later date.
- Noted that Users Meeting subcommittee is still understaffed and concern for continuity next year. Discussion about formalizing deputy roles (not currently elected, needs to be clear that a deputy is signing up to be chair the following year) and will consider an amendment to the current policy at a later date.
- As per policy, the Chair will begin UEC subcommittee reviews in April/May one-by-one and report to the UEC. Comments are welcomed on the Chair's role.
- The Chair thanks Oli Gutsche for help with meeting notes.
- The next UEC meeting is April 19<sup>th</sup>, 2019.

## Report from Quality of Life SC

Oli Gutsche reported.

- Griselda submitted 25 of our open feedback items to FESS for comment
- Discussion about User site registration and badging
  - o Action item: Remind experiments that they are responsible to communicate the registration and badging requirements
  - o Computing account renewals can take longer, up to a week, but still not necessary to renew in person
  - o There was a general communication (Feb. 19<sup>th</sup> to all-users) about badge renewal for non-US citizens needing to submit a CV
    - Case-by-case CVs are requested. Expected to settle down in a couple of months
    - Consider further clarifying communication, for example, what type of CV is needed.
- Bike sharing program: one bike rack is being moved from Accelerator Division to a new spot. 2626 rentals, 362 users, 12 bikes, 24 racks. We doubled our fleet for 2019 and will be discussing where to place bike racks for the 2019 season.  
Current bike rack locations:
  - o Wilson Hall, Users Center, Aspen East, IARC, Acc. Div. (moving), Feynman
- Reminder of Fermilab Statement of community standards
  - o Available under policies webpage:  
<http://news.fnal.gov/fermilab-at-work/policies/>
  - o Direct link:  
<http://directorate-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=174>

## Report from Users Meeting SC

Leo Aliaga reported.

- 52<sup>nd</sup> Users Meeting dates: **June 12<sup>th</sup> – 13<sup>th</sup>, 2019**
- New URA Early Career Award:  
<http://news.fnal.gov/2019/02/calling-for-nominations-for-ura-research-award/>
- Mike Wallbank (FSPA) has agreed to coordinate printing/producing posters
- Funding for coffee breaks and banquet was previously funded by vendors – not a feature this year.
- This year we would like to recognize the efforts of all community members in contributing to Fermilab's scientific and technological success. Our aim is for everyone, no matter their role, to feel welcome and included  
"Your community, your science."  
It's about everyone that makes it happen"
- Registration is open: <https://indico.fnal.gov/event/20244/registration>
  - o Registration deadline: **June 4<sup>th</sup>, 2019**
- Poster call-for-abstracts open:
  - o Poster abstract deadline: **May 5<sup>th</sup>, 2019**
- The Users Meeting is for **everyone** in the user community (that includes employees!)

## Report from Government Relations SC & EPO SC

Fernanda Psihas and Saptaparna Bhattacharya reported.

- Washington D.C. trip dates: **March 18<sup>th</sup> – 22<sup>nd</sup>, 2019.**
- Training sessions complete, three in total
- [Training Session I](#): February 18<sup>th</sup>
- [Training Session II](#): March 12<sup>th</sup>
- [Training Session III](#): March 13<sup>th</sup>
- Training, including role-play and panel discussion brought to you by:

o UEC: Fernanda Psihas, Kirsty Duffy, Saptaparna Bhattacharya, Cindy Joe, Sarah Demers  
o Joseph Zennamo, Louise Suter, Justin Vasel, Andre Salles (Office of Communication),  
Michael Baumer, Rob Fine, Andrea Albert

- Hotel and flight reservations complete, attendees raring to go and fully prepared.
- Several volunteers helped prepare trip materials/packages which removes a load off the global services team which were responsible in the past.
- Fernanda will provide a full debrief of the trip at the next meeting which will include many thanks to individuals that went above and beyond but importantly a community-driven effort. It will detail the metrics of the trip. Watch this space!

## Report from FSPA

Karl Warburton reported.

- Chinese New Year party was a success – special thanks to Xuan Chen: ~200 people in attendance with lots of dumplings and some excellent karaoke competition entries -- FSPA report that this entry did not win: <http://bit.ly/2VOcg8v>
- Continue to coordinate the EDI seminar series with Bryan Ramson. First seminar was on Feb 15<sup>th</sup> by Assoc. Professor of Physics Christine Aidala, U. Michigan. Second was on March 29<sup>th</sup> by Roy Clark, PhD Marcellus L. Wiedenbeck Collegiate Professor, U. Michigan. More to come in the months ahead.
- Have a Career Event planned for Friday 26<sup>th</sup> April (lunch-time): FSPA welcomes Michelle Mathis of the Institute for Defense Analysis (IDA). Future events along the lines of faculty seminars are in the works.

UEC Minutes drafted and signed by **Gavin S. Davies**.

## Regular reminders & useful links:

- Security awareness: <http://securityawareness.fnal.gov> (on-site, or VPN required)
- FNAL Housing options: <https://fermipoint.fnal.gov/service/TravelSystem/SitePages/Lodging%20Near%20Fermilab.aspx>
- Offsite housing: [Candlewood Suites Hotel reservation \(Warrenville, IL\)](#)
- Frontier Pub: <https://www.facebook.com/thefrontierpub/>
- Rental car information: <https://get-connected.fnal.gov/users/services/>
- UEC user feedback form: <http://uec.fnal.gov/uec-feedback-form/>
- Fermilab Users Slack: <https://fermilab-users.slack.com>