

## Users Executive Committee meeting minutes for July 24, 2015

The meeting, chaired by Bill Louis, began at 8:15. Bill Louis, Bill Lee, Lee Roberts, Jesus Orduna, Thomas Strauss, Kurt Riesselmann, Mateus Carneiro, Marcelle Soares-Santos, and Kim Pearce attended the meeting. Nigel Lockyer, Joe Lykken, and Tim Meyer were also present, representing the Directorate. Sandra Biedron and Fernanda Garcia attended by phone.

### **Report from the Directorate**

Nigel Lockyer reported that the DUNE/LBNF CD-1R review went very well and that Pat Dehmer and DOE were suitably impressed. The hope is that DUNE/LBNF gets into the President's budget next year. Chris Mossey, who is retired from the Navy, has been named LBNF Project Director and a Fermilab Deputy Director. Mike Headley is the Far Site Leader, while a search is underway for the Near Site Leader. CERN is now contributing ~\$15M/year for DUNE. The Fermilab PAC met recently and granted CAPTAIN/MINERvA stage-1 approval. Also, the prototype magnet for the Mu2e experiment was successfully tested, the ground breaking for the ICARUS detector hall is planned for September, Josh Frieman is leading the planning for future cosmic efforts, and CD-0 for PIP-II is expected in about 6 weeks.

Tim Meyer discussed present and future efforts to improve the User experience at Fermilab. These efforts include the following: (1) Welcoming and On-Boarding; (2) Users Office; (3) Cafeteria and Food Services; (4) On-Site Housing; (5) Users Center; (6) On-Site office space; (7) Communication to Users; and (8) Form and Function of the WH Ground Floor. CD-0 has been obtained for an Integrated Engineering Research Center next to WH. Also, the Technology and Transfer Office is renewing agreements between Fermilab and home institutions. The goal is to use an approved template to include all institutions in the same framework. Finally, the Fermilab email quota for all users will be increased from 2 GB to 10 GB.

### **Overview**

Bill Louis gave the chair report. He provided a recap of issues the UEC has been working on and gave the current status. The election of 6 new UEC members will take place in the next few weeks. Ballots with CVs, statements, and pictures of the nominees will be sent out by email. There were 19 requests for on-site village houses for the upcoming fall/spring season and only 8 houses available. Spokespeople will be informed soon of their allocations. The next UEC meeting with the new members of the UEC is scheduled for September 18.

### **Report from Washington**

Leland Cogliani of Lewis-Burke Associates reported on the news from Washington. Both the Senate and House Appropriations committees are done; however, the bills are stuck in the Senate, as the President will veto bills because of the Sequester. Leland expects that there will be a 3-month continuing resolution. Congress is trying to put together a comprehensive Energy Bill, which may increase office of science funding by approximately 4%/year. Regarding visiting Congressional offices in August and

September, Leland emphasized that it is important to present a consistent/generic message for HEP funding. Also, if you are not able to visit in person, then emails and phone calls can be quite important. (Typically, >10 emails to a Congressional office from different physicists will get the office's attention.)

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

Thomas Strauss reported on the User's Meeting. The total number of people who registered for the meeting was 490, while 390 people attended the banquet and 250 people attended Festa Italiana. The money spent for the Users Meeting was \$21,387, which was less than the budget of \$25,184. (Reasons for the under-run include less expensive registration and travel costs.) Suggestions for next year's Users Meeting include the following: (i) Have VIP dinner also in WH; (ii) Include a vendor exhibition; (iii) Coordinate poster session with FSPA; (iv) Encourage more people to attend the talks.

### **Branding**

Deb Sebastian discussed "branding" at Fermilab. A brand is a psychological construct that increases awareness and helps productivity and communication. A good brand can also help with Fermilab's vision and mission. Deb is ready to launch phase 2, which will include new letterheads, core values, tag lines, positioning statements, and key messages.

### **Communication Tools**

Kurt Riesselmann discussed Fermilab communication tools and a new way of distributing Fermilab News, so that it will be easier to find stories, share stories, announce your own news, and contribute what you want. There will be one place for Fermilab news (through Fermilab at Work) and a Services Account will be required to make a contribution. Fermilab Today will be discontinued and will be replaced by a daily email and a weekly newsletter, which should be in place by the end of September. The Symmetry magazine will stay the same.

### **Government Relations Sub-Committee**

Jesus Orduna and Sandra Biedron will send out an email regarding visiting Congressional offices in August and September.

### **Fermilab Student and Postdoc Association report**

Mateus Carniero gave the FSPA report. Work is underway to set up an auto list-serv for students and postdocs working at Fermilab. Also, a revised "Guide to Life" at Fermilab is almost ready, and copies will be distributed soon. FSPA will try to encourage some members to stay on for a second year in order to provide continuity.

### **Fermilab Resources**

Aria Saha discussed the "Test Experiment Process" for users who want to test or build something and obtain the proper equipment. Fermilab will create a Technical Scope of Work (TSW) program to help people with their requests. The goal is to provide an electronic form that is easy to fill out and that helps with safety issues. These electronic forms will have a hazard checklist and will have the possibility of being referenced by

other national laboratories. Successful requests will have approval for a certain length of time but will be renewable. At present, a generic TSW exists now at [detectors@fnal.gov](mailto:detectors@fnal.gov).

The meeting was adjourned.