

Users Executive Committee meeting minutes for April 15, 2016

The meeting, chaired by Bill Louis, began at 8:30. Jesus Orduna, Thomas Strauss, Minerba Betancourt, Ed Kearns, Fernanda Garcia, Eric Prebys, Mateus Carneiro, Robert Fine, Sebastian Aderhold, Kim Pearce, Kurt Riesselmann, Griselda Lopez, Katie Yurkewicz, and Linda Spentzouris attended the meeting. Tim Meyer was also present, representing the Directorate. Georgia Karagiorgi attended by phone.

Overview

Bill Louis gave the chair report, and ran the meeting. He reviewed the status of old issues, and there was some discussion of new issues, such as whether Fermilab can help graduate students who lose their funding when they have almost completed their thesis work. Some options were discussed, such as scholarships offered to students by the Neutrino Division, the graduate student program in the Accelerator Division, and Fermilab Guest Scientist appointments. It could be useful if there were a point of contact for students, or some way of providing information about options available at Fermilab for graduate student funding.

On the topic of the visit to DC, it was noted that OSTP has requested an update on the P5 report on the time frame of about a year from now. Overall the DC trip went well. The staffers at the Congressional offices welcomed the short ASK document, that had a summary of the requested funding, as a good point of reference. It was noted, however, in response to the accelerated appropriations-schedule this year, the ASK document was developed in a hurry without full consultation with community leadership and interaction with key stakeholders. Regarding the Senate office visits, interest was expressed in supporting or viewing a 'Dear Colleague' letter, but there was no such letter on the Senate side at the time of our visit. There was a letter on the House side, but it was too late to sign it by the time of our visit.

The next UEC meetings are planned for May 13th, and June 17th. There will be a Doodle poll to aid in setting the meeting date in July.

Report from the Directorate

Tim Meyer reported for the Directorate. The FSPA requested help in finding a meeting place for the 150-200 people expected for their New Perspectives

meeting in Wilson hall. It was originally to be held in 1 West, but was moved out for another event. Tim will help them resolve their meeting space issue. There was also a discussion on how to accommodate more vendors during the User's Meeting.

The lab is planning to have longer hours at the User's Center for the summer, with slightly different food offerings. There will be a grand re-opening of the User's Center at the end of May, and then there will be some recurring events over the summer to attract users to the facility. If the format of this pilot program is to continue, there must be positive feedback in the form of significant attendance. The User's Center will remain closed on Saturdays.

There was a discussion about summer housing assignments in the village. Since Roy Rubenstein is retiring, there is a committee evaluating the housing assignment procedure going forward. Transparency of the process and high occupancy are both important goals

Griselda is starting a quarterly newsletter from the User's Office that will have VISA information, as well as other information, including a calendar. There will be a survey in there about what additional services users would find valuable. The most likely place for the new User's Office is the NW corner of the ground floor of Wilson Hall (where VMS is now). The idea is to make a one-stop shop for users on the ground floor, so that the User's Office, the Key and I.D. office, and the car rental office would all be in the same general location. The goal is to have this move finished by the end of 2017.

Report from Washington

Ben Callen of Lewis-Burke Associates reported on the news from Washington. There is reasonably good news on the Hill. There is an aggressive schedule regarding budget matters, and the appropriations bills are already being considered; this is early compared to previous years. However, it is unclear whether they will make it to the full floor, since the election could disrupt the process. The Energy and Water Development Appropriations bill on the Senate side has passed both the sub-committee and the full Senate. They have appropriated a \$50M increase for the Office of Science within DOE, with \$833M to High Energy Physics, as was requested in our ASK document. Within the HEP budget, LBNF/DUNE has a total

budget of \$55M and an authorized construction alongside the proposed Integrated Engineering Research Center building. There is \$5M for the cosmic frontier, \$12M for DESI, and \$2.5M for LZ. The Senate intends to zero out the ITER project. On the House side, all that is known about the Appropriations bill is the top line number (\$828); the rest of the report will not be released before next week. The plan on the Hill is to pass all 12 Appropriations bills. The House and the Senate must reconcile all their numbers in order to accomplish this task. It is expected that the FY17 budget will not be known until after the election, and there may even be a Continuing Resolution.

Some of the Congressional offices may have requested copies of the P5 report or related information. The P5 report and updates may be found at the following website: www.usparticlephysics.org. Also, if specific Congressional offices have offered support, this information can be forwarded to Lewis-Burke Associates.

User's Meeting Sub-Committee

Thomas Strauss reported on User's Meeting activities. The Directorate approved the proposed atrium layout for the User's Meeting, including the required furniture moves, during the UEC meeting. The acrylic tables might also need to move if more posters are accepted for the meeting. The User's Meeting has a budget of about \$25K, and there is \$7300 extra in funds available from the vendor's fees. The \$1500 vendor fee secures a high vendor profile at the meeting by having the company name and logo displayed during the coffee breaks, the poster session, and the banquet. This option (as opposed to paying for only the cost of setup and breakdown) will be the only one available for next year's User's Meeting. Several vendors have selected this option for this year's meeting, and more vendors have expressed an interest in having a presence at the User's Meeting. However, right now there is no space for more vendor tables. The layout of the meeting will be reconsidered to see if there is a way to make more space for additional vendors.

There are 144 registrants for the User's Meeting so far. There will be a second call for registration soon. The banquet will be free for all. Some posters for the meeting are needed in the User's Office. The program booklet is nice, speakers will also be asked to submit a short abstract for the booklet.

While it is too late for this year's booklet, the question arose as to whether students receiving their Masters degrees should be listed in the booklet along with the Ph.D. students. The possible criteria for such a listing should be discussed in time for next year's meeting. Fermilab will reach out to users during the meeting by having a display table highlighting available services; for example the library, FESS, VMS and educational programs. There is space for 37 posters for the young scientist poster session, which everyone should know about by now. There are prizes for the posters, provided by the FSPA. Funds at the level of \$10K have been requested from the FRA to bring students to the meeting. Louise has made a nice web page for student applications for travel support. Two dorm rooms have been reserved for meeting participants from June 10th through the 24th.

There have been 520 tickets (out of 848) sold so far for the public lecture by Dr. Barry Barish entitled "Einstein, Black Holes and a Cosmic Chirp". There will be new LIGO results coming out in the next month, making the talk even more exciting. The MINOS experiment is planning to formally recognize the end of operations in conjunction with the meeting so that a maximum number of the people who have contributed to MINOS (past and present) can be there.

Government Relations Sub-Committee

A big thank you to Jesus Orduna and Louise Suter for the incredible amount of work they put in to make the DC trip successful! Many people and offices came together to make the trip a success; the URA Office and Marta Cehelsky, the Office of Communications and Katie Yurkewicz, the User's Office and Kim Pearce, Steve Milton who sent the accelerator brochures, Lewis-Burke Associates, the Users organizations with Andrea Albert and Harvey Newman, and many others put in a lot of work to make the trip go smoothly. There were 337 meetings total (compared with 360 last year). There were visits with Pat Dehmer (DOE), Jim Siegrist (DOE), Tali Bar-Shalom (OMB), Altaf Carim (OSTP), and Saul Gonzalez (NSF). Breese Quinn had the most visits (34) and was amazingly effective – thanks Breese! The three people with the next most meetings were Jesus Orduna, Mandy Rominsky, and Yangyang Cheng (who did a great job!). Sam Totorica and Rob Fine were also very effective. Thanks to all the 44 people who put their time and energy into going on the trip.

People who went on the DC visit should make sure all their meetings are properly listed on the spreadsheet, especially those in which they were secondaries. To update or check that your secondary meetings are all listed use <https://goo.gl/A12REO>. Also, please do your trip reports for all meetings. There have been wiki problems, so that some people have not been able to do their trip reports directly on the wiki. In this case, then please use <http://goo.gl/forms/4LwrGEj8GI>. Let Louise and Jesus know if there are still pending requests for information from the offices that were visited; they can help get you whatever information you need. There was a comment that the wiki could be organized differently; for example, there could be a 'while in DC' portion that contains only the information people may want during the actual trip. Jesus reported that we did well on the budget side, easily remaining within the allocated budget. It was remarked that it might be good to broaden the scope of who gets invited to go on the trip to DC. Some people who would be really good at these visits are not necessarily part of one of the user's organizations. How could we get some of those people included in the trip? These potential additional travelers could also help fill in for cancellations, keeping the number of travelers up. The associated question was how the budget could be applied to invite people who are not directly associated with Fermilab or a user's group?

Quality of Life Sub-Committee

Minerba reported on the Quality of Life sub-committee activities. Housing allocation is a tough job, and in the end the allocations are reasonable considering how much the demand exceeds availability. A village housing assignments working group has been formed. Their goals are to update the procedure for housing assignments, develop alternative housing options for requests that cannot be met on site, update the website with housing policies and procedures, implement new software for electronic housing requests and management, and provide a report in four weeks on these activities.

The sub-committee is working with Griselda to look at options for off-site housing. Instead of providing a general list of off-site options to those whose on-site housing applications have been rejected, the aim is to have a specific, vetted recommendation of where to stay if village housing is not available. Griselda reviewed the work her office has done to contact apartments and hotels. The goal is to have a pilot program with a room block reserved each week for Fermilab at a predetermined rate that could be tried

this summer. If the pilot program is successful, a more formal agreement could be made in subsequent summers. Griselda's office has looked at the Hyatt House (\$85/night) and will soon be checking out the Candlewood Suites. Both options are very nice, and are about a ten-minute drive from Fermilab. People could double up in the rooms to make it cheaper, and there would likely be a daily shuttle between the facility and Fermilab. They may also offer continental breakfasts.

Progress is being made on the water situation in the village. Installation of a water station in the vending building at 18 Sauk Circle is planned. Once Jack Hawkins receives a signed PO from the subcontractor, the installation will be scheduled.

Fermilab Student and Postdoc Association report

Rob Fine reported for the FSPA. He presented registration numbers for New Perspectives over the last several years. Last year attendance was about 150, an all time high. It is expected to be equally high or higher this year based on registration numbers so far. Until last year, nobody counted the actual attendance; it was estimated prior to the event for expense planning, and there were also the Indico registration numbers (56 in 2013 and 36 in 2014). FSPA will monitor actual attendance again this year. So far there are 57 submitted abstracts. The aim is to have 50 academic talks. There are also 2 special talks so far and 13 potential invited talks. There has been a campaign of targeted advertising.

Work continues on web space revitalization, the new system for sponsoring events, New Perspectives planning, User's Meeting poster session planning, and discussion of FSPA governance and the official FSPA position within the lab. There are still more judges needed for the poster session, so please let Rob know if you have any suggestions on good people for the job.

Sebastian reported on web revitalization efforts. He noted that they are having trouble getting access to WordPress because of the category of organization that the FSPA currently falls into within Fermilab. This brings up the question concerning the nature of the position of the FSPA within the lab. Griselda noted that the User's Office could give FSPA access to WordPress if their page could go under a url such as `globalservices/users/fspa`. However, it was suggested that it might be better to have the url

fspa.fnal.gov for greater visibility. It was agreed that if fspa.fnal.gov cannot be a domain, then there should be a discussion about the options available for FSPA webpage addressing.

The meeting was adjourned.

Linda Spentzouris, UEC secretary