Department Heads Meeting
April 26, 2012

David B. MacFarlane
Visitors

- Gary Podesta, Sponsored Research Office
Science program news

- LDRD proposals [April 16]
  - Millimeter-wave Technology Development for POLAR Array
  - (Chau-lin)
  - Non-Fermi Liquid Metals (Shamit)
  - Data Acquisition Improvement for the LBNE Experiment (Mark Convery)
  - An Automated Pipeline for Cosmological Mock Sky Survey Production [continuation] (Risa)

- Update on LBNE task force

- Annual Lab Plan to be submitted next week
  - Describes particle physics core competency and particle astrophysics and cosmology initiative
  - Content for PPA very similar to previous two years
Science program dates

- Cosmic Frontier retreat on April 24-25
- Next PPA-AC meeting on June 7-8
- June 18-20: Onsite S&T review of the HEP program
  » Last such review conducted in 2008
  » Will last 2.5 days with an external review panel
  » Format will include one day of plenary talks, one day of breakouts [Bill, Vinod primary organizers]

- Comparative reviews:
  » Detector R&D programs [July 24-26]
  » Energy frontier (proton) research [July 30-Aug 1]
    • Proposal due: June 14

- Energy Frontier retreat in August or September [Charlie & Eric Colby organizers]
Administrative news

- New CIO, James Williams, will start on May 7
- PPA Business Manager search completed: offer imminent
- Discussion: emergency response & communications
  - Need a PPA emergency contact list (Google site): Bill will work with Richard and Debbie to implement
  - Subscribing SLAC911: are people using this feature
  - Main SLAC announcements will be time dated, with projected times for updates
  - Discussion of offsite mirror web site with information
- Annual FBR exercise underway
  - First draft of text was due last Friday (April 20)
Lab Agenda: PPA updates for Q2

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<tr>
<th>Tactical Actions 0-2 years</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
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<tr>
<td>Execute CD-2 on LSST [Kahn, Kurita, Q3 FY13] and define and propose dark energy science center [Kahn, Q4 FY13]</td>
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<td>Execute CD-0 on Super CDMS project [Partridge, Q1 FY13]</td>
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<td>Secure initial extension of original 5-year mission (2013-2018) from NASA and DOE for the Fermi GST [Blandford, Q4 FY12] <strong>COMPLETED Q3</strong></td>
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<td>Complete development and release of Pass-8 reconstruction [Blandford, Q4 FY12] and reprocess Fermi data [Blandford, Q4 FY13]</td>
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<td>Publish first scientific results on neutrinoless double beta decay from EXO with enriched Xenon [Breidenbach, Q4 FY12]</td>
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<td>Establish technology R&amp;D plan for tonne-scale EXO [Breidenbach, Q2 FY12] <strong>COMPLETED Q2</strong></td>
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<td>Complete phase 1 of CTA R&amp;D plan [Blandford, Q4 FY13]</td>
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<td>Further develop performance-based management in PPA by ensuring that 80% of PPA employees have FY12 goals [MacFarlane, Q3 FY12]</td>
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<td>Extend the Mechanical Engineering Center concept to other engineering services to include similar “good practices”. This should include Electrical Engineering and Vacuum Engineering practices, etc. [Haller (with AD), Q4 FY12]</td>
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<td>Develop a coordinated mechanical engineering organization and leadership plan with LCLS and AD [MacFarlane, Q2 FY12] <strong>COMPLETED Q2</strong></td>
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<td>Identify key leadership for EPP Division [MacFarlane, Q2 FY12] <strong>COMPLETED Q1</strong></td>
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Department Heads: April 26, 2012
Renewed effort on FY2012 goal setting

- Setting goals is a key part of performance-based management
  - Allow an objective, measurable means for performance evaluation
  - Goals should be specific, measurable, aggressive, realistic, and time-bound
  - Recommend a mixture of realistic and aggressive goals; this is a mechanism for improving performance & challenging employees

- If you have not so already supervisors need to discuss individual goals with employees and record FY2012 goals using the HR tool at:
  - https://www-bis2.slac.stanford.edu/slaconly/performance
Timeline

- Supervisors complete goal setting with employees and record with HR tool by May 21
- Division Heads will monitor progress, provide advice, and review goals [up to June 1]