MINUTES OF THE APR. 11, 1997 MEETING OF
THE USERS EXECUTIVE COMMITTEE


Approval of Minutes

The minutes of the previous meeting on Feb. 14, 1996, were approved as distributed.

Committee Reports

- Annual meeting agenda: A final draft was distributed and discussed. Richard Mount has confirmed that he and L. Cottrell will give separate talks. Two suggestions for additions (from outside the Committee) were discussed, but it was agreed these topics could be covered by talks already on the agenda. T. Mattison reported that draft agendas have been published through the SLUO Web site, updated as appropriate.

- Insurance subcommittee: L. Cominsky reported on their last meeting which was held 3/28/97, with S. Willocq standing in for J. Fry and R. Kofler, who could not attend. The meeting included also R. Claus, R. Fuendeling and S. Williams of SLAC; and J. Seilbach, Risk Manager for Stanford University. Regarding liability issues, all were agreed that use agreements with SLAC should be signed by appropriate representatives of user institutions on behalf of their employees working at SLAC, and that in so doing the institutions would assume responsibility as outlined in the agreement. Regarding medical insurance, users who need it can obtain coverage through the Stanford Visiting Scholar program for $232 per academic quarter. These and other details will be included in a summary to be prepared by the subcommittee and transmitted to all users through the SLUO office. The Executive Committee felt that applause was due the subcommittee and the SLAC representatives for excellent progress on these matters.
Washington Visit

Nauenberg reported receiving e-mail from the DPF reporting that few users (only one SLAC user - Nauenberg himself) had indicated plans to attend the annual reception for members of Congress and their staff (May 6 from 5-7 PM). S. Hertzbach indicated that he and a younger member of his group would probably attend if travel funds could be found. Nauenberg agreed to send a message to all SLUO members encouraging them to attend and to make personal visits to members of Congress and staffers to explain the importance of particle physics and basic research in general.

SLUO Office Issues

- Lost 1996 ballots: Ree Dufresne reported that 18 ballot packages from the 1996 SLUO election had been returned by the US Postal Service as undeliverable. They (and possibly others destined for Europe) had been on TWA Flight 800 which crashed last July, and had now been released by the investigating agencies, but in very poor condition. SLUO will try doing the 1997 election by e-mail, in hopes of minimizing problems with mail delivery and improving participation.

- Ree is not sure how many institutional representatives will attend the nominating session over lunch at the Annual Meeting. She had very little response to an e-mail sent to principal investigators, but will send a reminder to the (partial) list of representatives she has compiled so far.

- Ree has drafted a universal form which could be used to avoid the need for new users to put down the same information many times in different places at SLAC. This would also help SLAC compliance with DoE requirements to know who is working at the lab. It was agreed this should be discussed with the SLAC directorate over lunch.

- Ree pointed out that the Kodak copier on the first floor of Central Lab Annex is old and often out of service, and cannot meet the needs of her office and the many users in the area. The Executive Committee agreed to endorse the replacement of this machine.

Discussions with SLAC Management

Burt Richter, David Leith and Steve Williams joined the Committee for discussions over lunch. In response to a question about budgets, Richter had little to report except a trip to Washington by the directors of the major DoE labs to argue for an increase in the overall HEP funding level. He agreed that as usual Stanford could provide travel funds for one SLUO Committee member to attend the DPF reception May 6.

Regarding a universal form for user information, the directorate endorsed the concept ("one-stop shopping"), but Williams said it is not yet clear how this can be organized. Nauenberg suggested that badges and computer accounts are good places to start. Williams agreed that this will not require additional staffing, rather
shifting and reorganizing what already exists. He is also working with Rachel Claus on the language of a revised use agreement to be executed with user institutions and is pleased with the solutions reached in cooperation with the SLUO insurance subcommittee.

In other news, Richter reported that Japan wants to work with SLAC on a joint, site-independent technical design for a room-temperature linear collider. They are working on a lab-to-lab agreement, after which the respective funding agencies must make arrangements to cooperate on R&D leading to the reference design.

Meeting with Ken Kase and Rick Yeager

Ken Kase of ES&H and Rick Yeager from Security joined the Committee for discussions of how to coordinate and control issuing of badges and dosimeters, to prevent confusion and duplication. Ree Dufresne provides a list of current users, and Security personnel need to send people on that list to her for new dosimeters. Kase stated that in 1996, 800 dosimeters issued to users were lost, at a total cost to SLAC of about $80,000. He agreed to find out what happens to 30-day dosimeters issued automatically for people with expired radiation training. Yeager agreed to provide SLUO with a summary of procedures to be followed by Security personnel.

Future Meeting Dates

A short discussion of the May 14 Annual Meeting is scheduled for 5-7 PM on May 15. The next full meeting of the Executive Committee will be held on Monday, Sept. 8, to allow sufficient time for the mechanics of the 1997 SLUO election and notification of new committee members.

Minutes submitted by

Jim Johnson
Secretary/Treasurer
Users Executive Committee