MINUTES OF THE SEPTEMBER 8, 1997 MEETING OF THE USERS EXECUTIVE COMMITTEE


Agenda

- Introduction of new members
- Approval of minutes
- Travel reimbursement policy
- Issues for new subcommittees
- Election of officers
- Selection of subcommittees
- Policy Discussion with Rachel Claus
- Data Base Issues
- Attendance at SLUO Executive Committee Meetings
- Radiation Dose Reports
- Lunch with Dr. Burt Richter
- New Dosimeter and ID Badge Policy
- SLUO Office
- Future Meetings

Introduction of New Members

All those in attendance introduced themselves, and the four new members of the Executive Committee were welcomed: Gerard Bonneaud, Chris Damerell, Riccardo de Sangro, and Natalie Roe.

Approval of Minutes

The minutes of the previous meeting on May 15, 1997, were approved as distributed.

Travel Reimbursement Policy

R. Dufresne asked for clarification on the extent of travel costs that could be reimbursed to Executive Committee members for travel to SLAC for meetings. Nauenberg stated that transportation costs plus two days lodging and subsistence would be covered. In response to discussion of rental car insurance costs, especially for members traveling from abroad, Dufresne stated that Stanford University is
self-insured and covers travelers renting cars on SLAC business, but that it is best if she makes the reservation with a rental agency having a contract with SLAC. It was agreed that written confirmation of this policy should be requested from Stanford. Note: SLAC will not reimburse insurance costs related to car rentals.

**Issues for New Subcommittees**

It was agreed that new subcommittees should be formed to address two issues of increasing concern to users. (a) Costs of housing near SLAC have continued to rise while users’ travel budgets have tightened, and costs often exceed university guidelines or limits. The problem is particularly acute for graduate students, although Stanford dormitories are available in the summer and rooms in private homes work well in many cases. The SLAC Housing Office does a very good job given enough lead time, but they have to deal with local market conditions. (b) Travel costs have also risen, and the question was raised whether there may be some way SLAC can help. As an example, it was pointed out that the Fermilab Travel Office is able to make travel arrangements for users without charging overhead.

**Election of Officers**

With enough members in attendance, some after battling Bay Area traffic, the Executive Committee moved to the election of a new slate of officers for the coming year. Stan Hertzbach was elected the new Chairman, replacing Uriel Nauenberg; Lynn Cominsky was elected Secretary, replacing Jim Johnson; and Bob Jacobsen was elected Coordinator of Committees, replacing Stan Hertzbach.

**Selection of Subcommittees and Tasks**

The following are the committee members and tasks for the next year:

*Computing*: Riccardo de Sangro (chair), Terry Schalk and Bob Jacobson. This committee now includes the desktop and networking areas, as well as continuing to work on computing related issues for the users.

*Insurance*: Lynn Cominsky continues as chair and John Fry. Car insurance issues have now been added to the areas to be investigated by this committee (liability and medical issues were partly resolved last year, but materials for the user’s packet still need to be generated, and the new Use Agreements need to be distributed and signed by each institution's appropriate authority.)

*SLUO Home Page*: Tom Mattison continues as chair. The SLUO home page has now been updated as designed last year. Tom also serves on the SLAC home page committee, which is in the process of being redesigned.

*Space*: Stephane Willocq replaces Jim Johnson as chair. A SLAC-wide space inventory is being performed by Jerry Jobe. SLUO has been asked for input regarding hot desks, private office needs and lab-wide space policies.

*Housing*: Natalie Roe (chair) and John Fry. This new committee will work with the SLAC Housing office to try to clarify the near-term housing needs and
suggest solutions, due to the huge influx of temporary residents expected for the B-factory.

Travel: Chris Hearty (chair) and Chris Damerell. This new committee will investigate the possibility of eliminating overhead on travel.

International Affairs: Tom Mattison (chair) and Gerard Bonneaud. This new committee will try to write a policy document for the user’s packet describing procedures needed to obtain the proper visas.

Policy Discussion with Rachel Claus

Rachel Claus, the SLAC lawyer, came to discuss several issues of current interest.

1) Sexual harassment policy. There is a brochure available that all SLUO members should receive in the postal mail, perhaps yearly, as do all Stanford employees. The brochure is part of a packet which also includes information on Stanford’s policies regarding drug and alcohol abuse, codes of conduct, safety and health and workplace problems. Rachel suggested that R. Dufresne ask Ellen Waxman, SLAC ombudsman, to obtain copies of the Stanford policy booklets for SLUO distribution.

2) Political Activity using government owned equipment. It is not allowed to use government owned equipment, such as SLAC computers, for promoting a particular political viewpoint. SLUO members are allowed to write memos informing users of various issues and to distribute these memos using the SLUO e-mail exploder (which is maintained by R. Dufresne). However, the memos must NOT endorse a particular outcome: they must merely state that this issue is something about which one may want to contact the relevant Senators, Representatives or members of the Executive Branch. Similar restrictions apply to distributions using SLAC letterhead.

3) Use Agreement update: The new Use Agreement has been sent by Steve Williams through R. Dufresne to two test case university PIs in order that they forward the document to the appropriate members of their administration who are authorized to sign it. Neither has yet been returned to Steve, although they were sent out in May, 1997. There are about 200 such institutions for which these Use Agreements must be signed. Many may need individual negotiations between SLAC and the PI’s institution, regarding the details of the hold harmless and indemnification clauses. However, once signed, they will provide a legal basis for the disposition of liability claims for all users from that institution.

Data Base Issues

There still seems to be a lack of knowledge among the SLAC staff that the official Users data base will be maintained by the SLUO Office from now on. A meeting will be held on 9/9/97 with S. Williams and R. Dufresne (among others) who will discuss the problems with this implementation. It is still possible to obtain dosimeters and computer accounts without being entered in the SLUO database. SLAC will soon be converting from binlist to PeopleSoft data base manager software. It was unclear what the effects of this conversion will be.
Attendance at SLUO Executive Committee meetings

It was decided that we would send copies of our agenda to the Directorate in advance, so that they might invite any relevant staff that could help us resolve issues. The Directorate, in turn, will be asked to inform the SLUO Executive Committee who will be attending, so that we might be better prepared to work with these people. It was noted that B. Richter, D. Leith and S. Williams are always invited to have lunch with the Executive Committee.

Radiation Dose Reports

The 1996 radiation dose reports were not distributed until August, 1997. Although workers with non-zero dose were supposed to have received their reports by February, at least 20 people (several of which were SLUO members) did not receive their non-zero reports until they were delivered to R. Dufresne in 8/97. One individual had 154 mrem exposure! It was noted that OHP does not have a link to the SLUO database and so cannot easily get the addresses of the exposed individuals. Changes to the ES&H database and software and the unexpected bankruptcy of the company responsible for analyzing the dosimeters are apparently to blame.

Lunch Discussion with Dr. Richter

_NLC:_ The committee was informed by Dr. Richter that a draft MOU on R & D has been worked out with Dr. Sugawara, Director General of KEK and approval by the Japanese high energy physics community. Since KEK is a government lab, approval by their funding agency, MONBUSHO is required. Dr. Richter expects their consent in the next month or two. The DOE response to the MOU has thus far been favorable. It is a site-independent agreement, and talks will be continuing over the next 18-24 months to work out further details.

_U.S. HEP Budget:_ The committee was informed by Dr. Richter that we are likely to end up with a figure very close to the President’s budget, and that plans for the FY99 budget are needed soon.

New Dosimeter and ID badge policy

The committee met with Kyle Millage, who explained the new policy (which has not yet been put in to place, pending the ironing out of a few details and official approval by Dr. Richter.)

The impetus for this policy change has been the tremendous cost to SLAC of issuing 14,000 badges yearly (at $40 each for a total of 1400 employees and 1400 visitors) and investigating the 2000 lost badges (which takes about $100K per year.) Changes will be occurring in the definition of the controlled areas, and in the decoupling of the ID badge and the dosimeter. Some SLAC employees and visitors who do not work in radiation controlled areas will need less GERT training and not have a dosimeter, under the new system.
SLUO office

The purchase of a new printer and microwave oven were gratefully acknowledged. The tremendous work volume in maintaining the SLUO database, in sending out and tracking the Use Agreements, and in doing the Stanford policies mass mailing are some of the tasks that have motivated a request for an AAI to assist R. Dufresne in the work of the SLUO office. She has a job description written for this position, which will be requested from SLAC management. It was noted that there are two other clerical staff assigned to SLUO, however, neither reports to Dufresne, nor assists in the SLUO office tasks.

Future Meetings

The next meeting of the SLUO Executive Committee will be Monday, 11/24/97. A SLUO social will be held in conjunction with the Babar collaboration meeting during the previous week at a date TBD. The following committee meeting will be held sometime in early February.

Minutes submitted by

L. Cominsky
Secretary/Treasurer
Users Executive Committee