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UEC Quality of Life Committee

Frank Chlebana, Fermilab (chair)

Your name here (deputy)

Nov 17, 2017

Quality of Life

We had a brainstorming meeting to discuss topics and priorities
Tues Nov 7, 2017

Reviewed ongoing topics and had some discussion of new issues

We plan to have a meeting prior to the UEC meetings in order to evaluate progress and prepare for the UEC meeting

Anyone is welcome to participate

Will send an announcement to UEC mailing list with meeting coordinates ~week in advance of meetings

Quality of Life

Web page was updated

https://orgs.fnal.gov/fermilab_users_org/Committee/QoL/Committee-QoL.html

Quality of Life Committee

The mission of the Quality of Life committee is to oversee the living and work environment for all of Fermilab's Users. In particular the committee responds to issues related to services such as housing, dining, and work space, facilitates international Users visiting Fermilab, and works to provide a positive working environment.

Committee Members 2017-2018

Name	Email
Frank Chlebana - Fermilab (chair)	Frank Chlebana
Jiyeon Han - University of Pittsburgh	Jiyeon Han
Gavin S. Davies - Indiana University	Gavin S. Davies
Joseph Zennamo - University of Chicago	Joseph Zennamo
Sowjanya Gollapinni - University of Tennessee, Knoxville	Sowjanya Gollapinni



Let me know if you want to be a member of the committee

Will ask that you actively participate and take responsibility for an area we are working on

We need to find a deputy!

Feedback Form

The broken feedback form has been fixed (Thanks Gavin!)
Need to advertise it's existence...

Provide Your Feedback to the Quality of Life Committee

Please send us any suggestions or issues you would like to bring to the attention of the UEC. We also welcome hearing about any existing programs that you think are useful and effective. Suggestions submitted using this form are anonymous. If you wish to get a reply to your question, please enter your name and email address in the space provided.

We look forward to hearing from you!

Name (optional):

Email (optional):

Feedback:

I'm not a robot



reCAPTCHA
Privacy - Terms

Submit

Clear All Fields

Proposal:

Provide a general feedback form for all UEC topics and link from the main UEC web page.

Advertise existence of form and URL by posters at the elevators.

Incentive: Offer chance to be entered in drawing for a gift certificate (at the frontier pub) in order to encourage participations.

Add heart beat monitor...

Ongoing Topics

We have several ongoing topics

Will follow up to make sure progress is being made...

Cafeteria (Food Advisory Committee)

Transportation

- Short term rentals (Zip Car)

- Bike program

- Car rental (New service provider)

Housing

- On site housing (Housing Allocation Committee)

- Offsite programs (Candlewood)

Office space (Survey of office space usage on different floors)

Facilities

- Conference rooms (Booking policy)

- Video setup (room layout, uniform equipment, room instructions, zoom, vidyo)

- Bathrooms

User resources

Feedback and user input (Feedback form and surveys)

Several efforts either evolved into new committees or overlapped with ongoing activities

Bike Share Program

Bikes are in and assembled. It's now too cold to have a soft launch. Program will launch the first week of April.

Long Term Car Rentals

The Procurement department solicited proposals from rental car companies several months ago a committee reviewed the responses

As of November 1st Enterprise is the lab's rental car provider for longer term rentals. Pilot's contract expired on October 31st

Q&A is put together and will be sent out to Administrative staff and included in an article next week

How does this affect current leases-

If someone leased a vehicle from Pilots prior to October 31, that lease is unaffected by expiration of the contract with FRA, unless Pilots notifies them otherwise

Short Term Car Rentals

Zipcar is the selected vendor. Griselda is working on the program details. Launch of the program is expected to be January 2018 if not sooner

Site that that has information for Users is the Global Services Site:

<https://get-connected.fnal.gov/users/services/>

We will create sub-sites for all programs (bike share, long term car rental, and short term car rental)

Car Rental Provider

Have gotten some questions/feedback on the changes to the car rental provider

Main concern is that users will no longer be able to pick up cars from onsite

Will have to go to the offsite rental office to get the keys
Provider will have a shuttle service during working hours
Office is closed after hours

Need to make sure the changes are communicated to the community so people can plan accordingly

Additional Topics

List ongoing activities and tally of accomplishments

Want to show that community that we are making progress in order to encourage their input

Office space / Desk Hotel

Floor space survey was initiated, *need to follow up*

Groups are assigned space and they need to manage it

Do not know if one solution fits all situations

Can periodically survey usage to see if allocated space is being efficiently utilized

One idea is to have a designated area / office where people can reserve desks for short term stays

Additional Topics

Surveys and input from the community

We would like to make sure we are addressing the issues that are important for the community → *need their input*

We need to advertise the feedback form → *poster at elevators*

Can send out (limited) surveys → *which email list*

Response may depend on who/how survey is sent

Include a survey during the registration for the users' meeting

Include incentive (frontier grill gift card)

Combine survey questions with other initiatives

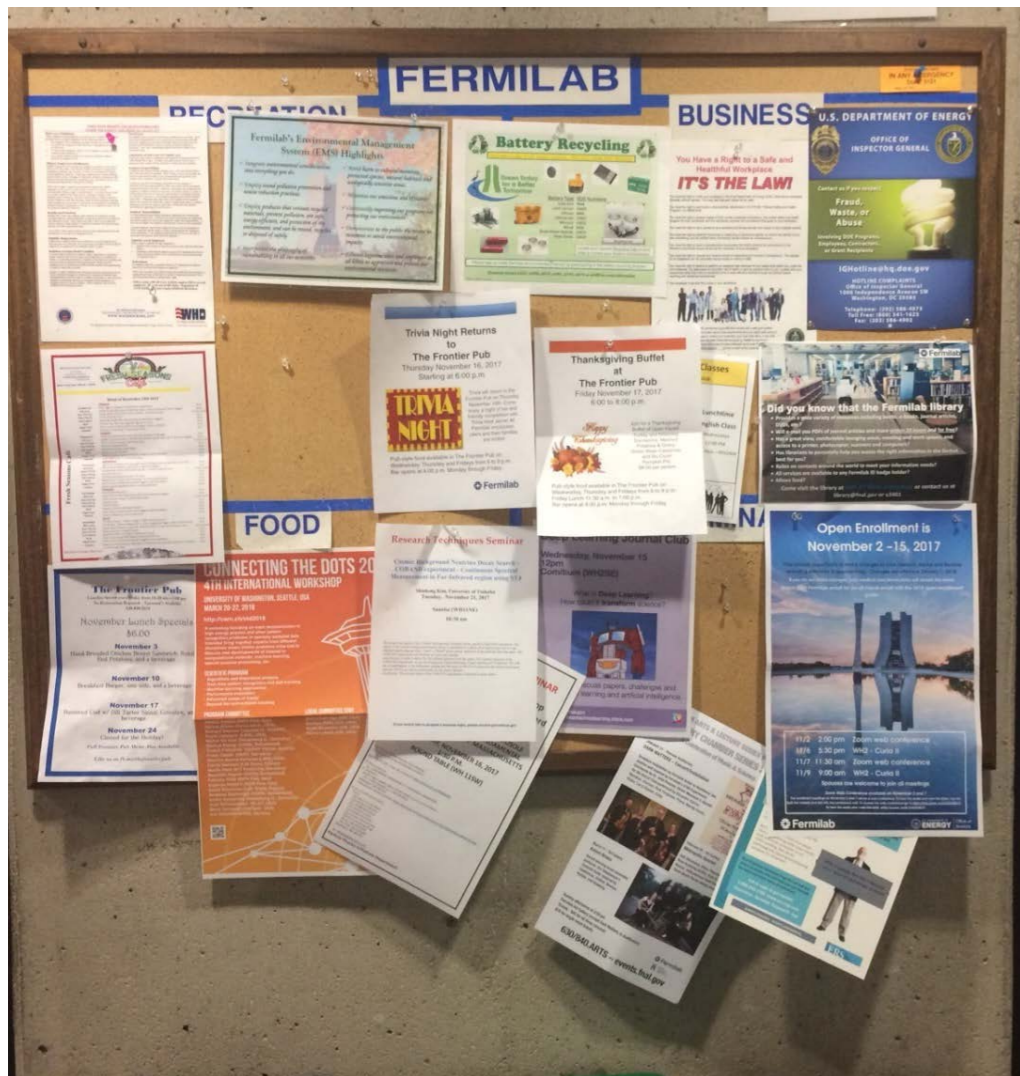
Need to carefully word the survey so not to bias the results

Additional Topics

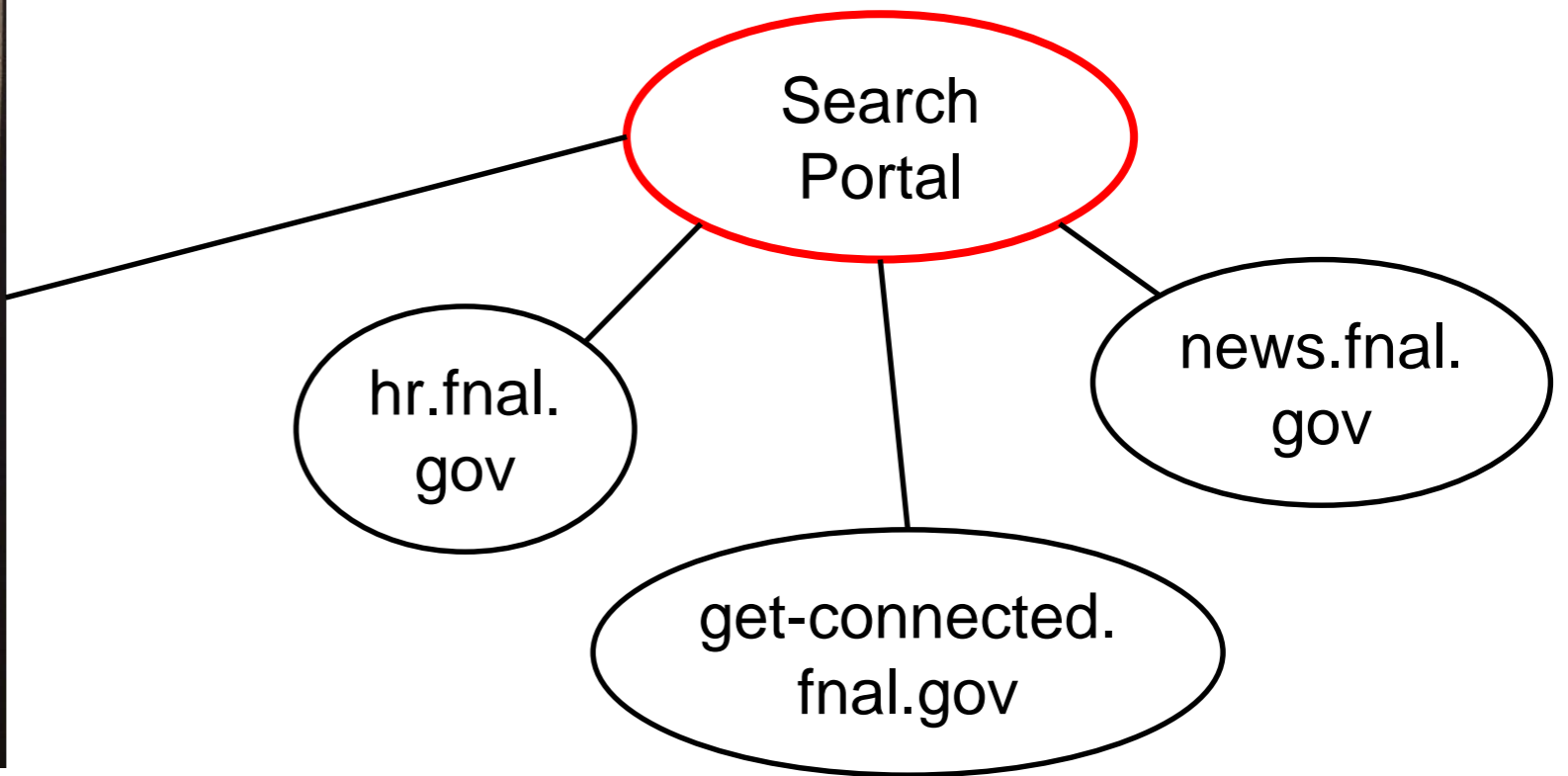
Advertise existing programs and reduce duplicated effort

Had some questions about what programs are available for people seeking help → *not clear where to look to find what resources Fermilab provides*

Add poster at elevators to advertise UEC



Would be nice to have a searchable portal that finds information across the different websites



Additional Topics

Global Services website: <http://get-connected.fnal.gov/>

Search Results for: car rental

car rental

Search

How Do I ...? Helpful tips for newcomers

June 30, 2016 | vstanley

Welcome to the United States and Fermilab! Our door is open for questions and comments – please do not hesitate to reach out to us in person or over email/phone. Even though we are available, we have created this page to help you with the first steps upon your arrival. Please let us know if... [More »](#)

Business visits

April 5, 2016 | aself

Foreign nationals may visit Fermilab temporarily to engage in meetings, brief research benefiting their home institution or collaboration, signing agreements, attending conferences, workshops, “schools” or other events, and other activities, by entering the U.S. as a “business visitor.” This is done either by entering with a B-1 visa (obtained from a U.S. consulate) or using... [More »](#)

Frequently asked questions

April 1, 2016 | aself

How do I reset my services and/or FermiWorks password? Please contact the Service Desk at servicedesk@fnal.gov, ext. 2345, or stop by their location on the ground floor of Wilson Hall. How can I connect to the Fermilab network / Wi-Fi? Please contact the Service Desk at servicedesk@fnal.gov, ext. 2345, or stop by their location on the... [More »](#)

Additional Topics

There are multiple group meetings where we can advertise the UEC and in particular solicit feedback (via the feedback form)

Propose we prepare 1-2 summary slides and encourage people to present them in their group meeting

What is the UEC and what is it's function

Members

Who do we represent

What topics do we address (committees)

Dates of upcoming meetings (election, DC visit users' meeting)

Links to more information

How to provide feedback

Facilities

Have gotten some feedback about problems with facilities

Broken faucets, leaking fixtures...

People either do not feel it is their responsibility to call in problems or do not know who to call



Proposal:

Add larger signs indicating who to call for problems, currently there is a tiny-easy-to-miss sign with phone number

Have facilities group do a monthly walk through (with checklist)

Designate people on a floor responsible to call in problems

Implementation

We have to convince other people / groups to adopt our suggestions or address the issues that were raised

What is the best approach to communicate our suggestions?