



SAC weekly meeting

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March 22, 2021

Meeting ground rules

Continuing from last term:

- Please mute when you are not speaking
- Please use the “raise hand” feature and the moderators will try to recognize people in order
- If we are moving on to another topic and your follow-up comment was on the current issue, please speak up. It is important to have timely and efficient conversations

Childcare support

- As reported at the last meeting, the UEC has proposed a **vacation donation program to support Fermilab employee child-care** during COVID-19
- Thank you to **Doug Berry** for volunteering to work with the UEC on this program -> **see report from Doug later this meeting.**

Take note of pending change to the maximum vacation accrual balance

Upcoming All-Scientist Meeting

- Date: **April 2, 2-3:30pm**
- Agenda
 - Introduction (SAC chairs) (~10 min)
 - Progress with ongoing topics
 - Organizational changes (Directorate) (~30 min)
 - New CRO
 - Search for new PPD head
 - New Theory Division
 - Energy Frontier Working Group (WG conveners) (~40 min)
 - Topics emerging from Snowmass discussion having strategic importance for Fermilab and broad community interest
 - Introduction of new Future Collider group
 - Open Discussion (~10 min)
- **Plan to use the Mar 29 meeting for a slide preview.**



Scientist Retreat

Based on feedback we got, there is interest to have a scientist retreat in 2021

- Timeframe: *Coinciding with the restart of the Snowmass process (summer/fall?)*

Started to develop the agenda

- Split into two major topics, *could be spread out over two days*
 - EDI efforts, social justice, and future work environment
 - *Working groups to discuss topics, then summarize in plenary session*
 - Reengaging with the Snowmass work through Scientific Working Groups

Thanks to Tammy for initial input.

We appreciate thoughts and input to the agenda. Please email us.

Plan to discuss the retreat planning at future SAC meetings

Other Topics

Future of the Scientific Working Groups

Near term focus is on snowmass planning / P5

Several people indicated they are not available to continue and suggested replacements...

We will be reaching out to these individuals

Would like to develop a longer term mandate for the SWG together with the directorate

Develop a *slightly* more formal structure with defined long term goals and clear communication channels

Provide input for the lab strategic planning

Other Topics

Would like to hear people's experience with procurement

Can the process be streamlined / simplified

- Flow chart detailing what is needed for a procurement and an example of how to complete the required paperwork
- Definition of RFP, RFI, and RFQ is. State what they are and when to use which.
- Have expected turnaround times for procurement requests and meet those timelines.
- Have a lightweight process to expedite purchases (above procard limit)
- Policy describing how and what a scientist can communicate to a vendor
 - *It is critical that scientists are able to talk to vendors to discuss the technical aspects of a procurement as well as modifications and processing changes*