

SAC Bi-Weekly Meeting Minutes

Date: Dec. 10, 2024

Time: 10:00 - 11:15 am CT

Attendees: total 15/16

Artur Apresyan, Nilanjan Banerjee, Daniel Baxter, Greg Bock, Jonathan Eisch, Liz Buckley-Geer, Jonathan Lewis, Robyn Madrak, Kellen McGee, Vaia Papadimitriou, Stephen Parke, Adam Schreckenberger, Sunny Seo, Stoyan Stoynev, Si Xie, David van Zanten

* These meeting minutes are written by Sunny Seo, who apologizes for any missing comments, questions, and/or names. If any important ones are missed, let Sunny know so she can update the minutes.

1. Web Profiles (Daniel Baxter)

(We spent most of our time (~45 min) discussing this topic.)

Fermilab Site Office (FSO) blocked Fermilab scientists'/staff's email addresses in the phone directory in spring 2024 since they belong to CUI. This resulted in some **negative impacts**, especially to the scientists in networking, talk invites, recruitments, collaboration, outreach, etc. It's known that it's (will be) the same situation for ANL (other labs).

What's actually missing to the public are both the "**contact directory**" and "**web profiles**" of scientists and staff members. Daniel et al. have been working hard with the Communications Office to implement a **sustainable and "compliant" solution**: 0*FTE maintainable solution allowing external people to reach out to the lab scientists and their profiles in a modern web design.

We discussed **how to deliver our concerns, especially for web profiles to the directorate**. Daniel suggested doing a survey to show the majority's support on this but JonathanL said this is the area where SAC should take its role and directly deliver our concern to the directorate without a survey.

IT division has been working on the **new contact directory** which displays names, divisions, and phone numbers. Emails can be sent by external people over the web without exposing the actual email address of the scientist/staff in the first place. Once the first email is delivered to the scientist/staff through the web, and if he/she replies to the sender, then the sender gets to know the email address of the scientist/staff.

Communication Office (Maura Barone) has put significant effort into developing a public-facing website that pulls information via API (Denodo?) from a new form in Workday that can be filled out by individuals. Therefore, once this system is built, its maintenance needs 0*FTE.

The content of the web profile filled through individual Workday still needs the **supervisor's review** if one wants to add a **photo** and **short bio**. Email shouldn't be posted but name, role/department, research field, and a list of publications (via ORC ID link) can be posted.

JonathanL & Daniel suggested and most of us agreed that the IT division and the Communication Office need to work closely together so that the IT division can fetch information through the Workday for the new contact directory, to avoid maintaining the two systems independently.

The CRO participates in the SAC meetings and SAC Chairs meet with the CRO monthly. This point can be emphasized.

The **rollout process** for the website consists of 4 steps, and the 1st step (i.e. Workday modification and API updates) was done in April 2024. Currently, the work is stuck in the 2nd step (i.e. webpage layout) for 7 months (due to the budget cut in the Communications Office). The 3rd step is a beta test with a small number of scientists, and the last step is to release it to all.

Jonathan pointed out that firstly we need a cost estimate for the web page layout to get the 2nd step moving forward.

2. Automated email response/forwarding for deactivated accounts (Doug Glenzinski)

Doug gave an email report to Stephen that the **auto email replies for deactivated accounts** were implemented as of Dec. 12th. The content of the auto email is:

“Thank you for your message. <individual name> is no longer working at Fermilab. If you need further assistance, please contact <supervisor’s name and email>.”

During the meeting, Stephen gave it a try and he verified the above auto email system works nicely.

Doug also reported that FermiForward+DOE approved implementing updates to agreements affecting the current set of Retired Guests/Scientist Emeritus appointments (about 160 total). Doug et al. contacted them, distributed the necessary forms, and have begun receiving and processing them. Two information sessions were held. The goal is to process all that respond by Dec. 18th.

Doug is planning to update the S&T Risk Matrix Policy in one of the January SAC meetings.

3. Taxi services (Artur Apresyan, Si Xie)

The current transportation operation time (**7 am to 4 pm**) problem has been raised since after the Covid era. It was reported that the current operation time impacts the quality of work and life of both visitors and employers.

Four possible solutions are suggested to meet better the needs of short and long-term visitors: **(i)** either to extend the end time of transportation to 5:30 pm w/ some extra budget or to shift the operation time to 8:30 am and 5:30 pm w/o any extra budget, **(ii)** on-demand service, **(iii)** taxi service on weekends, and **(iv)** car share program for visitors.

We might need a survey on the possible solutions to better meet the needs of the users and visitors. Anyway, most of these solutions would require additional budget, and Artur and Si need to understand by talking to Mark Jeffers about the existing constraints and how much budget is needed to realize these. Once the issues are understood, we can request this to the directorate to take action on the current transportation issues.

Note: As a related issue, the **Day Care Center time** currently ends at 5 pm post-COVID. It used to end at 5:30 pm pre-COVID and this time makes more sense for the employers who want to

attend Wine & Cheese, for example. This issue needs to be solved in the same context as the transportation time issue.

4. SAC work topics and commitments (all)

We only briefly talked about this and any SAC members who haven't signed up for their work topics should do that. Those who want to change their previous topics can also change them if they wish. Sunny requested to have **a spreadsheet where the list of topics with the names of the people who signed up**. In this way, we know which topics need more human power. **Dave said he would prepare such a spreadsheet.**

5. AOB

The next meeting will be held on the 2nd week of January (**Jan. 9th**).
