

MINUTES

8/31/10

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger E. Hill R. Ortgiesen	B. Grant D. Carlson K. Van Vreede V. White	A. Filak G. Leonard N. Grossman S. Henderson	B. Boroski G. Boek T. Miller

Agenda topics

- Polling of Members for Management Issues
- Review of Current List of Management Issues
- Discuss Ownership of Management Systems

DISCUSSION

Management Issues –

An issue is the staffing level in OPMO. B. Chrisman wants to discuss with P. Oddone. Danny Lehman showed concern about this.

ES&H staffing for projects.

B. Grant discussed his concern regarding the Assurance Council in the FRA Visiting Committee Closeout presentation.

Ownership of Management Issues

Corporate Governance – TBD

Performance Planning – Deputy Director; B. Chrisman to talk to Y-K. Kim

Science Program – Director; B. Chrisman to talk to P. Oddone

Finance – CFO

Business Operations - COO

ES&H – ES&H Section Head

Quality – Head, OQBP

Engineering, Chief Engineer

IT – CIO

Communications – Director, Office of Communications

Some discussion followed about whether Accelerators need to be at a top level rather than simply a “Science Program.” At PNNL, it was made clear that the Director took ownership of all systems.

Policy Rewrite –

Once the Management System Owners are determined, policies can be parsed by them.

Discussion followed about the format of written policies. Should they have a rigid, common format?

Need to revisit this topic after the policy, procedure discussion is complete.

J. Cotton described his view of the hierarchy of policies>management systems>procedures>etc.

Back and forth talk of what would rise to the level of a Director’s Policy.

ITEMS FOR FOLLOW-UP

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

http://www.fnal.gov/directorate/OQBP/ac_2010.html **NOTE** – New web address for meeting minutes, effective 4/28/10.