

## **Fermilab Employee Advisory Group Meeting June 21, 2011**

11:00 AM – 1:00 PM, One North

### **AGENDA TOPICS**

1. Senior Management Update
2. SharePoint Demonstration
3. EAG Recommendations on Management Curriculum Committee
4. Communication plan for Management survey
5. Accomplishments document and team formation
6. Results from doodle poll on meeting time
7. New topics

### **MEETING SUMMARY**

#### **1) Senior Management Update**

##### **Ongoing DOE Review Programs**

Bruce Chrisman reported that a new institution-wide technical review of the lab was conducted by DOE using outside experts. The results were largely positive. One significant recommendation was that the lab should better integrate its neutrino projects into an overall single program. A full report should be available by the next EAG meeting.

Another ongoing effort is the Board of Directors' subcommittee on contractor assurance. The contract with DOE is thousands of pages long, but only 7 pages actually deal with science. Much of it deals with intellectual property and similar items. This committee is developing systems to assure that the lab is following all the clauses in the contract. Once this is complete, it will allow relaxing some of the regular reviews done by DOE.

DOE is also in the process of conducting a peer review at all 10 labs. Fermilab's review was conducted in April and there are a number of recommendations being explored.

##### **Self-Select Voluntary Separation Program**

Bruce noted that this was launched and the lab has set up a web page to field questions. We won't know how many people volunteer and are accepted until the very end. We also don't know yet if the unions will be participating. Some applications have been received. The lab will not be posting a tally this time.

EAG members noted that it appears that the lessons learned from last time have

been adopted. Communication did come through channels effectively. It was noted that the timing this time is a lot more flexible, and that it is important that we have the staff to operate the Tevatron through September. It seems very well thought through. At this point people know what is going on, and staff was told that it would likely happen again. The live feed of Pier's all-hands meeting was useful, and lots of people tuned in. Many folks were watching together on one stream. If someone takes the buyout, it will be impossible to replace them with an external hire, and you can't backfill those who are moved into positions. Staff can return as guest scientists with no pay, but the lab cannot direct their work, it must be on their own research interests.

## **2) SharePoint Demonstration**

The EAG is placing all documents on SharePoint. The EAG SharePoint is located at: <https://sharepoint.fnal.gov/do/sites/eag/SitePages/Home.aspx>

SharePoint is accessible via the web. It is more than just web pages, it is a series of tools that can do many things, if we want to add functionality there are a lot of capabilities. The main purpose of SharePoint is to allow anyone to upload information at any time and for anyone to access the information at any time.

There are a number of links and pages on the EAG site. The easiest way to navigate is to click on the small folder icon on the bar at the upper left that shows where you are and allows you to navigate up very quickly. It is consistent on every page.

Most of the materials are in the Shared Documents folder. There are additional folders located here as well. Be careful when uploading as any file with the same name will overwrite what is there, you will need to change the name of your document so it does not overwrite what is there unless you want to. Versioning is now turned on so we can access older versions.

We will need to pay close attention to organization and hierarchy so that files can be found. SharePoint does have search capabilities, but they are not always easy to use. Under the topics folder in the shared documents area is where most of our materials will be placed. For the time being, EAG members are asked to use the existing file structure. If new folders appear needed, bring those suggestions to the steering committee.

By default when you open a document that is read only, if you want to edit then you will have to check on that box. If you use older versions of office, you will have to download the document. With the newer version, you can edit directly on the SharePoint site. Outlook users can also connect directly to SharePoint from Outlook. We will also use tasks and calendars as we move forward.

SharePoint will send alerts, but each individual will need to create those settings for themselves.

**ACTION:** It was decided that all documents will be placed on SharePoint and will no longer be distributed via email. All EAG members are encouraged to sign up for alerts so that they will be notified when new information is available. An email on how to set up alerts will be distributed. Because the system will not distinguish between small and large revisions, we will monitor how well this works over time and adjust as needed.

### 3) EAG Recommendations on Management Curriculum Committee

The recommendation committee presented changes to the draft recommendations based on the EAG conversations at the May meeting. The following decisions were made:

- The three year goal for training makes sense. WDRS has reported that this can be achieved if we fill every class.
- Matrix managers should be included in performance reviews.
- Include human performance improvement as part of the FMP.
- Encourage group learning be approached as possible, but not mandatory.

**RECOMMENDATION:** This draft is now final, and will be forwarded to Pier and Bruce who will take it to the large senior management group for discussion.

### 4) Communication Plan for the Management survey

The survey is now live and should be compiling results. It can be reached directly at: <https://www.surveymonkey.com/s/2CRFBT7>

A *Fermilab Today* article will run this week to highlight the EAG activities and the survey. The announcement section will run the link for a number of days, and then will run it again for a few days after July 4. All EAG members need to go out and promote this survey within their locations and any other ways they can. The survey will be most useful if we get broad input from around the lab. The EAG will also get a flyer made that can be put on bulletin boards. Eileen will work on this to get it made and distributed. Bruce will approve printing costs within reason. All materials do not have to be distributed at exactly the same time. The survey will remain open through the end of July.

It was decided that the EAG will take a preliminary look at the survey and what we have gotten and identify areas where we want to push more aggressively to get responses.

## 5) Accomplishments Document and Team Formation

**ACTION:** The draft accomplishments document was seen as a good start and identifies a number of items that need to be tracked over time. It was decided that the EAG should publish an annual report of accomplishments. There should also be a separate area for accomplishments on the web site to provide ongoing information. A committee was established to develop and overall approach to identifying, tracking, and promoting EAG accomplishments. Committee members include:

- Mike Reynolds
- Rhianna Wisniewski
- Denise Keiner
- Julius Borchert

## 6) Scheduling EAG meeting times

It was decided to hold EAG meetings on a regular basis on the last Thursday of the month from 9:30 to 12:30. While this does not meet every schedule, it can accommodate the vast majority of EAG members. The July 21 meeting will be retained as it is already scheduled, and alternate dates were identified to accommodate holidays in November and December. The remaining 2011 schedule is:

- July 21, 1 PM – 4 PM
- August 25, 9:30 AM – 12:30 PM
- September 29, 9:30 AM – 12:30 PM
- October 27, 9:30 AM – 12:30 PM
- November 17, 9:30 AM – 12:30 PM
- December 15, 9:30 AM – 12:30 PM

It was decided that the mid-month meetings are working and useful, and will continue to be scheduled. The steering committee will also meet with Bruce Chrisman on a monthly basis.

## 7) New Topics

Several other DOE labs have respectful workplace policies, including Brookhaven and SLAC. The EAG will obtain get copies for review and consideration at Fermilab. Bruce will arrange legal review to make sure that they are consistent with Fermilab's legal requirements.

Bruce Chrisman will ask Harry Davis from University of Chicago when he is available to meet with the EAG. The EAG noted that Harry understands the lab

culture very well and works with other labs as well. The EAG would be interested in understanding his thoughts regarding the path to good culture, and what works for changing organizations. The EAG is very interested in this topic, as this is the most challenging part of the management issue.

It was agreed that discussion of flex-time issues should begin. Kay Van Vreede noted that IT work needs to be done before this can be implemented lab-wide and this has not been a priority, nor are there lab resources at this time to implement it. Given other DOE priorities, this will involve a lot of effort that is not likely to happen soon. The EAG asked for a fuller understanding of this and other issues surrounding flex-time.

**Agenda items for July:**

- It was noted that the EAG needs to continue its work on the management issue and not wait for the results of the survey. We will review the framing document on management prepared and discuss achievements to date and next steps,
- Update on accomplishments table, the committee and steering group will work to get answers on some of the outstanding recommendations,
- Update on survey results and identify actions needed to ensure good participation from around the lab,
- Baseline understanding of flex time issues, what are the current policies, issues, and constraints.