

2 0 0 6 - 2 0 0 7 M I N U T E S

the  
**GIEC** *Minutes*

FEBRUARY 2006

February 1, 2:30-3:30 pm, KS 415

In attendance: Seppo, Dave F., Andrea, Carolyn, Alberto, Bidushi, Gerard, Russ, Kartik, Jim, Ranga - everyone present and accounted for :)

Details below on the following points:

1. Leftover business from last time: Constituencies, p-doc mailing lists
2. Discussion / Feedback of the last All Hands Meeting
3. Brainstorming session on Forecasting / Travel -- we wanted to gather as many opinions as possible to set the stage for the post proposal meeting about this.
4. A name for this committee - GIEC, pronounced "Geek" - Greater Ipac Environment Committee (Concerns?)"
5. New Business (A request for a screen / refrigerator for KS2 lounge for new moms at SSC, concerns about the required proposal info ahead of the prop deadline.)
6. Next meeting: Wednesday, MARCH 1, 2:30 pm -- Should be easy to remember!

-----  
-----

**1. Leftover business from last time:**

- Constituencies were made and distributed. I am attaching the PDF version of this at the end of this message.

\* ACTION ITEM\* Everyone needs to review and make sure they are happy with their group.

\* ACTION ITEM\* Gerard will try and find another person at Morrisroe who can help him represent the large number of folks from Morrisroe.

[ Anastasia Alexov has joined the committee - we now have twelve members and all non-management employees have been assigned a representative ]

- Carolyn and Andrea have created a list of postdocs. Andrea is trying to get the list added to ipac-sci and ssc-sci aliases so that postdocs will be included in all normal science emails. They recognize that they will get a lot of email that may not be directly relevant to them but they are happy to be in the loop. I also

pointed out that perhaps it would be a good thing them to see "life or the lack thereof" at the next career level ;)

\* ACTION ITEM\* Andrea will get the postdocs added to the science exploders.

[ Already done. Davy & Mary Wittman are re-examining the lists to make sure that they are all properly [ nested. The main exploder lists are listed in the GEIC newsletter ]

---

---

## 2. Discussion / Feedback of the last All Hands Meeting

- Overall we heard many kudos and positive comments on the information that was given out at the last all hands meeting. **Nearly everyone who spoke to us said they appreciated the candid and direct talk from Tom, George and Suzy. So John, Gordon - please convey a "BIG THANK YOU" to everyone who helped organize that meeting.**

Although most people are still wary of the future and believe that the future plans may or may not go through, they felt that the management was going to bat for them. They also feel that they will be informed of things ahead of time and know that they may have to look for a job sometime in the future. People are in general concerned about the current budget environment esp. after Griffin's talk at the AAS and don't think that he extended mission will necessarily go ahead as some people believe it will.

\* ACTION ITEM\* Dave F. will write up a summary of that meeting in "our own" words. This will be added to the newsletter so that people who could not go will know the main points.

\*ACTION ITEM\* Kartik - get the ppt presentations from mgmt.

[ Done. Please see your representative for a summary / details from the presentations ]

\*ACTION ITEM\* Talk to management and encourage them to do this at least every six months.

[ Done. ]

---

---

## 3. Brainstorming session on Forecasting / Travel -- we wanted to gather as many opinions as possible to set the stage for the post proposal meeting about this.

Here are some opinions / comments that were voiced:

- JPL does not use the cheapest travel
- When will JPL pay and when do I have to fork out the money for the travel? What are the exact rules? What counts as a travel day? What about weekends?
- Why do we have to forecast? Do we forecast both conference and programmatic? What about last minute forecasting?
- Some outrageous accounts of travel -- we will try and document these. In one case - someone was asked whether a particular itinerary was okay and when they said no, they were charged an extra \$200

change fee. In another case, there was a lack of communication from JPL for six months and then travel was only finalized on the last day before the trip. In yet another case, it took 3 months to reimburse the person.

- Some people have heard a statement that is attributed to management that "IPAC'ers can travel abroad anytime and even more than twice a year" - all that has to happen is some memos have to be written. "Its no big deal". It is difficult to see how the additional paper work can be accommodated if every employee tries to do this. Is it really possible?

- Suggestion of adding meetings to a local IPAC page with a forecasting date

- When my grant specifically is for xxx dollars for travel, then I should be able to use that for travel. Moreover, foreign conferences are now more common -- we should change the 1 foreign conference a year policy.

- How about rewarding people for their good work from the SSC Enhanced Science funding for unexpected or last minute foreign travel?

- Postdocs should be not be restricted by travel regulations

- Why can STScI and others get away without forecasting? What about Goddard? What about campus?

- Gerard noted that we need to look at the travel process from beginning to end in detail - outline each step, how long it takes and really figure out where we can streamline it. We need to have side-by-side comparison of a flowchart between Campus and JPL travel -- may be we can save money even after paying the 65% overhead if the process at CIT is significantly cleaner.

- Kartik pointed out that there are important unknown to bear in mind - liability for sickness, death etc when traveling through CIT or on someone else's dime. And the higher overhead at CIT. Also it is not trivial to figure out the exact rules of travel / paperwork through CIT.

-----  
-----

**4. We had a fun time picking a name for this committee.** There were some excellent suggestions -- TKC - The Kartik Committee which I vetoed and thankfully was not outvoted :) - also ICIE (Improvement Cmte for IPAC), GIV (Greater Ipac Voice), SLIP (Streamlining Life at IPAC), IWRC (Iwork - I forget this one).. and the winner

G.I.E.C, pronounced "Geek" -- Greater Ipac Environment Committee. (Thanks Russ for the suggestion)

-----  
-----

**5. New Business:**

- Request for a screen for maternity needs and a refrigerator for KS. There is one or two such screens in Morrisroe - Kartik will talk to Suzy (\*already mentioned to Lisa S-L).
- Maternity issue - someone was hired 5 months pregnant and then found out that she could not use the maternity leave because you have to be employed at least a year to use that. Plus was not qualified for State Disability because she was new to California.
- Why do we need to submit the proposal info ahead of time?

Next meeting: Wednesday, MARCH 1, 2:30 pm -- Should be easy to remember!

[ Screen already added to KS 2nd floor women's bathroom ]

[ Concerns regarding travel and forecasting were discussed and forwarded to the management. They are planning a meeting amongst all the management / policy / admin people to vet out the details. The next all hands meeting will address this ]