

OPEN ACTION ITEMS DERIVED FROM DIRECTORATE MEETINGS

10/22/10

DUE DATE	ORGIN DATE	MEETING	ASSIGN TO	ACTION NO.	ACTION	DATE	STATUS
TAC MEETINGS							
Need due date	10/15/10	TAC	Neil	TAC 1015-2	Modernize the names of the open positions list and update the information where needed.		
10/15/10	10/15/10	TAC	Neil	TAC 1015-3	Fix the Science job ads on the public web site.		
10/05/10	10/01/10	TAC	All	TAC 1001-3	Nancy will circulate Doug's email requesting review of this project. ADs and Heads of Sci will review the email and determine their FTE contribution.	10/15/10	It remains open. Andy did not have good basis for assessing the FTE assigned to him. Andy to convey this to Nancy.
10/20/10	10/15/10	TAC	All	TAC 1015-1	Send Les information on the difference between your original budget and the revised budget you recently completed – the changes created the under-spend, whether you will need the money in a future year and how you intend to use it (for the original or for a new purpose), and the amount of money you can "throw back into the pot" (that you won't need). In particular, he needs to know the amount of money that you will be spending on spares, new contracts and equipment as part of the 2010 budget. Les needs to have this info as soon as possible to tell Eric what is left for GPI spares and to finalize the slides that need to be presented at the GFC meeting.		
10/22/10	09/10/10	TAC	Rodrigo/Polly	TAC 0910-3	Consult with the rest of the managers on how they are expected to be involved on the Business Recovery plan project 2011.	10/15/10	Rodrigo to outline the necessary basic structure for the Business Recovery Plan from the Safety and Basic Operations point of view. Andy has volunteered to help him out.
10/29/10	09/03/10	TAC	Gustavo	TAC 0903-2	Work with Mike to procure an outside source to proceed with the conceptual design for the shutter drive platform through procurement	10/01/10	Gustavo – emails sent, but no time for discussion. New due date: Oct 29
10/29/10	09/03/10	TAC	Gustavo	TAC 0903-3	Talk to Steve Hardash and determine if the GN ice shield prototype project can be brought forward and have a prototype before the first ice storm in Hawaii	10/01/10	Gustavo – emails sent, but no time for discussion. New due date: Oct 29

AD MEETINGS

09/07/10	07/06/10	AD	Andy, Gustavo, Polly	AD 0706-2	Complete 2010 staff goals	09/19/10	Andy & Gustavo - still a work in progress
Need due date	08/03/10	AD	Andy, Inger, Bernadette, Gustavo, Polly, Neil	AD 0803-2	On call policy	10/19/10	Polly, Neil will read and flag uncertainties in the on call policy document. Then they will meet with Andy and Gustavo for further discussion with the overall goal of replacing company cell phones with an on call policy by the end of the year.
10/01/10	09/28/10	AD	Gustavo	AD 0928-1	Respond to Andy's proposal for fortnightly meetings	10/12/10	Related issue: many meetings every week; all overlap time is booked. Gustavo and Andy: Hold Tactical meetings and AD meetings on the same day (3 hours max once a week). Eric: concern about effectiveness with long meeting. Gustavo: suggest appointing a time keeper - same he does at the EMM meetings. Nancy: to find from Doug and Polly more suggestions on how to manage future meetings
10/19/10	10/12/10	AD	Gustavo	AD 1012-3	Find the right time with Manuel Lazo to schedule a "work session" on software implementation	10/19/10	Gustavo – sent this to Manuel who has not responded and is now on vacation. Rollover to next week.
10/19/10	10/12/10	AD	Nancy	AD 1012-4	E-mail Bill Smith requesting the writing down of a formal Terms of reference for the NSF Proposal review	10/19/10	Sent to Bill who sent no requests for content change. Next step is to forward the terms of reference for the NSF proposal review on to the red team. Rollover to next week for update in the process.
10/26/10	09/27/10	AD	Andy	AD 0927-2	Provide an update on the process of defining the roles and communication protocols for instrument coordinators and instrument scientists.		

SLT MEETINGS

09/27/10	08/30/10	SLT	All	SLT 0830-1	ADs to come up with KPIs specific to their branches, have a metric to track them, and discuss results on a regular basis within group meetings.	09/27/10	Andy will review the suggested KPI's for science with Inger, Bernadette, and Ariel and then contact Rodrigo to set up a meeting to discuss the proposed KPI's. After this discussion Rodrigo will contact Polly to see if science KPI's are applicable to the admin staff. Lifting, ergonomic, and speeding are among the KPI's for admin. Gustavo and Eric still need to bring KPIs.
09/27/10	06/30/10	SLT	Rodrigo	SLT 0630-2	Send to Doug and the ADs the necessary information about the long-term safety training program for the Observatory that will be discussed at the October all staff meeting	09/27/10	Terry to set up a meeting with Rodrigo after the date of the next GS staff meeting has been determined.
09/27/10	06/30/10	SLT	Rodrigo	SLT 0630-3	Will check with AURA and Comit P to see when we can meet with Verschae inorder to address Maxime's safety concerns listed on the e-mail he sent to Gustavo, Pete and Rodrigo re: Cerro Pachon bus transportation.	09/27/10	Status report given. Leave action open for now and will report to at the next SLT meeting. Make sure the staff is advised of the outcome of this investigation.
09/29/10	09/27/10	SLT	All	SLT 0927-1	Rodrigo will circulate the final version of the Lockout Procedure immediately after this SLT meeting and the ADs agree to let Rodrigo know if they approve of it by COB HST on Wed, Sep 29.		
09/29/10	09/27/10	SLT	All	SLT 0927-2	Rodrigo will correct typo and circulate the final version of the Incident Report and Investigation immediately after this SLT meeting and the ADs agree to let Rodrigo know if they approve of it by COB HST on Wed, Sep 29.		
09/29/10	09/27/10	SLT	All	SLT 0927-3	Update and distribute Safety and Health policy for AD approval		
10/01/10	09/27/10	SLT	Gustavo	SLT 0927-4	Speak to high risk speeding violators.		
10/25/10	09/27/10	SLT	Rodrigo	SLT 0927-5	Rodrigo work with safety staff to ensure that PPE is available at the HBF, SBF, and FTZ and that staff know where it is located and when it will be used.		