

Minutes
Birck Nanotechnology Center
“TOWN HALL” MEETING
January 18, 2007

Agenda

- Introductions (Tim Sands)
 - Updates
 - Lab Policies and Procedures Committee (Dave Janes)
 - Landscaping (John Weaver)
 - NSAC (Bridget Hines)
 - Birck Business (Tim Sands)
 - Birck “community” announcements (George Adams/Deborah Starewich)
 - Questions, comments, open discussion (Everyone!)
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- Introductions (Sands)
 - Jeremy Schroeder, working with Tim Sands’ group
 - Ruoyi Yang, working with Peixuan Guo and Deborah Starewich
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- Updates (Janes, Weaver, Hines)
 - Lab Policies and Procedures Committee (Janes)*
 - Charter of committee
 - Advise BNC Director on lab issues – specific cases and broad issues
 - Liaison between Users/Staff/Faculty/Admin
 - Representative of various research areas
 - Technical experts for lab issues
 - Ad-hoc lab committees
 - For each lab outside the cleanroom, and for each capability area in the cleanroom, consisting of designated staff member; student; and faculty PIC
 - Responsible for issues related to lab safety and operating procedures
 - Superuser program in formation
 - Safety and training issues are ongoing
 - Lab citizenship issues: evaporator issues/shared keys/etc.; user code of conduct; faculty and user meetings
 - Landscaping (Weaver)*
 - Sidewalks now accessible; landscaping work to resume again in the Spring when the ground has had a chance to dry out. Grading and planting will take place then. In addition, another patio area will be poured. **JRW to check access to Birck through the west, front door and the side doors (east and west)**
 - NSAC (Hines)*
 - Kick-off meeting scheduled: **Tuesday, 01.23, NOON, BRK 1001**; lunch to be served
 - Reduction of politics on the committee
 - Laura Biedermann – seminar series
 - Brian Iverson – professional development, includes workshops, grant writing sessions; **send job postings to Brian**
 - Adina Scott – policy and procedures committee representative
 - Meggie Grafton – social activities, tour coordination
 - **FACULTY: send at least one student from your group, for representation**

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- Birck Business (Sands)
 - Publications collections for Purdue e-scholar online information access system (<http://e-scholar.lib.purdue.edu>)
faculty and researchers gain “increased access to data, source material, and publications generated by their Purdue peers.” **Send PDF versions of the papers that acknowledge the Birck Center** from the beginning of the Center through current publications to Deborah
 - Internal Advisory Committee is being formed
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- Birck “community” announcements (Adams/Starewich)
 - Media communications; photo opportunities (Adams)
Contact Phil Fiorini, Discovery Park representative for the university news service, with information on breaking news or landmarks made by your groups. Press releases and photo opportunities exist
 - Ariba cut off; OnePurdue purchasing (Starewich)
Last day to place orders into Ariba is January 26. If you need the assistance of Annie Cheever or Sheryl Willison, please plan on seeing them by the 25th
One Purdue is expected to roll out on the Feb. 1 and be ready to use by the 6th. At this time, Annie and Sheryl will be set as “requisitioners” with a plan to train grad students on the new ordering system at the end of February
Please plan to order approximately three weeks’ worth of supplies, if possible. We will be able to place orders using the credit card that the business office maintains during the down time
Business office personnel have been taking part in OnePurdue training sessions but other Birck staff members have not yet
In the event that OnePurdue doesn’t work at first, we have complete confidence in our business office to provide a work-around solution
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- Questions, comments, open discussion (Everyone!)
 - **Having trouble scheduling equipment?** Dave Lubelski suggests that you consider scheduling equipment before 2PM daily as records reflect that there has been little or no usage between 7AM and 2PM
 - **Send Tim Sands and John Weaver information on “gaps” in equipment and technologies for the Center: a wish list will be compiled**
 - John Weaver is working on cataloging our equipment and will post the catalog on-line soon. In addition, he will post the “wish list”
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- Attendance (sign in sheet distributed): **32** (March: 51; April: 30; May: 22; June 36; July 41; September 22; October 21; November 28); thank you for your participation and support

Deb Starewich
Sheryl Willison
Tim Sands
Eric Stach
Ron Reifenberger
Matt Spletzer
Helen McNally
Dmitry Zemlyanov
Vikki Fast
Bridget Hines
James Leary

Dimitri Zakharov
Rosa Lahiji
Jennifer Monahan-Dian
George Adams
Arvin Raman
John Weaver
Adina Scott
Felice Butler
Brian Iverson
Jeremy Schroeder
Kenny Schwartz

Aaron Riegle
Dave Lubelski
Stephen Jurss
Aaron Franklin
Ruoyi Yang
Rashid Bashir
Josh Smith
Roya Lahiji
Mau deRidder
Dave Janes

Next Meeting: Thursday, February 15, 1:30; BRK 1001