

time. The workload is major, but the daily scheduling for most of it is flexible. Owing to the high workload, two faculty will be assigned to this position until appropriate staff support is available.

Development Coordinator*

Guhathakurta

COMMENTS: The Development Coordinator (DC) is a new faculty position created out of several smaller ones with the aim of enlarging and elevating this important function. The Development Coordinator and the Director together are in charge of formulating and prioritizing UCO's fund-raising needs. For this, the DC needs to coordinate with project leaders inside the Observatory to understand their resource needs and help to formulate their cases. The DC along with the Director is UCO's principal contact with donors and is in charge of donor stewardship with the goal of making sure that potential donors are contacted on a regular basis. Along with the Director, he/she interfaces with private foundations like Keck and Moore and mobilizes faculty to prepare proposals for available opportunities. He/she plans UCO fund-raising events and works with the Communications Coordinator(s) to make sure that these events are supporting and enhancing UCO's message. He/she identifies donors who are ripe for an "ask", arranges appointments, and accompanies the Director on the visits. Working closely with the DC is the Friends of Lick Faculty Liaison, who is responsible for the day-to-day leadership of the Friends of Lick Observatory group, with advice and guidance from the DC. The position of DC also involves close coordination with the Deputy Director for Lick Observatory, who is also an important part of FOLO activities and fund-raising at Mt. Hamilton. The DC coordinates regularly with the PBSci Division Development Director to plan UCO development strategy and execute development events. He/she is UCO's representative to the UCSC Astrodev Development Committee. Together, the DC and the PBSci Development staff create, maintain, and share the database of potential donors to UCO, and one of the DC's main jobs is finding new prospects for that list. The DC must consider him/herself as a fund-raiser on behalf of *systemwide UC OIR astronomy* and should actively assist broad-based OIR fund-raising efforts on other campuses by providing appropriate support at Mt. Hamilton and other venues. Coordination and teamwork between the CD, CCs, FOLO Faculty Liaison, Deputy Director for Lick Observatory, and the PbSci Development team are essential. The workload is major.

Asst. Development Coordinator

Brodie

EPO Coordinator*

Max

COMMENTS: The post of EPO Coordinator is less well defined than other posts, partly because a full-blown UCO EPO program is just getting started (although we have always had elements, like the Summer Visitors Program and "Music of the Spheres"). The EPO program will consist of separate strands in order to meet the needs of disparate constituencies: K-12 education, community colleges, undergraduate and graduate education at the university level, and the general public. The challenge is to structure a tightly knit program that is both efficient and mutually reinforcing, with itself and with

other UCO activities. The EPOC must be entrepreneurial, an effective fund-raiser, and must coordinate closely with the Development Coordinator, Communications Coordinators, the Assoc. Director for LO, and the Deputy Director for Lick Observatory, who will assist in planning EPO events. He/she is also responsible for enlisting available resources for UCO/EPO from the UCSC campus, e.g., other UCO faculty and the ISEE graduate student pedagogy training program. There may be opportunities to generate revenue within the EPO program to at least make the program self-supporting. The position of EPOC requires persistence, imagination, follow through, and a long time horizon to get a program firmly established. The workload is major.

FOLO Faculty Liaison*

Smith

COMMENTS: It is expected that the Friends of Lick Observatory group (FOLO) will require quite a lot of attention especially in the beginning, and thus the desirability of having a UCO faculty member focused directly on their needs. The FOLO Faculty Liaison will serve as a resource to FOLO to provide them with stimulating and enjoyable activities. For this, the FOLO Liaison will need to work closely with the Chairman of the FOLO Board, the Deputy Director for Lick Observatory, and the UCO development team. The FOLO Faculty Liaison serves under the Development Coordinator and takes direction from the DC.

UCO Cabinet*

Prochaska (ex officio, Assoc Dir LO)

Rockosi (ex officio, Assoc Dir Labs)

Bolte (ex officio, Assoc Dir TMT)

McLean (ex off, Assoc Dir UCLA IR Lab)

Brodie (ex officio, Commun Coord)

Koo (ex officio, Commun Coord)

Illingworth

COMMENTS: Job of Cabinet is advice to Director, prompt response to emergencies, problem-solving, budget planning, policy development. Workload will include regular weekly 2 hr meetings and homework assignments including telephone calls and white papers on particular topics between meetings. Turnover approx. yearly.

UCO rep. to systemwide OIR strategic plan Prochaska

Internal strategic plan*

Bernstein, Rockosi, Max, Smith, Epps,

McLean, *Gavel*

COMMENTS: The Internal Strategic Planning Committee is an ad hoc committee charged with developing UCO's vision and input to the systemwide OIR strategic plan. Suggestions from this internal committee will be forwarded to the systemwide committee for discussion, incorporation, and/or modification. The internal committee will also act

as a resource for the systemwide committee to provide factual data on UCO operations. This committee will elect its own chair and set its own meeting schedule. It will write a final report on a timescale of approx. 6 months. A major focus of the report will be UC OIR instrumentation and telescope facilities. The workload will involve separate homework assignments in addition to committee meetings. The workload is major while the committee is in session.

TMT Board*	Bolte
TMT SAC co-chair*	Illingworth
TMT SAC*	Bolte (ex officio, TMT Board member)

CARA Board*	Faber
Keck SSC co-chair*	Prochaska
Keck SSC*	Faber (ex officio, UCO Director)
Keck SSC*	Nelson (ex officio, WMKO Proj Scientist)
Keck SSC	Bernstein

COMMENTS: The SSC meets three times a year. The workload involves trips to Hawaii plus additional homework assignments networking, and phone calls between meetings.

Keck AO planning committee	Max
UCOAC*	Faber (ex officio, UCO Director)
UCOAC	Prochaska (ex officio, Keck SSC co-chair)
UCOAC	Illingworth (ex officio, TMT SAC co-chair)
UCOAC member	Smith

COMMENTS: The UCOAC is the systemwide advisory committee that advises the UCO Director on the UC OIR facilities and instrumentation program. The committee meets three times a year with telecons as needed between meetings.

Keck Extragalactic TAC chair	Faber
Keck Extragalactic TAC co-chair*	Guhathakurta
Keck Extragalactic TAC member	Max
Keck Galactic TAC chair	Faber
Keck Galactic TAC co-chair*	Bolte

Keck Galactic TAC member Smith

Keck scheduling & TAC comments* Smith

COMMENTS: The TAC co-chair is a new position to assume some of the responsibility formerly taken by Mike Bolte, who attended both TACs, assigned reviewing responsibilities to TAC members, chaired the meetings, and read ALL the proposals. The new TAC co-chair will share most of these responsibilities and co-chair the meetings with the Director, who will be present but will not have read all the proposals. The TAC co-chairs will also help to resolve scheduling issues between TAC meetings.

Lick TAC co-chair* Smith

Lick TAC co-chair* Prochaska (ex officio, Assoc Dir. LO)

Lick scheduling & TAC comments* Smith

UCO Staff Personnel Actions

Admin staff* Faber

Shop staff & SPG* Rockosi

Lick Obs staff* Prochaska

COMMENTS: Rockosi and Prochaska will prepare draft letters and evaluation forms for staff in their areas for the Director to review and sign. The Director will handle the Administrative staff.

Faculty Personnel Actions There are none this year. Deal with it next year.

Liaison to other UC units* Koo

COMMENTS: Other UCSC units that we need to interface with closely are: COR chair, CPB chair, Grad Council chair, Academic Senate chair, Bruce Margon (VCR), PBSci dean, as well as other admin units that Maureen and Mike may recommend (e.g., Business & Administrative Services). The job consists of regularly touching base with the heads of these units to make sure that they are aware of any news of us that they need to know and also to find out whether there are developments in their units of interest to us. We need to be particularly aware of any available campus resources that we can snag, such as money to refurbish lab space. (The Director will interface with the Chancellor, EVC (Galloway), and the VC for Planning and Budget (Delaney). Finally, by virtue of working with campus representatives, this individual will naturally absorb important information about systemwide events that affect UCO, and will be responsible for passing this information on to the Director and other relevant faculty. The workload is mostly telecons and should not be more than an hour per week.

INSTRUMENTATION: Note: we need an internal planning group on this topic. Current plans and assignments are not final.

Current instrument PIs	Current workload	
MOBIE	Bernstein	Heavy
APF/Levy spec	Vogt	Heavy
Next-gen Keck AO	Max	Light
DEIMOS CCD upgrade	Rockosi	Heavy
KCWI blue camera	Epps	Moderate
	Rockosi	Heavy
IRCAL upgrade (Lick)	Rockosi	Moderate
Shane AO upgrade (Lick)	Gavel	Heavy

Support and maintenance of existing telescopes and instruments*	Rockosi
	Bernstein
	Vogt
	Bolte

New instrument proposals*	Bernstein
	Max
	Rockosi
	Koo
	Brodie
	Prochaska

COMMENT: We need to raise money, which takes proposals. We will return to this question in two months to make some concrete plans for taking advantage of the new NSF MRI grant opportunities.

Contributions and original design work on new instruments	Bernstein
	Epps
	Nelson

COMMENT: This is distinct from managerial or administrative efforts on instruments.

Project scientists

TMT	Nelson
NGAO	Max

Science team members

Faber (MOBIE)
Brodie (DEIMOS upgrade)

INTERNAL GOVERNANCE:

UCO space*	Koo
CPMC chair from UCO*	Koo

COMMENT: CPMC is the internal computer management group. There are two co-chairs, one from UCO and one from the Astronomy Department. CPMC manages the NICS computer group, which is supposed to be self-supporting. A review of NICS charges and services is planned for this year.

SPG liaison*	Rockosi
LAO liaison*	Max
CfAO liaison*	Max

COMMENT: These individuals are faculty liaisons to staff and issues in these units. LAO is the Moore Laboratory for Adaptive Optics, CfAO is the Center for Adaptive Optics, SPG is the Scientific Programming Group within the UCO technical staff.