LTER Network Office
2012 Mid-term Review

Core Services
Cradle to Grave
&
Beyond

Marjorie McConnell
Director of Core Services

LTER Network Office
LNO’s Administrative Home: Center for Research in Ecological Science and Technology (CREST)

- UNM Level 1 Center
  - Report to Dean of Arts and Sciences
  - Executive Director
  - Assistant Director

- Contributing Projects to CREST
  - Interop/DataONE
  - Cyberinfrastructure TEAM
  - USGS/National Biological Information Infrastructure
  - SEEK, KNB
Core Services

1. Facilitate Meetings/Workshops
2. Persistent record of LTER activities
3. Proposal preparation
4. Management and reporting
5. Acquisition of data, hardware, and software
1. Core Services Staffing

- Executive Director
  - Robert B. Waide

- Director of Core Services
  - Marjorie McConnell

- Accountant
  - Joseph Tighe

- Office Manager
  - George Garcia

- Admin Assistant / Editorial Tech
  - Trina Leo

- Student
  - Jamie Rariden

LTER Network Office
## Summary Meeting Expenses

**$1,517,693**

<table>
<thead>
<tr>
<th></th>
<th>Participants</th>
<th>Meetings</th>
<th>Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>1,037*</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>2010</td>
<td>384</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>2011</td>
<td>449</td>
<td>6</td>
<td>26</td>
</tr>
<tr>
<td>2012**</td>
<td>248</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>2,118</strong></td>
<td><strong>27</strong></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

*Includes All Scientist Meeting; **To date
Meeting Participants

Research and Training

All Scientist Meetings
Science Council Meetings
ASM Working Groups
Research Working Groups and Trainings
Mini-symposiums

Governance

Executive Board
National Advisory Board
Information Managers
IM Executive Committee
Network Information
Systems Advisory Committee
Education Committee
Meeting and Workshop Coordination

- Coordinator
- Location
- Dates
- Participants
- Travel
- Miscellaneous Logistics
- Hotel/Vendor
- Software, AV access
### Meeting Success! 2011 Survey

76. Considering all the LNO-organized meetings you have attended, please rate your general level of satisfaction with the following elements of those meetings.

<table>
<thead>
<tr>
<th>Element</th>
<th>Very Satisfied</th>
<th>Satisfied</th>
<th>Neither satisfied or dissatisfied</th>
<th>Dissatisfied</th>
<th>Very dissatisfied</th>
<th>Don't Know</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ease of making travel arrangements</td>
<td>56.1% (74)</td>
<td>34.8% (46)</td>
<td>2.3% (3)</td>
<td>0.8% (1)</td>
<td>5.3% (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timeliness and ease of reimbursement</td>
<td>47.0% (62)</td>
<td>32.6% (43)</td>
<td>4.5% (6)</td>
<td>3.8% (5)</td>
<td>0.0% (0)</td>
<td>12.1% (16)</td>
<td></td>
</tr>
<tr>
<td>Adequacy of pre-meeting information about logistics</td>
<td>47.0% (62)</td>
<td>41.7% (55)</td>
<td>6.8% (9)</td>
<td>0.8% (1)</td>
<td>0.0% (0)</td>
<td>3.8% (5)</td>
<td></td>
</tr>
<tr>
<td>Ease in finding follow-up information</td>
<td>31.8% (42)</td>
<td>37.9% (50)</td>
<td>13.6% (18)</td>
<td>5.3% (7)</td>
<td>0.0% (0)</td>
<td>11.4% (15)</td>
<td></td>
</tr>
</tbody>
</table>
Post-workshop Activities

- **Travel Reimbursements**
  - Cost review
  - Data entry
  - Approvals

- **Hotel, Catering, Miscellaneous vendors**
  - Cost review and budget reconciliation
  - Final approvals and close out of costs

- **Scientific Products and Reports**
  - Follow-up requests
  - Document archiving
Accountability

- **UNM**
  - Restricted Accounting
  - Fiscal documents scanned
- **NSF**
  - Annual progress reports
  - Fiscal reports
- **LTER Network**
  - Executive Board
2. Persistent Record of Activities
LTER at 100 years

- Ensure persistent record of LTER activities, achievements, and decisions
  - Governance and meeting documents
  - Links to publications
  - Still and video images
  - Audio recordings

- LoboVault
  - University Libraries
  - Archiving, collecting, preserving
Welcome to LoboVault!

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Communities in LoboVault

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Popular Information

- LTER videos
- Presentations
- Prior award information
- Newsletters
- Meeting and committee documents
- Working group reports
- Photo gallery
- EML Handbook
3. Proposal Preparation

- Successful supplements!
  - 2009
    - US LTER and International LTER collaborations
  - 2011
    - All Scientist Meeting (2012) & ILTER Dues
    - IM/IT Support to Sites to Enhance LTER NIS
4. Management and Reporting Two Cooperative Agreements Basic and ARRA

- Fiscal and administrative responsibilities
  - Transparency
  - Solid grasp of fiscal responsibilities

- Sound management and general knowledge
  - Cooperative Agreement terms and conditions
  - University policies and procedures
  - Compliance with 2 CFR Part 220 (OMB A–21)
  - Compliance with 2 CFR Part 215 (OMB A–110)
  - Audit review: Annual OMB A–133 University Audit

LTER Network Office
Management and Reporting

- Required annual reports
  - Main cooperative agreement
  - ARRA (Science and Cyberinfrastructure)
- Quarterly ARRA Federal reports through UNM
  - Employees retained and created
  - Technical update in lay terms
  - Percent of the project that is finished
  - Vendor reports, subsumed from Purchasing
- Miscellaneous and ad-hoc reports
  - Agency
  - Executive Board
  - UNM

LTER Network Office
5. Acquisition of Data, Hardware, and Software

- Obtain satellite data for LTER sites
- Purchase Video teleconferencing bridge and units
- Supply XML editing software to sites
Odds and Ends

- Creative solutions for impromptu requests
  - American Institute of Biological Sciences membership dues
  - International LTER dues

- Logistic solutions for our training lab
  - Environmental Information Management
  - LNO sponsored training workshops
  - Geo-spatial research groups
Conclusions

- Cradle to Grave and Beyond
- LTER at 100: Archiving and Preservation
- Demonstrated consistent service
  - Efficiency, leanness of operation
  - Teamwork
  - Effective use of available resources
  - Positive attitude and professional staff
- Creativity to get the job done!
Core Services

Thank you for your attention!

Questions?

LTRN Network Office