**Lab Managers’ Group Steering Committee Meeting**

January 5, 2017

1:00-2:30 PM

Mission Bay MH 7400 and Parnassus S161

Bridge numbers: S161, 415-551-1039; MH7400, 415-476-6500, 90002#

Attendees:

Morgan Diolaiti Lab Manager, co-chair

Adriane Joo Lab Manager

Sandy DeVries Lab Manager

Christophe Paillart Lab Manager

Fraser Conrad Lab Manager

Ronald Honrada Lab Manager

Sandra Canchola Lab Manager

William Toomey Lab Manager

Mary Guerrero CCF/RRP

Amy Choi CCF/RRP

Greg Macway Supply Chain Management

Tony Meno Logistics

Dan Rorvik Facilities Management

Lisa Pelletier Mission Continuity Program

Elizabeth Sinclair Research Resource Program

Desiree Porter Research Resource Program

Daniel Lowenstein Exec VC and Provost

1. **Closure of CCF—what do want for a replacement? –Group and EVCP**

* The decision to close the resale unit of the CCF was made based on reliable data and discussion with shareholders, all of whom are concerned with the wellbeing of CCF workers and the research they support
* A slide presentation was given by Daniel Lowenstein, Elizabeth Sinclair, and Greg Macway, detailing:
  + Overview of CCF Resale Closure
    - Volume has dropped significantly over the last 5 years, putting upward pressure on the recharge rate needed to maintain revenue
    - This unit has a very large debt that consistently increases, as there is a deficit each month, it seems this business model can’t compete with BearBuy
    - Efforts to reduce costs and improve efficiency have been considered, including updating processes, reducing number of employees, reducing services, centralizing receiving and repackaging, channeling BearBuy purchases through CCF, asking UCSF to forgive the debt
    - It was determined these measures would not significantly reduce product mark-up but would reduce utility to researchers, and likely further negatively reduce revenue
    - No closure date has been set, as it is vital to have a replacement system in place so that there is smooth transition without compromising research programs. However, the closure is currently planned.
  + CCF Media Production Unit – no current plans to close this unit
    - Provides custom formulations, consistent quality, convenience, and rapid turnaround
    - 2015 survey showed that researchers are very satisfied with the product and the services provided by this unit. 70% of customers purchase media from the facility rather than outside vendors because of convenience, 30% because of price
    - Currently has a significant deficit, but is not losing money on a monthly basis like the resale unit
    - Retaining Media Production would require: new mechanism for delivery, increased prices to support delivery
    - In response to concerns about the need for services the Media Production Unit provides, options that could enable the continued operation of the CCF Media Production Unit are being explored. These necessary aspects include:
      * Provision of custom media products.
      * Consistency of products and transparency of formulations
      * Convenience and availability
    - Proposed cost-saving changes for Media Production include:
      * Reduce costs/increase efficiency by optimizing production (increase batch size, discontinue some products), streamlining inventory ordering and production decision processes, giving current staff additional responsibility (processing orders and packaging items)
      * Maintaining value: continue to produce custom media and provide next day delivery service
      * Maintain/increase demand: change to a subscription model (more appropriate for general items than custom media)
      * Order through BearBuy or MyCORES for next day delivery
    - Other ideas are needed, and feedback on current proposals:
      * Feasibility of subscription model
      * Evaluation of whether delivery service would meet customers needs
      * Identification of products to be continued
      * Cost comparison - Identification of equivalent products in BearBuy
    - To give input about the CCF Media Production unit, please contact the project manager for media prep revisions: Desiree Porter [Desiree.Porter@ucsf.edu](mailto:Desiree.Porter@ucsf.edu)
  + A CCF advisory committee is planned that would work with officials regarding how to proceed with the retail unit closure, establishing replacement systems, and changes to the media production unit. Anyone who would like to volunteer to serve on this committee should contact Morgan (Morgan.Diolaiti@ucsf.edu)

1. **Plans for Lab Manager Social Feb 9th, with Liz Sinclair from RRP – Morgan**

* The social is planned for Feb 9th, from 3-5 PM, in the 2nd floor Mezzanine of Byers Hall
* Elizabeth Sinclair will be the keynote speaker
* Same catering as last year, format same as last year:
  + Meet and mingle
  + Keynote presentation
  + Cycle slides throughout the remainder of the event
* Advertising efforts and notification to the listserv will take place later this month

1. **How to promote our group?**

* No logo competition-  the logo needs to meet UCSF branding guidelines so we will go through the Brand Identity office instead
* A spring Town Hall meeting will be planned, hosted by Supply Chain Management

1. **Next meeting, February 2, 2017**