**Lab Managers’ Group Steering Committee Meeting**

February 2, 2017

1:00-2:30 PM

Mission Bay MH 7400 and Parnassus S161

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

**Meeting Agenda**

Attendees:

Dana Smith Lab Manager, co-chair

Morgan Diolaiti Lab Manager, co-chair

Sandy DeVries Lab Manager

Christophe Paillart Lab Manager

Fraser Conrad Lab Manager

Mary Rieck Lab Manager

Silke Nock Lab Manager

Ronald Honrada Lab Manager

Sandra Canchola Lab Manager

William Toomey Lab Manager

Yvonne DeSouza Lab Manager

Mary Guerrero CCF/RRP

Amy Choi Media Production/RRP

Desiree Porter RRP

Lisa Pelletier UC Police

Adam Schnirel Facilities Management

Darrick Lo Facilities Management

Chris Gonzalez Facilities Management

Tony Meno Logistics

Ramsey Hanna Supply Chain Management

Ross Bausone Supply Chain Management

Kelly Nguyen EH&S

1. Apex Life Sciences. Provides temporary workers to UCSF for short contracts, and to cover leaves for a range of positions including lab techs, EH&S, animal techs and short-term SRAs.

–Jeff Fisher.

* Apex provides temporary scientific and clinical staffing for all levels from lab techs to senior specialists to directors
* They have a pool of qualified applicants and are a BearBuy supplier so you can place individuals quickly—within a week
* Temp employees get health, dental, PTO and retirement benefits through Apex
  + NOTE: It is the lab’s requirement to provide training and there are ways to speed up the hiring/onboarding process on the UCSF side including getting temporary access to the learning management system. The committee is going to compile a how-to to distribute/post on the [www.labresource.ucsf.edu](http://www.labresource.ucsf.edu) website.
* Billing is hourly and appointments are need-based/can be terminated at any point
* Fee to convert temps to full time employees is 5-25% of the annual salary
* After 6 months no conversion fee

1. Launch new and improved Facilities Manager program, enterprise-wide -Chris Gonzalez

* New program has single FM point of contact for each building. Map available on lab manager website.
* Priorities for new program include:
  + Compliance with the State Fire Marshal
  + Better communication with the community
  + Beautification on campus
  + Development of lab support services to anticipate the future community needs
  + Lab Resource group may partner with Facilities Management to host a spring town hall.
* Campus First Impressions contest—send entries to Jon Giacomi ([jon.giacomi@ucsf.edu](mailto:jon.giacomi@ucsf.edu)) by February 10th!

1. Evaluating feasible distribution/delivery options for Media Production products after the closure of CCF. –Desiree Porter

* CCF retail is closing in the next few months, but RRP will keep the Media Production Unit open until 6/30/17, and possibly beyond
* Media production will need to find another way to take orders and distribute products.
* Distribution options discussed include:
  + - MyCores
    - BearBuy
    - partnering with UCSF Logistics/campus store
    - 2-h pickup windows at MCB
    - subscription based service- commit to quarterly/yearly volumes of products
* Pricing will need to include delivery costs
* Considering a delivery fee to encourage consolidated orders
* Desiree will compose a survey for lab managers on campus to better understand the research needs.
* Request for “researcher eyes” to look at the different brands and formulations that compete with CCF products and provide feedback on brands you’re willing to buy, prices and delivery time.
* Please send comments/questions to Desiree Porter ([desiree.porter@ucsf.edu](mailto:desiree.porter@ucsf.edu))

1. Supply Chain Management Advisory Board –Adirane Joo and Morgan Diolaiti will serve

* The Advisory Board will meet later this month. Confirmed participants include:
  + - Morgan Diolaiti
    - Stephanie Louie,
    - Nick Paras
    - Adriane Joo
    - William Walantus
    - Clarice Estrada
    - Mary Beth Blasnek
    - Nicholas Larocque

1. Update on Chemical Banding –Kelly Nguyen

* **Chemical Safety officer left UCSF several months ago and they’re trying to hire a replacement.**
* **Rollout has begun with the MB labs and will be completed this quarter**
* **Parnassus rollout is on hold.**

1. **Promotion of Lab Manager Social, February 9, 2017, 2nd Floor Byers Hall Lobby, 3-5pm with guest speaker, Elizabeth Sinclair, of RRP -Dana and Morgan**

* **Food and location are all set.**
* **Dana will follow up with Elizabeth to confirm and get slides.**
* **Posters to the group—please post and invite lab managers to attend** 
  + **Tony (Distribution and Storage), Mary (CCF) and Desiree (MyCores) will help with distribution to lab managers**

1. **Promoting ourselves/encouraging community feedback: Ask for feedback with monthly minutes? Do we need a spring town hall-type event? Suggestion box at social? –Discuss**

* **Postponed until the next meeting due to time, but the new Facilities Manager Program could be a good topic for a spring town hall meeting**

1. **Next Meeting, March 2.**