**Lab Managers’ Group Steering Committee Meeting**

March 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**

Dana Smith Lab Manager, co-chair

Morgan Diolaiti Lab Manager, co-chair

Adriane Joo Lab Manager

Tony Meno Logistics

Chris Gonzales Facilities Management

Fraser Conrad Lab Manager

Greg Macway Supply Chain Management

Kelly Nguyen EH&S

Lisa Pellitier UCSF Police

Mary Guerrero CCF/RRP

Mary Rieck Lab Manager

Millicent Magiera Facilities Management

Ronald Honrada Lab Manager

Sandra Canchola Lab Manager

Sandy DeVries Lab Manager

Silke Nock Lab Manager/HHMI

Tim Orozco EH&S

Yvonne DeSouza Lab Manager

1. **Review the Lab Manager Social, February 9, with guest speaker, Elizabeth Sinclair, of RRP -Group**
* **Attendance was higher than previous years. Thank you to Kelly and EH&S team for helping us advertise**
* **We were over per person quota for light refreshments. Next year schedule event as a meal.**
* **Get chairs for presentation and move talk to earlier**
* **Consider moving event earlier (1-3pm Lunch or 2-4pm)**
* **Add column to find out how people heard about event**
* **Add survey box for future topics**
1. **Update, Supply Chain Management Advisory Group Mtg –Adrianne Joo, Morgan Diolaiti**
* Frist meeting was 2/15
* Topics to address include:
	+ Find solutions to replace services provided by CCF (retail, media distribution, oligo ordering)
	+ Explore options for managed chemical/consumable program
	+ Improve BearBuy/Supply Chain User Experience
1. **Review the Lab Manager Group budget -Dana and Morgan**
* Income from the Vendor Showcase was $16,000 and the current budget is ~$50,000.
* **Ideas for how to spend it**
	+ **Increase number and value of scholarships (add requirement for recipients to write a summary for the website)**
	+ **Bring in seminar speakers for Lab Managers**
	+ **Host a spring event**
	+ **Provide lunch at LMSC meetings**
	+ **Lab Manager of the Year Award (see below)**
	+ **Funds to purchase ergonomic equipment for the lab. \*\* $ is available through EH&S for individuals, but not labs. Will invite Kristen Amlie (ergonomics) to attend next LMSC meeting to discuss what is/is not covered under this program and possible changes.**
1. **What other representatives would we like to have? IT? RRP? HR?**
* **IT -- Sandy will contact Patrick Feelan**
* **LARC-- Mary will contact**
* **RRP-- Dana will contact Desiree Porter/ Rochelle Kelly**
* **Postdoc Scholars – Sandy will contact**
* **Graduate Students – Sandy will contact**
* **Transportation – Sandy will contact**
* **Capital Programs – Lisa will contact**
* **HR – Morgan will contact Jenny Shrivo/Katie Rau**
1. **Do we want to cater the meetings? What kind of food?**
* **Yes. Sandwiches and salad.**
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**
* **Survey. Morgan and Dana will draft a survey to get feed back on the social and what other topics Lab Managers would be interested in learning more about.**
* **Town Hall/Speed Dating**
	+ **Lisa will investigate locations**
	+ **Invite the following Campus Departments**
		- **Sustainability**
		- **Supply Chain Management**
		- **Capital Programs**
		- **ITS**
		- **Police**
		- **EH&S**
		- **Facilities**
		- **etc**
* **Lab Manager Award**
	+ **Solicit nominations for annual award to recognize lab managers doing excellent work**
	+ **Possibly in October**
	+ **Amazon gift card**
1. **Other items:**
* **Lab Coat Laundry Update – Kelly**
* **There are drop-off locations at the following locations:**
	+ **Parnassus: 10th floor HSE**
	+ **Mission Bay**
		- **CVRI**
		- **BH**
		- **19A**
		- **HDFCCC**
		- **Rock Hall**
	+ **ZSFGH**
	+ **Mount Zion**
* **Recycling containers for lab coat hangers now at some drop off locations. Program is optional. Please use only the recycling containers-- do NOT place hangers in bag with soiled lab coat.**
* **Please reach out to Sandy (**sandy.devries@ucsf.edu**) with your experiences (positive or negative) over the past few months with IT. She would like to report the impact of the recent IT changes at the next Chancellors Committee**
* **Next Meeting, April 6.**