**Lab Managers’ Group Steering Committee Meeting**

April 6, 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

Christophe Paillart Lab Manager

Chris Gonzalez Facilities Management

Ellen Loyd Human Resources

Fraser Conrad Lab Manager

Kelly Nguyen EH&S

Lisa Pelletier UC Police

Mary Rieck Lab Manager

Rochelle Kelley RRP

Ronald Honrada Lab Manager

Ross Bausone Supply Chain Management

Sandra Canchola Lab Manager

Silke Nock Lab Manager

William Toomey Lab Manager

Yvonne DeSouza Lab Manager

Jaime Tawney Lab Manager

Ramsey Hanna Supply Chain Management

Adam Clarke Supply Chain Management

Kristen Amlie EH&S – Ergonomics

Larry Carbone LARC

1. **New Representation: welcome new Steering Committee Members:**

 **Rochelle Kelly, RRP**

 **Ellen Loyd, staff manager for HR, team C**

 **Don Francis, IT**

 **Larry Carbone, (et al.) Animal care**

1. **Conversation about ergonomic support for labs -guest, Kristen Amlie**
* **Ergonomics program to identify and recommend products that can be used in offices and labs**
* **Rebate program is for individuals, not labs; modifications to shared equipment should be paid for by departments.**
* **New Comprehensive Furniture Program to find a vendor partner to outfit the new buildings (office, lab and animal facilities).**
* **Should identify partner by July**
* **After a vendor is identified, Lab Manager group will work with Supply Chain Management and Ergonomics office to get demo equipment and set up a location where employees can try out approved lab equipment and furniture.**
* **For a list of approved equipment, please see:** <https://ehs.ucsf.edu/preferred-products>
* **Please contact Kristen (**ergonomics@ucsf.edu**) if you have any questions.**
1. **Review survey to be sent to greater Lab Manager Group –Dana and Morgan**
* **Dana and Morgan will work with Greg to put survey in Qualtrix**
* **WIll send out with the minutes.**
1. **Luncheon for Lab Managers, to highlight members of the Lab Resource group.**

**June 14th, Mission Bay Conference Center 12-1:30pm. –Lisa Pelletier and Group**

* **Format**
	+ **11:30-12:00 Arrive and mingle**
	+ **12:00-12:10 Introductions, Keynote, FAQ**
	+ **12:10-1:00 Lunch**
	+ **1:00-1:30 Dessert and mingling**
* **Conference Center on hold. Lisa will complete booking.**
* **Dana and Lisa will work to finalize menu.**
* **Dana/Morgan will send out hold the date in mid-May**
1. **Should we feature the winners of the Development awards at the lunch?**
* **Yes. During Introductions?**
1. **Passing of Vendor Showcase baton from Yvonne to Ron Honrada and Lia Banie.**
* **If anyone else is interested in volunteering, please contact Morgan Diolaiti (**morgan.diolaiti@ucsf.edu**) or Dana Smith (**dana.smith@ucsf.edu**)**
1. **Next Meeting, May 4.**
* **Larry Carbone requested an opportunity to get feedback at next month’s meeting**
* **Ellen Loyd will discuss FMLA and other leave at next month’s meeting.**
* **If you have any HR questions, you can find out who your HR generalist is at the following link:** https://hr.ucsf.edu/hr.php?function=hrrep