**Lab Managers’ Group Steering Committee Meeting**

August 3, 2017

1:00-2:30 PM

Mission Bay MH 7200 and Parnassus S161

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

**Mission Bay**

Adam Schnirel

Dean Shehu

Fraser Conrad

Greg Macway

Lyandra Dias

Morgan Diolaiti

Rochelle Kelley

Ross Bausone

Sandy DeVries-Troxel

Will Toomey

**Parnassus**

Adriane Joo

Christophe Paillart

Larry Carbone

Mark Freiberg

Ron Honrada

Sandra Canchola

Tony Meno

**Meeting Agenda**

1. **New group contributions: Fraser Conrad will be taking minutes. Will Toomey will become our new web master. Lisa Pelletier will (sniff) be taking a new position but will find a PD replacement.**

**Lisa Pelletier’s replacement as the** new emergency management/business continuity contact is Michelle Heckle (UCPD).

Another new LMSC attendee: Dean Shehu, Research Commodity Manager for Supply Chain Management, reports to Andrew Clark

1. **Recap: Luncheon for Lab Managers to highlight members of the Lab Resource group.**

**June 14th, Mission Bay Conference Center 12-1:30pm. Thank you, Lisa! What worked, what might we change?**

**What worked:**

* **Encouraging people to move around (e.g. for dessert)**
* **(from Lisa)** Great questions, good food, really felt appreciated to be there
* Good turnout

**Improvements/suggestions:**

* Have more mics available to the audience
* Some questions were specific to the person asking, would be better to address these on a 1 on 1 basis instead of in the larger group
* Large EH&S representation - maybe have 2 tables for EH&S and/or an EH&S person at each table?
* (from Lisa) **it would be great to have a rep from one dept and lab manager at each table**
* **Introduce committee members early in the event, so people can sit at the table where their preferred expert is taking questions**
* **Hold the Q&A at the beginning (before food), and have it be more structured:**
	+ **Pre-vetted questions**
	+ **Arrange the questions in an order where there are not too many for the same person in a row**
	+ **Limit follow-up questions**
* **Have** different-colored badges for panel members to make them easy to identify
* It was a large group, so when the food came out it didn’t seem like there was an orderly way to serve, some panel members didn’t get food
* Next time have stand-up tables with more finger foods? But there’s a draw for having a full meal served

Observations:

* Seemed that the luncheon provided some with a needed place to vent
* HR and facilities in particular got many questions/complaints

**Group: regarding HR, we need to clarify the role of volunteers: they are apparently allowed only to observe, not perform work, but at the same time the Volunteer Guidelines state that “**observers are not volunteers”. Staff HR has reportedly seen abuses of volunteer status, which is a big violation of policy/union agreements. At the same time more guidance/provision is needed for labs. We need more discussion with HR to make sure that the needs of research labs and potential volunteers are being met.

1. Facilities renewal for Genentech Hall –Adam Schnirel

Genentech is 17 years old this year- the typical schedule to renew finishes and control systems is after about 15 years. Facilities is planning to redo a lot of finishes, and there is a budget for this project. They are going to be soliciting ideas for renewing finishes (carpet, flooring, etc.). The first year will be mostly planning, with some minor updates, followed by a larger phase the following year. If the project is successful at Genentech Hall, Rock Hall will be next.

Group: liquid nitrogen storage areas always have issues with linoleum cracking, so if this could be addressed it would be great. It happens when users remove racks from storage tanks, and put them on the floor, which causes cracking of the tiles.

Solutions are not easy- some labs use metal plating, but that requires drilling into the floor and may not be an option. Other labs use Styrofoam shipping boxes to hold the racks after they are removed from the tanks, but that is not a permanent, engineered solution.

1. **Prepare for the Fall Vendor Showcases, Ron Honrada, Lia Banie, Rochelle Kelly. Need a lab manager volunteer from East Campus or site.**

**We need to get going with planning the showcases, vendors haven’t been invited yet**

**Dates for the showcases: October 18 at Mission Bay, October 24 at Parnassus**

**There is currently construction in Koret Quad, will that interfere with the Mission Bay event?**

**(Adam) it should be ok by October as far as access to the quad, but there may still be construction noise.**

**(Rochelle) if we need to move the Mission Bay showcase, we can use the 1400 rooms in Mission Hall. We can book those rooms now as a backup, but if we aren’t going to use them we will need to cancel within 48 hours.**

**Planning:**

* **Ron will take the lead on the Parnassus showcase.**
* **A subcommittee will meet, and then circulate plans to the rest of the group by the September LMSC meeting**
* **An email will be sent to the LMSC to get volunteers for showcase coverage in advance of September meeting**

**Needs:**

* **Vendor invitations (finalize vendor list – Rochelle sent it to the group via email after the meeting)**
* **Volunteers to support the events**
* **Marketing: posting fliers, digital signs, etc. (someone in charge of that for each location)**
* **Ordering ice cream**
* **Procuring other supplies (Rochelle – logistics)**

**Other considerations:**

* **Table pricing – has been kept the same for the last 2 years at$300 half/$500 full, plus additional cost for extra people**
* **Marketing will be essential for Parnassus: digital signs, easel outside Millberry,**
* **Sandy has volunteered to create the flyer**
* **We can use the banner that Lisa printed for our group presence/table**
1. **Review of energy use in lab buildings poster – Lyandra**

**There is a new poster campaign from the** Office of Sustainability about b**uilding energy use at UC campuses, specifically buildings with labs, and they are looking for feedback on the UCSF posters**

**Background:**

* **Ties into the UC system goal of carbon-neutrality by 2025**
* **3 types of greenhouse gas emissions are being targeted:**
	+ **Scope 1: emissions from sources owned/controlled by UC**
	+ **Scope 2: emissions from purchased energy, e.g. PG&E**
	+ **Scope 3: indirect emissions, e.g. pollution from employee commutes**
* **Energy Use intensity (EUI) is calculated by total energy use/total square feet (Units:** kBtu/ft2/yr

**The posters are for both print and for digital display**

**Poster designs were discussed and suggestions provided to Lyandra**

1. **Next Meeting, September 7.**