**Lab Managers’ Group Steering Committee Meeting**

November 2, 2017

1:00-2:30 PM

Mission Bay MH 7400 and Parnassus (Library) Rm CL221/222

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

**Meeting Agenda**

**Mission Bay Attendees:**

Adam Schnirel

Dana Smith

Dean Shehu

Ellen Loyd

Fraser Conrad

Jamie Leong

Jason Mata

Morgan Diolaiti

Ross Bausone

Sandy Devries

Silke Nock

Veronica Steri

Will Toomey

**Parnassus Attendees:**

Adriane Joo

Chris Gonzalez

Christophe Paillart

Kelsey Chen

Larry Carbone

Mark Freiberg

Ron Honrada

Salman Mahboob

Sandy Canchola

Sepideh Nozzari

Tony Meno

**LMSC: Agenda and correspondence – Dana Smith and Morgan Diolaiti**

**Minutes - Fraser Conrad**

**Web Master - Will Toomey**

**\*\*\*Meeting cut short- limited to 30 minutes by fire drill at Mission Hall\*\*\***

**Agenda**

1. **New checklist for new PIs? (suggestion by Kelly, might be like FAQ list…)**

* **Please review the FAQ provided (by email in advance of this meeting). Look for questions you can answer, and provide content**
* **Jason Mata offered to provide the EH&S FAQs for new labs**
* **The online FAQ page is an area where the website (**<http://labresource.ucsf.edu/>**) requires regular maintenance**
* **Other information to gather for use as a reference: repair contacts, vendor contacts**

1. **Recap of Fall Vendor Showcases, Ron Honrada, Rochelle Kelly, Dana Smith, the group**

* **Seemed like Parnassus attendance was down compared to last year, possible reasons:**
  + **Lack of food (aside from gelato)**
  + **Location is difficult to get to**
* **Vendor feedback:**
  + **Too cold at Koret Quad**
  + **Vendor feedback emails are being compiled, but vendors preferred being indoors**
  + **We could consider asking vendors for their preferences/priorities**
* **Opportunity: associate of Sandy DeVries asked if we were interested in using her services to help organize, get more vendor contacts**
* **Other criticisms:** 
  + **RRP is left doing a lot of the work (e.g** Rochelle shouldn’t have to spend all day at both sites all day**)**
  + **Not enough lab manager representation from Mission Bay side**
  + **Need more participation and logistical support from volunteers**
  + **It makes things efficient to have a single contact for vendors, but that person shouldn’t also have to do the majority of work**

1. **Chancellors Council, report on 1st quarterly meeting from LMSC rep –Sandy DeVries**
2. **Lab volunteers. Discuss current practices and questions to ask Ellen Loyd at December meeting– Dana and Morgan**

* **Sandy DeVries @ chancellor’s group: discussed IT issues, and also HR: the hiring process takes too long (6 weeks for academic hire to start. That’s *after* posting, interviewing, negotiating, offer letter and acceptance…), so labs can lose candidates**
* **Internship provides valuable opportunity, but it is difficult to bring on interns/volunteers -**
* **Difference between volunteers and interns: they need to get credit to be interns. Can UCSF set up a system in order to provide credit?**
* **Ellen: there are also student hires (interns), she will get back to group with more information about volunteers and student affiliates**
* **Jason: I get questions about training requirements when non-employees don’t have login credentials. How would someone get an Employee ID Number in that case?**
* **Ellen: the process starts with an HR SRS ticket (soon to be converted to PeopleConnect). There is a chart for the appointment process that can be provided.**
* **More information will be given at a later meeting, and an academic HR person can also attend**

**Agenda items remaining to be discussed:**

1. **Reports from National Lab Manager conferences –Will Toomey and Silke Nock**
2. **Web page: What features would we like to have? –Dana, Morgan, Will**
3. **Feedback on Merging of EH&S UAC and Lab Manager’s Group.**

**Next Meeting, December 7, 2017 – new MB location MH-7500**

**-For our December meeting, questions and feedback for new LMSC member, John Espositio from IT. John will join us, starting with our December meeting and says he can help us with “**matters specific to ITFS and Research Computing.