**Lab Managers’ Group Steering Committee Meeting**

December 7, 2017

1:00-2:30 PM

Mission Bay MH 7500 and Parnassus S-161

Bridge numbers: S161, 415-551-1039; MH7400, 415-476-6500, 90003#

**Meeting Minutes**

**Mission Hall**

Dana Smith

Adam Schnirel

Daniella Cohen (new Deputy Director for Homeland Security and Emergency Management)

Dean Shehu

Fraser Conrad

Kari Harrington

Kelly Nguyen

Linda Fu (for Lyandra Dias)

Michelle Heckle

Ross Bausone

Sandy DeVries

Silke Nock

Veronica Steri

Will Toomey

**Parnassus**

**Adriane Joo**

**Christophe Paillart**

**Ron Honrada**

**Salman Mahboob**

**Sandy Canchola**

**Sepideh Nozzari**

**Tony Meno**

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

**Room and food logistics –Kelsey Chen**

**Minutes - Fraser Conrad**

**Web Master - Will Toomey**

1. **Reports from National Lab Manager conferences –Will Toomey and Silke Nock**

**Will attended the Association of Laboratory Managers (ALMA) annual conference for 2017 in San Diego (**<http://labmanagers.org/>**). The theme for this year was Performance, People, and Processes, with a focus on manager tools. It was moderately sized, with fewer than 100 lab managers in attendance, but a wide assortment of attendees including many from industry and a significant number from academic labs. These other managers were willing to share helpful information; Will reported that the best thing he got out of the conference was a contact list for other managers, which will be useful to get information about dealing with lab issues. The costs of attending the conference were supported by the School of Medicine’s WINGS program (**<http://wings.ucsf.edu/>**).**

**Silke attended a conference at HHMI headquarters in Chevy Chase, MD where 60 lab managers representing 316 sponsored PIs used a peer model to set the event agenda, with a goal of finding community. Sessions were held on common issues like HR and lab safety. There were also some fixed sessions, including on how to participate in difficult conversations.**

1. **Web page: What features? FAQs–Dana, Will, group**

**Focus: what would make the website/FAQs a better resource?**

**Dana proposed an annual review of the FAQS, in which the LMSC members look over questions that pertain to their area of expertise, and update them. She will send out a request, that each person respond to Will with updates, or lack thereof, by January 15th.**

**Also proposed: adding a roster of LMSC members to the website.**

1. **Lab volunteers and interns: how to make ‘hiring’ more straightforward, -Ellen Loyd**

**Ellen was not able to attend the meeting today. Discussion of this issue within the group included these points:**

* **Dana will reiterate the request for Ellen to bring an academic colleague to the meeting in order to provide information about those hire categories, and also a flow chart for different hire categories**
* **Clarification is needed about the situation with student interns**
* **PeopleConnect is a new system rolling out early next year to replace the HR Service Request System, and it may be useful to have our own LMSC training/workshop for this change**
* **An emergency planning/continuity program would be useful for students/hires who are victims of a serious incident/disaster event (like the wildfires) while applying for a position**

1. **Checklist for new PIs? – Kelly, Sepideh, Will, Dana**

**Kelly has a draft document finished, which was created with Sepideh and was shared with the group at this meeting. It concerns the most important things that PIs need to do in the first few months of establishing a lab, like determining the departmental point of contact/HR liaison, attending orientations, obtaining ID badges and access, completing training for lab safety and other topics, contacting the lab’s DSA, obtaining PPE, etc.**

**Will also shared** a Lab manager orientation document he created for the Helen Diller Family Comprehensive Cancer Center that contains site-specific information. He shared a quick-start guide for employees as well.

**Discussion points included:**

* **Our group can maintain templates of guide documents on the web site for PIs, lab managers, and other audiences, to be adapted for site-specific needs**
* **(Dean Shehu) Groups of new labs should pool their equipment requests, in order to negotiate lower costs**
* **It should be made clear that these templates are guides, not official documents, and we do not represent the groups that require specific compliance with policy and regulation**
* **A fundamental compromise exists between adaptability and completeness- the more generally useful versions of these templates will necessarily have less site-specific information, and there are unique considerations for each department/location**

1. **Winter Social – Dana and Sepideh Nozzari**

* **Dean Shehu (SCM) will present his work on cold storage options and equipment maintenance**
* **Adam will give a pitch and seek input from lab managers regarding GH renewal**

**The event is scheduled for February 8th, in the 2nd floor lobby of Byers Hall, which has been booked. The food will be similar as that for last year.**

**Dean’s topic will be strategic sourcing: assisting researchers in finding the best product options and negotiating the best pricing. He will share what he’s found about cold storage options specifically, as that has been a recent focus. It would also be useful to identify recommended service providers on campus.**

**Adam will talk about the Genentech Hall renewal/facelift, which will involve fixing up floors, finishes, and other aspects of the building which are scheduled for replacement as part of long-term building maintenance.**

1. **Future meetings: Discuss ITFS issues that may be specific to the Research Community in preparation for February meeting with John Esposito. Vendor Showcase final wrap-up: Rochelle Kelly**

**Rochelle and John were not able to attend the meeting today.**

**Kelsey sent an invite today for LMSC meetings in the first 6 months of 2018.**

**Bonus discussion topic.**

**Seismic bracing is a major issue for labs, especially in conjunction with the purchase of new freezers and obtaining rebates on those purchases which require the freezers to be braced:**

* **Multiple LMSC members reported delay in receipt of rebates, or not getting the rebates at all**
* **Seismic bracing involves many steps, including Fire Marshall approvals, which seems to take a significant amount of time**
* **Bracing packages for non-standard or new kinds of equipment can add further expense to the process; a list of pre-engineered details for various items, along with an informative video about seismic bracing can be found at** <http://campuslifeservices.ucsf.edu/facilities/services/facilities_projects/seismic_bracing>

**This issue is a difficult one, involving time-consuming and inefficient processes to meet necessary requirements. It could be helpful to invite a representative from Capital Programs to discuss it with the group at a future LMSC meeting.**

**No Meeting, January 4, 2018 – MB7500 and S-161, Next meeting is Feb 1, 2018.**