**Lab Managers’ Group Steering Committee Meeting**

February 1, 2018

1:00-2:30 PM

Mission Bay MH 7500 and Parnassus S-161

Bridge number for MH7500 is 5559003. S161 will connect to MH7500.

Outside participants using a laptop may have to dial @ucsf.edu after 5559003 to connect with MH7500.

**Mission Bay**

Dana Smith

Daniella Cohen

Fraser Conrad

John Esposito

Kari Harrington

Kelly Nguyen

Lyandra Dias

Michelle Heckle

Rochelle Kelly

Ross Bausone

Sandy DeVries

Silke Nock

Veronica Steri

Will Toomey

**Parnassus**

Adam Schnirel

Adriane Joo

Christophe Paillart

Kelsey Chen

Larry Carbone

Ron Honrada

Salman Mahboob

Sandra Canchola

Sepideh Nozzari

Tony Meno

**Meeting Agenda**

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

**Room and food logistics –Kelsey Chen**

**Minutes - Fraser Conrad**

**Web Master - Will Toomey**

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

**Melissa shared some initial information:**

* **There is a workgroup in HR working on issues related to volunteers and visitors**
* **APM430 is the section of the** Academic Personnel Manual pertaining to academic visitors
	+ **There are 3 types: Visiting Scholars, Visiting Graduates, and Visiting Undergraduates**
	+ **These appointments are unpaid and must serve an academic purpose for the host unit**
	+ <http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-430.pdf>
* Volunteers are also unpaid, but “may only be utilized to supplement or complement functions performed by regular staff or faculty”. They are not allowed to perform work that would be done by a paid employee. <https://rmis.ucsf.edu/sites/rmis.ucsf.edu/files/wysiwyg/Campus%20Volunteer%20Guideline%20Packet%20rev%209-2014.pdf>
* **Other similar categories include paid student interns, and unpaid student affiliates.** Affiliate status is provided so those individuals can use UCSF systems, while unpaid. Student interns are paid. They may have an MOU with their home institution for class credit.
* Policies are in place to protect UCSF and PIs, etc. from liability

**Questions and issues were raised, including:**

* **Agreements exist between UCSF and other institutions, e.g. City College of San Francisco, where students working in labs are compensated with class credit only. Students in these programs are typically appointed as affiliates, but sometimes as volunteers. How should they be classified?**
* Allowing volunteers to work in labs is an essential part of lab culture. Many currents PIs have worked as volunteers, and allowing them to provide similar opportunities is giving back to the system- developing the potential of scientists who come into their own 20-30 years later.
* Providing volunteer opportunities is a cost to the lab, an investment. It takes a lot of time and training to make someone with no experience into a productive researcher, so it’s not about replacing paid personnel for free.
* **Programs which appoint students to lab positions are also an issue – where do those people fall, and who manages their classification?**

**More guidance needs to be provided for these different groups and their rules and characteristics. A flow chart for each would be very helpful. The following actions were recommended:**

* **Proposing a new appointment category as a “catch-all” for unpaid researchers**
* **Having an academic HR person come to a Steering Committee meeting to answer questions about appointments in that category**
* **In order to explore these issues, members of the Steering Committee should email Dana with information about the research programs for students that exist in our labs, including contact names. Dana sent out a follow-up email detailing this request.**
1. **Checklist for new PIs – Kelly**

**Kelly presented the checklist at our last meeting, and then sent it to representatives at HR, UCPD, IT, LARC. She needs input from these departments about how to improve it. 2/14 was set as a deadline for response.**

**Dana pointed out how this checklist ties into the FAQS on the LMSC website- thanks to everyone for their input on updating the FAQ.**

* **Will and Dana have worked on organizing and updating the list, changing images**
* **Veronica made many suggestions, and agreed to collaborate with Will on further updates**
* **The FAQ is currently a big list, so it was suggested to list subcategories at the top**

**Kelly also had a few more announcements:**

* **Weekly Lab Ergonomics office hours are planned for the Ergonomics Office at Byers Hall. This would be an open house once per week on Friday. 11am – 2pm was suggested as the best time.**
* **EH&S in the process of updating their website**
* **A PPE fitting is being planned at Parnassus, and they need a room. A permanent room would be preferred. It should be convenient to researchers and to the EH&S offices. If you know of anything, let Kelly know.**
	+ **Suggestions included the MSB lobby, and reaching out to an Archibus coordinator, who will know which rooms are underutilized**
1. **Winter Social, February 8, 3-5pm, Byers Hall 2nd Floor Atrium -Dana, Sepideh and Kelsey**
* **Dean Shehu:** *Strategic Sourcing: Identifying the best product options for researchers*
* Dan Rorvik and Darrick Lo: *Campus Renewal by UCSF Facilities Services*

**Adam will present about funds for renewing campus at Parnassus and Mission Bay, and a description of what’s going on in his group**

**Dean was not present at today’s meeting, but will give brief presentation on finding the best product options**

**Invite any lab managers you know, thanks!**

1. **Discuss IT issues that may be specific to the Research Community in preparation for January meeting with John Esposito**

**John will be attending our meetings to address research-specific IT issues, and act as a connection between this group and other branches of IT.**

**Questions raised:**

**Q: There used to be an email address to report things like phishing attempts, but now we need to create a ticket. Is there still an email, or just the online ticket system?**

**JE: Both are still active. The ticket is for documentation. I can provide the email to the group. A call to the service desk is also an option 24/7, and that call will trigger the creation of a ticket.**

**Q: It used to take weeks to get email and share access for students, but now it is often same-day, so thanks for that. With servers moving to Quincy, WA, communication is a big issue. Phone support from the outsource group is difficult. With changes in IT things were supposed to be better and cheaper, but the costs for hosting servers is more than expected. In one case, since grant money had to be used but this cost was not figured into the proposal, one of the three servers had to be deactivated. Drives are cheap, why is cloud storage so expensive? It needs to be more cost-effective.**

**JE: This has been happening since about 8-9 years ago. Many labs have private data storage systems that IT can’t manage because they aren’t aware of or can’t access them. Because of lack of data security, they almost need to be treated as a data breach. This is something IT is aware of and has been struggling with.**

**JE: Have the outsource groups been helpful with security breaches? This is seen as a big win for IT.**

**Q: The change to outsourcing happened right when servers were moving, so it was not good timing. This year a server was disconnected, but was not on decommission list, and users were only contacted after the disconnection had been done, so things have not gotten better. Not worse, but not better.**

**JE: IT took on a lot last year: DUO, email migration, will save UCSF money as hardware is upgraded, but this puts more financial burden on researchers.**

**Q: (to group) How is desktop support? Response: a lot of issues are with computers designated for running lab equipment, and the IT security software causes crashing. The workaround solution is to disconnect from the network.**

**JE: IT works with security to make sure that machines like that are off the system, but are still protected. In practices, issues are dealt with in a reactionary way, as IT only hears about problems after issues arise. A more proactive approach would be better.**

**Q: There is a secure data hosting service called MyResearch. Up to certain size it is free, after that there is a charge per GB. Any chance to increase the free size? We are reviewing options right now, and might go outside UCSF for cloud storage.**

**JE: We can look into it. IT often reminds personnel to remind users about Box, but there are limitations (15 GB size). Box is great for collaborative work, but limited in other ways. I will explore the MyResearch question.**

**Next Meeting, March 1, 2018 – MB7500 and S-161**

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