**Lab Managers’ Group Steering Committee Meeting**

March 2, 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**

Dana Smith Lab Manager, co-chair

Morgan Diolaiti Lab Manager, co-chair

Adriane Joo Lab Manager

Tony Meno Logistics

Chris Gonzales Facilities Management

Fraser Conrad Lab Manager

Greg Macway Supply Chain Management

Kelly Nguyen EH&S

Lisa Pellitier UCSF Police

Mary Guerrero CCF/RRP

Mary Rieck Lab Manager

Millicent Magiera Facilities Management

Ronald Honrada Lab Manager

Sandra Canchola Lab Manager

Sandy DeVries Lab Manager

Silke Nock Lab Manager/HHMI

Tim Orozco EH&S

Yvonne DeSouza Lab Manager

1. **Review the Lab Manager Social, February 9, with guest speaker, Elizabeth Sinclair, of RRP -Group**

* **Attendance was higher than previous years. Thank you to Kelly and EH&S team for helping us advertise**
* **We were over per person quota for light refreshments. Next year schedule event as a meal.**
* **Get chairs for presentation and move talk to earlier**
* **Consider moving event earlier (1-3pm Lunch or 2-4pm)**
* **Add column to find out how people heard about event**
* **Add survey box for future topics**

1. **Update, Supply Chain Management Advisory Group Mtg –Adrianne Joo, Morgan Diolaiti**

* Frist meeting was 2/15
* Topics to address include:
  + Find solutions to replace services provided by CCF (retail, media distribution, oligo ordering)
  + Explore options for managed chemical/consumable program
  + Improve BearBuy/Supply Chain User Experience

1. **Review the Lab Manager Group budget -Dana and Morgan**

* Income from the Vendor Showcase was $16,000 and the current budget is ~$50,000.
* **Ideas for how to spend it**
  + **Increase number and value of scholarships (add requirement for recipients to write a summary for the website)**
  + **Bring in seminar speakers for Lab Managers**
  + **Host a spring event**
  + **Provide lunch at LMSC meetings**
  + **Lab Manager of the Year Award (see below)**
  + **Funds to purchase ergonomic equipment for the lab. \*\* $ is available through EH&S for individuals, but not labs. Will invite Kristen Amlie (ergonomics) to attend next LMSC meeting to discuss what is/is not covered under this program and possible changes.**

1. **What other representatives would we like to have? IT? RRP? HR?**

* **IT -- Sandy will contact Patrick Feelan**
* **LARC-- Mary will contact**
* **RRP-- Dana will contact Desiree Porter/ Rochelle Kelly**
* **Postdoc Scholars – Sandy will contact**
* **Graduate Students – Sandy will contact**
* **Transportation – Sandy will contact**
* **Capital Programs – Lisa will contact**
* **HR – Morgan will contact Jenny Shrivo/Katie Rau**

1. **Do we want to cater the meetings? What kind of food?**

* **Yes. Sandwiches and salad.**

1. **Promoting ourselves/encouraging community feedback: Ask for feedback with monthly minutes? Do we need a spring town hall-type event? Suggestion box at social? –Discuss**

* **Survey. Morgan and Dana will draft a survey to get feed back on the social and what other topics Lab Managers would be interested in learning more about.**
* **Town Hall/Speed Dating** 
  + **Lisa will investigate locations**
  + **Invite the following Campus Departments**
    - **Sustainability**
    - **Supply Chain Management**
    - **Capital Programs**
    - **ITS**
    - **Police**
    - **EH&S**
    - **Facilities**
    - **etc**
* **Lab Manager Award**
  + **Solicit nominations for annual award to recognize lab managers doing excellent work**
  + **Possibly in October**
  + **Amazon gift card**

1. **Other items:**

* **Lab Coat Laundry Update – Kelly**
* **There are drop-off locations at the following locations:**
  + **Parnassus: 10th floor HSE**
  + **Mission Bay**
    - **CVRI**
    - **BH**
    - **19A**
    - **HDFCCC**
    - **Rock Hall**
  + **ZSFGH**
  + **Mount Zion**
* **Recycling containers for lab coat hangers now at some drop off locations. Program is optional. Please use only the recycling containers-- do NOT place hangers in bag with soiled lab coat.**
* **Please reach out to Sandy (**[sandy.devries@ucsf.edu](mailto:sandy.devries@ucsf.edu)**) with your experiences (positive or negative) over the past few months with IT. She would like to report the impact of the recent IT changes at the next Chancellors Committee**
* **Next Meeting, April 6.**