**Lab Managers’ Group Steering Committee Meeting**

May 4, 2017

1:00-2:30 PM

Mission Bay MH 7400 and Parnassus S161

Bridge number: 555-90002; 555-90002@ucsf.edu from outside

**Meeting Agenda**

Dana Smith Lab Manager, co-chair

Morgan Diolaiti Lab Manager, co-chair

Adam Schnirel Facilities Services/Recycling Coordinator

Adriane Joo Lab Manager

Tony Meno Logistics

Chris Gonzalez Facilities

Donald Frances ITS

Ellen Lloyd Human Resources

Fraser Conrad Lab Manager

Greg Macway Supply Chain Management

Kevin Beauchamp Campus Planning

Kelly Nguyen EH&S

Andy EH&S

Jonathan EH&S

Larry Carbone LARC

Lisa Pelletier UCPD

Lyandra Dias Sustainability

Mary Guerrero CCF/RRP

Rochelle Kelley RRP/My

Ronald Honrada Lab Manager

Ross Bausone Supply Chain Management

Keith Muller Supply Chain Management

Sandra Canchola Lab Manager

Sandy DeVries Lab Manager

Silke Nock Lab Manager

Yvonne DeSouza Lab Manager

1. **New Representation: welcome new Steering Committee Members:**

**Don Francis, IT**

**Lyandra Dias, Office of sustainability**

1. **UCSF Long Range Development Plan: a brief overview -Kevin Beauchamp**
* **Long-term development plan for 15 years, last approved by regents in 2014.**
* **See attached slides or visit ucsf.edu/LRDP for more information.**
* **Also planning 595 housing units (~800 beds) in Dogpatch neighborhood. Groundbreaking in June 2017, target open 2019.**
1. **HR presentation: information about leaves … -HR representative, Ellen Loyd**
* **Multiple reasons for protected leave including new or sick family member, military leave, disability/workers comp**
* **For maternity leave, employees eligible for up to 7 months of protected leave that must be taken in at least 2-week intervals**
* **For work-related injuries, please complete employee incident form as soon as possible.**
* **Mental disabilities are often overlooked and managers should be on alert for “trigger” words such as stressed, overworked etc.**
* **See attached slides for more information.**
1. **Chancellor’s Council meeting review -Sandy DeVries**
* **Overview of LRDP plan (see above and attached slides)**
* **Federal budget cuts and Health Care reform are being monitored to determine how they will affect the university and researchers. UC has dedicated staff members advocating for the UC system.**
1. **Join UC Davis in monthly campaign to reduce lab plastic? –Adam Schnirel**
* **Working with Alan Doyle at UC Davis to reduce lab waste**
* **First campaign—save money and purchase conical tubes in bulk packaging without Styrofoam (see attached flyer)**
1. **Review survey to be sent to greater Lab Manager Group –Greg, Dana, Morgan**
* **Approximately 53 people responded from Parnassus (26%), MB (53%), ZSFGH (13%), MTZ (6%) and MCB (2%)**
* **Top responsibilities include: ordering supplies (94%) and equipment (88%), Shipping (84%), Facilities requests (84%) and IT coordination (78%).**
* **Favorite topics for future events: (1) Professional Development, (2) Procurement/Ordering, (3) Retirement, (4) Safety. Other suggestions: Computer/IT**
1. **Luncheon for Lab Managers, to highlight members of the Lab Resource group.**

**June 14th, Mission Bay Conference Center 12-1:30pm. –Lisa Pelletier and Group**

* **Email invitation will be sent out week of May 15th. We can accommodate the first 80 responses.**
1. **Development award timeline, so we can announce winners at luncheon –Dana, Morgan**
* **If you are interested in attending a conference, training or seminar, please consider applying for a 2017 Lab Manager Professional Development Award.**
* **Call for applications went out May 1, 2017. Applications are due May 29th.**
* **Please see our website for more info and email Dana (dana.smith@ucsf.edu) or Morgan (**morgan.diolaiti@ucsf.edu**) with any questions.**
1. **Next Meeting July 6th. Luncheon on June 14th.**