**Lab Managers’ Group Steering Committee Meeting [Minutes]**

September 7, 2017

1:00-2:30 PM

Mission Bay MH 7400 and Parnassus S161

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

**Mission Bay attendees**

Dana Smith – co-chair

Morgan Diolaiti – co-chair

Jamie Leong

Anthony Meno

Sandy DeVries

Salman Mahboob

Mark Freiberg

Will Toomey

Ross Bausone

Kelly Nguyen

Fraser Conrad

Dean Shehu

Dan Rorvik

Syed Younus

Mark Choi

Kelsey Chen

Michelle Heckle

**Parnassus attendees**

Rochelle Kelley

Susan Bluestone

Tim Orozco

Sepideh Nozzari

Adriane

Sandra Canchola

Ron Honrada

Larry Carbone

SUMMARY OF MAIN POINTS:

* The Lab Managers’ Steering Committee (LMSC) group has merged with the EH&S Users Advisory Committee
* UCPD is currently hiring for Lisa Pelletier’s position as deputy director, and this person could also fill Lisa’s role for our group
* More vendor registrations are needed for the Vendor Showcase events- Rochelle will send a list of currently invited and currently registered vendors. Please review the list, then suggest/invite more vendors
* More volunteers are needed for the Parnassus Vendor Showcase, especially lab managers and representatives from the Research Resource Program
* The Package Location Management Strategy program is now the Package Delivery Program, and is UCSF-wide
* Topics of interest to lab managers are needed for the Chancellor’s Campus Council meeting – send your ideas to [Sandy.DeVries@ucsf.edu](mailto:Sandy.DeVries@ucsf.edu)

**AGENDA ITEMS:**

1. **Expansion of LMSC leadership team and merge with EH&S user group (User’s Advisory Committee) – Dana and Morgan**

**Dana and Morgan met with Kelly Nguyen and Mark Freiberg to arrange to merge the two groups into a single group**

**New roles for LMSC:**

**Minutes - Fraser Conrad**

**Web Master - Will Toomey**

**Meeting coordination – EH&S Team**

**Initiate connection to MH7400 from S161**

**Coordinate booking for S161 (25Live, 3 months at a time) -Kelsey Chen**

**Order the box lunches for both sides? (Bearbuy, Morgan instructions ??)**

**Event planning (upcoming LMSC events)**

**Winter Social (January/February)**

* **Morgan won’t be available to help plan with Dana. Sepideh Nozzari has volunteered to step in**

**Luncheon (June)**

* **We need someone to take on Lisa Pelletier’s role, as she has accepted a position outside UCSF**
  + **Lisa did much of the advance preparation to coordinate the event, and we need someone to do that**
  + **Michelle’s office should be able to help- further discussion offline**
* **EH&S will also help, they have significant representation at this event**

**Vendor Showcases (**Wednesday, October 18, Mission Bay; Tuesday, October 24, Parnassus**) - Rochelle Kelley, Lia Banie, Ron Honrada, Dana, Morgan**

* **See agenda item #3 below**

1. **Our PD representative, replacement for Lisa Pelletier will be?**
   * **UCPD is currently looking for someone to hire for Lisa’s position as deputy director**
2. **Prepare for the Fall Vendor Showcases, Ron Honrada, Lia Banie, Rochelle Kelly**

**(**Wednesday, October 18, Mission Bay; Tuesday, October 24, Parnassus**)**

Vendor Sign-ups

* + Registration is light, we need help reminding vendors and recruiting vendors
  + Fewer vendors have signed up, and our costs have increased – gelato, table renting, Millberry rental, catered lunch – but we didn’t raise our registration prices
  + **A reminder to the vendors will be sent in the next couple days. Rochelle will also send out a list of notified vendors, and vendors who have signed up, along with the text of the invitation**
  + **We need suggestions for vendors - If you invite a vendor, notify the LMSC list so that we all know who has been contacted.**

Volunteers:

* + Events are 11 AM – 2 PM, volunteers needed 9:30 AM – 3 PM
  + Dana: going over list of volunteers, we have Mission Bay covered, more needed for Parnassus
  + Additional volunteers committed at the meeting, but we need more, especially lab managers, and from the Research Resource Program

Logistics:

* + In the past, Yvonne made a map for the vendors to keep competitors separated – Ron will work with Rochelle on the map for this year
  + Tony Meno will provide electric outlets to both locations
  + Printed cards: we have leftovers from last year
  + Rochelle Kelley will take care of the event poster for the easel
  + Michelle Heckle and Sandy DeVries will take care of the vinyl banner
  + Will Toomey can take care of digital signage, and contacting CLS regarding physical posters (2 weeks notice required)

1. **Logistics program name change (PLMS to PDP) and new Logistics manager –Tony Meno**

**The** Package Location Management Strategy **program (PLMS/**Last-Mile Package Delivery**) serving the Parnassus campus “**reduces the impact of additional delivery vehicles in the neighborhoods adjacent to UCSF.” <https://supplychain.ucsf.edu/mail-and-package-faqs>

* **It is now called the Package Delivery Program (PDP) and is UCSF-wide, not just Parnassus**
* **It is intended for** non-urgent packages, but delivery is generally fast. If a package is received by 8:30 AM at Oyster Point, should go out to the recipient on the same day.
* **To use this program: look for the “paired” address in BearBuy that will divert the package through Forbes Blvd. at Oyster Point**
* **To track PDP packages:**
  + **Call 502-MAIL, or**
  + **Use the brand new application in MyAccess: Go to “UCSF Logistics Utility” and select “Package Tracking”**
* **Contact Tony with questions:** [Anthony.Meno@ucsf.edu](mailto:Anthony.Meno@ucsf.edu) **or** [logistics@ucsf.edu](mailto:logistics@ucsf.edu)

**Also: Welcome to Mark Choi, new** Distribution Manager for Supply Chain Management!

1. **Chancellors Council, what topics would Lab Managers like to put before Chancellors? –Sandy**

**First meeting is in October; should we ask lab manager listserve & pick top 2or 3?**

**The Campus Council includes representatives from many groups. At the first meeting of the season, they ask each person to introduce themselves, explain who they represent, and what is important to their group- including whether prior problems were fixed.**

* **Sandy’s previous issue: IT**
* **Suggestions are needed for new topics (Lab manager oriented). Suggested at our meeting:**
  + **Delays/difficulties in hiring**
    - **HR coordinators who are inadequately trained**
    - **Website doesn’t work (“find your HR rep”)**
  + **Transportation**
    - **Parking**
    - **Transit subsidies**
  + **Cost of living offsets**
    - **Cost of living (housing, parking, childcare) for staff**
    - **Child care on campus – capacity not sufficient, waiting lists too long**
  + IT
    - Submitted tickets get no response
    - Tickets are closed without any interaction
    - Many techs are brand new

**Research community: Send Sandy an email with your top 3 ideas**

**6. No October meeting. Please attend/volunteer for vendor showcases: October 18 (Mission Bay)**

**and October 24 (Parnassus, Millberry Union).**

**Next Meeting, November 2 – new room (TBD - needs to be confirmed)**

* **Discussion on lab volunteers. Can we develop a straightforward process? – Ellen Loyd**