**Lab Managers’ Group Steering Committee Meeting**

November 3, 2016

1:00-2:30 PM

Mission Bay MH 7400 and Parnassus S161

Bridge numbers: 415-476-6500, 90002#

S161: 5511039

**People Present**

**-**

**Adam Schnirel Facilities**

**Adriane Joo Lab Manager**

**Anthony Meno Logistics**

**Christophe.Paillart Lab Manager**

**Dana Smith Lab Manager, co-chair**

**Sandy DeVries Lab Manager**

**Fraser Conrad Lab Manager**

**Lisa Pelletier UC Police**

**Mary Guerrero CCF**

**Morgan Diolaiti Lab Manager, co-chair**

**Ronald Honrada Lab Manager**

**Ross Bausone Supply Chain Management**

**Sandra Canchola Lab Manager**

**Silke Nock Lab Manager**

**Yvonne DeSouza Lab Manager**

**Rochelle Kelley (guest) RRP/MyCores**

**Meeting Agenda**

1. **Vendor showcase follow-up (and drawing!): –Yvonne, Rochelle Kelley, and Dana**

**Prize drawing:**

**$300 Maharlika Abalos CTSI**

**$200 Maike Roth Pharm Chem**

**$50 Elizabeth Lin EH&S**

**$50 Melissa Paraiso Biochemistry**

* **Will send out a survey for vendor feedback. Email suggestions to Rochelle.Kelley@ucsf.edu**
* **Need policy for vendors that don’t show up**
	+ **Suggested policy: Only get reimbursed if we can find a replacement for the table?**
* **Committee comments:**
	+ **Streamlined organization**
		- **Rochelle contacted vendors**
		- **simplified gifts- no ipad/bike**
	+ **Parnassus felt light in terms of people, but vendors were happy.**
	+ **Mission Bay farmers marker increased traffic**
	+ **New location for Parnassus? Ideally somewhere inside.**
	+ **MU is expensive ($2500) vs MB ($538 for Abbey rentals)**
	+ **Have more ice cream!**
	+ **Better lab manager representation**
		- **Get tablecloth**
		- **Police department can print banner with grommets**
		- **Host logo competition with gift prize**

**Side note: There is confusion about who we are and we need to:**

* **define lab manager group vs lab resource steering committee**
* **rethink how we’re reaching lab managers**
	+ **email minutes to listserv and request suggestions for future topics**
	+ **open listserv so steering committee members can post. (will look into, but tricky given how listserv is set up)**
1. **Last Mile Service (LMS) --Tony Meno**
* **UCSF logistics increasing last mile service to reduce traffic on campus and will start delivering some UPS, FedEx packages**
* **Two addresses will now appear in BearBuy. Default will still be lab, but will have option to ship to Oyster Point.**
* **Packages delivered to Oyster Point (most Fisher and VWR shipments) before 8am will go out same day. Items that arrive after 8am will be delivered next day.**
* **Continue to ship temperature sensitive items directly to lab.**
* **Logistics trucks CAN deliver during chancellor meetings when loading docks are closed to other trucks.**
* **Questions: email Anthony.Meno@ucsf.edu**
1. **~~More roll-out of lab coat laundry service, update of chemical banding –Kelly~~**

**Kelly on vacation. Discussion postponed to next month.**

1. **Closure of CCF – Mary fields questions**
* **Financial deficit since 2002-2005 due to double booking of revenue.**
* **“Surplus” used to build out Genentech hall facility**
* **February 2006, accounting error discovered 🡪 $930,677 bill**
* **2013, balance reduced to $181,229**
* **Recharge rates increased and deficit is back up and ECVP (Dan Lowenstein) made decision to shut down CCF after talking to PIs along with other data provided.**
* **CCF has 3 divisions, only the Resale and Media Production are closing; there are no plans at this time to close Tissue Culture/Cell Banking.**
* **Problem with Cores. Not allowed to make a profit, but it’s a problem if they run a deficit. No room for error.**
* **Other Cores will need to absorb lost revenue from CCF to cover software support for MyCores.**

**Next Steps**

* **Morgan, Dana, Yvonne and Sandy to meet with with Elizabeth Sinclaire**
* **Host a town hall meeting to announce and get feedback from lab manager community on how to fill void**
* **Lab managers can email** Mary.Guerrero@ucsf.edu **with comments, questions and concerns**
1. **Chancellor’s Council meeting recap, --Sandy DeVries**

**Representatives from campus groups bring topics to the table and follow up from the previous year.**

**Our updates:**

* **New lab coat service has been rolled out across campus and is working well.**
* **We’re happy with the changes to campus shuttles. Would still like to see improvements in last mile transportation for employees with east, south and north bay commutes.**
* **Would like better IT support. Not okay to say not supporting old computers.**
* **Would like help reaching out to the community. How market our group to get more participation?**

**Announcements from chancellor:**

* **Happy with $$ coming into the University (biohub, Parker Institute for Cancer Immunotherapy).**
* **Outsourcing of IT is not as bad as it sounds and they’re still working out the details.**
* **Staff internship opportunities. Staff can gain new skills and fill part time positions in other departments.**
1. **Start plan for Lab Manager Social. Topics? Research Resources? –Dana and Morgan**
* **Schedule social sometime in January/February**
* **Highlight resources available to researchers through MyCores. Suggested keynote speaker: Elizabeth Sinclair.**
* **Second floor mezzanine of Byers Hall like last year.**
1. **Next meeting, December 1.**