

Associate Directors Monthly Meeting MINUTES

MEETING DATE/TIME	Monday April 8, 2019 / 1 – 2 pm		
EXECUTIVE OWNER	Eileen White		
EXECUTIVE NOTE TAKER	Allison Warzala		
ATTENDEES		Present	Present
	David August		Edmund Lattime X
	Andrew Evens	X	Gina Londino-Greenberg X
	Shridar Ganesan		Sharon Manne X
	Howard Hochster	X	Linda Tanzer X
	Yibin Kang		Allison Warzala X
	Anita Kinney	X	Eileen White X
INVITED GUESTS	Paul Novembre		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION
Urgent issues (Team)	Candida auris outbreak in NY/NJ – H. Hochster brought to group's attention as exposure to immunocompromised patients poses potential series risks	
Deputy Director's Report (White)	Finalized recruitment of two cancer immunologists: <ul style="list-style-type: none"> • Dr. Jian Cao ("C.J.") from Yale with immunology, cancer genomics, and melanoma expertise; would support work of potential recruit, Adam Berger • Cancer Immunologist Shin-Heng Chiou from Stanford will bring strength in new area for us, already collaborates with Darren Carpizo 	Explore placing time limitations around acceptance of offers extended. What makes sense for different roles What is acceptable to the university
Research Administration administrative support reorg (Tanzer)	Proposals working their way through approvals with university, union; two new job descriptions approved (Administrative Research Associate and Sec I (Medical Secretary) – all existing admin roles will morph into one of those; faculty will be appropriately supported based on their role(s) Will do careful roll out with detailed communications to those affected by changes (staff and faculty) Additional Medical Writers to be hired	Basic Science faculty need to provide feedback on changes. Need guidelines on how faculty should interact with Finance. L. Tanzer working on SOPs to offer some clarification.
EAB Meeting (Novembre/group)	EAB meeting scheduled – Tues. June 25, 2019 <ul style="list-style-type: none"> • Current and new members invited Full day practice session – Wed. June 5, 2019 <ul style="list-style-type: none"> • Reviewed current draft agenda (order for EAB will be slightly different) • P. Novembre will package and send cleaned up version of previous slides for scored components with instructions on what is needed for this session • Shared Resources to be surfaced together in binder 	Suggest offering presentations on flash drive or via Box instead of making hard copies. P. Novembre will explore that option.

New business

RUTGERS HEALTH

Next Meeting: Monday, 5/13/19, 1 pm