

**Associate Directors Monthly Meeting
MINUTES**

MEETING DATE/TIME	April 13, 2020 / 9:30 – 10:30 am			
EXECUTIVE OWNER	Eileen White			
EXECUTIVE NOTE TAKER	Maureen Sabatella			
ATTENDEES		Present		Present
	David August	X	Edmund Lattime	X
	Adam Berger	X	Gina Londino-Greenberg	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan	X	Allison Warzala	X
	Howard Hochster	X	Eileen White	X
	Yibin Kang	X		
	Anita Kinney	X		
INVITED GUESTS	Paul Novembre			

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION
Urgent issues (Team)	<ol style="list-style-type: none"> CINJ's budget situation is overall strong, thanks to its state appropriations. However, other RBHS units will likely be significantly impacted. Layoffs occurring in these units may impact CINJ's staffing through "bumping". There is great pressure on the vivarium/cages. A 50% reduction of animal lines is required. The CINJ resident faculty have been reducing their animal numbers. However, some are submitting appeals to retain greater numbers of their research animals, as essential to their research. Forms are being prepared by Rutgers University for the tracking of research losses due to COVID-19/social distancing requirements. However, these forms might not become available for at least another week. 	<ol style="list-style-type: none"> CINJ can prepare to challenge any bumping of staff recognizing that there are varying levels of success when doing so. David Kimball and Jeetendra Eswaraka are showing flexibility. Dr. Barchi is also very engaged in this process. Edmund Lattime is working with the faculty who will require accommodations in their research animal numbers. Linda Tanzer will prepare a form similar to one used with Hurricane Sandy that Eileen White will review. This form will be prepared and distributed this week.
Deputy Director's Rpt (White)	No major matters to discuss. She has been in communication with Steven Libutti about topics discussed at the March AD meeting and preparations for the EAB meeting.	N/A
Strategic Planning	Linda Tanzer reported that Strategic Planning activities had been temporarily halted due to the COVID-19 situation. Goals and objectives that were informed by the CCSG had been developed and corresponding focus groups identified. The timeline for the new Strategic Plan to go into effect is January 2021.	She will discuss with Steven Libutti about his views for Strategic Planning, especially if the timeline and/or goals and objectives need to be adjusted due to COVID-19. After this discussion, she and Gina Londino-Greenberg will conduct necessary follow up for the new Strategic Plan.
Planning for EAB	Paul Novembre reported that there will be a virtual EAB meeting on July 1, 2020. It will likely not be a full-day meeting. A prep meeting on April 29 th will go over high level data and all of the information has been sent to the ADs/Program Leaders.	After the April EAB prep meeting, Steven Libutti will decide which presentations will be shown in July. No draft presentations needed for April 29 th .
New Business	Edmund Lattime reported that all on-site summer research programs for high school students and undergraduate students has been suppressed across Rutgers University. However, Education and Training is still moving forward on paperwork for the summer internship program with Princeton University undergraduates.	Faculty are encouraged to develop internships that can be done remotely only . This is especially important for the Princeton University program, as it could be the only research internship opportunity for these students. UPDATE April 14th: Virtual learning for high school students is permitted (separate email forwarded).