

Associate Directors Monthly Meeting MINUTES

MEETING DATE/TIME	June 8, 2020 / 1:00 – 2:00 pm		
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		
	Anita Kinney	X	
INVITED GUESTS			

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION
Urgent issues (Team)	N/A	
Deputy Director's Rpt (White)	For faculty recruitment, Dr. White indicated that we are currently recruiting for Phase I Director, Melanoma Oncologist, and positions for Center of Excellence in Cancer Immunology and Metabolism.	Future updates to be announced.
Strategy for collecting/collating CC members policy-related activities by program (Kinney)	Dr. Kinney stated that policy-related work included not only political policy, but also impact on clinical guidelines, lab procedures, sequencing, etc. She stressed the development of a strategy for collecting/collating policy-related activities by program is an important score driver for CCSG. Currently, we do not have an inventory of these activities and it is not collected formally. She requested information on this work being done by the ADs/Chiefs. Dr. White reported being part of the NCI's BSA.	Dr. Ganesan will investigate the clinical guidelines activities (e.g. Dr. Haffty's work for ASTRO). Drs. Ganesan, Berger, and Lattime will be contacted by Gina Londino-Greenberg for the names of the committees that they serve on to send to Dr. Kinney. Linda Tanzer will work with Paul Novembre on an annual survey of the Program Members for policy-related activities. Please continue to brainstorm/send ideas to Dr. Kinney.
Update on Catchment Area Research Program Liaisons (Kinney)	Dr. Kinney has formed a Catchment Area Advisory Committee that includes Dr. Hochster, Dr. Bandera and Program Liaisons: Tracy Anthony (CMG), Sharon Pine (GICG), Suzie Chen (CP), Jaya Satagopan (CPC), and Eric Singer (CIPT). Dr. Hochster is involved since COE includes promoting diversity in clinical trials.	Dr. Kinney advised that Program Liaisons should be pictured on their respective Programs' Catchment Area Research slides for the EAB. CINJ should also assess the level of diversity represented in Biorepository's specimens. Dr. White suggested the need for a long-term plan to address disparity research which should include hiring faculty in this area of expertise. She advised Dr. Kinney to send her and Dr. Libutti details on a promising candidate whose recruitment has been delayed.
Budget Update (Tanzer)	Linda stated that CINJ's state appropriations is being handled the same as Rutgers; July – Sept. 2020 will be FY20 Quarter 5. CINJ will see a \$2.7 million budget reduction. Start-up approvals still going in for new hires so far. Funding could be restored in October but remains to be seen. There is a hiring freeze on Finance/Admin staff and Faculty. This freeze and savings through attrition should cover much of the budget cut. Any research personnel positions funded entirely by grants for the next fiscal year should be OK, but must be sent to Linda for approval.	ADs who want to fund Bridge Requests should inform Linda ASAP, to see if they can be supported for the next 3 months. Linda and Kevin to review this week and analyze what can be managed with this cut. More information will then be given to ADs and PIs.
New Business (Group)	Dr. Evens questioned the research strategy around Genomic/Molecular Medicine, a potential platform for whole service line. Dr. Ganesan stated that a budget was needed for Precision Medicine. Dr. Kinney added that access to PM is a disparities research priority. Linda confirmed PM is a major initiative in the Strategic Plan and a "roadmap" to support/expand it would be helpful. Comments were made about potential research infrastructure, correct vision and financial investments.	Dr. Ganesan will work with Dr. Evens on a plan to expand PM and will present it at a later AD meeting. ADs will help to further develop the plan with intention to present to Dr. Libutti. Involve Dave Edwards once there is a plan in place, due to its potential for donor support.
Next Meeting	July 13 th at 1:00 pm	