

**Associate Directors Monthly Meeting
MINUTES**

MEETING DATE/TIME	December 14, 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	
	Howard Hochster	X	Eileen White	X
	Yibin Kang			
	Anita Kinney			
INVITED GUESTS	Steven Libutti			

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Urgent Issues (Team)	M. Sabatella reminded ADs to reply to her email requesting their laptop and/or desktop make, model, serial number as first step for IS&T to address administrative privileges.	ADs to respond to M. Sabatella's Dec. 8 th email as requested.
Deputy Director's Report (White)	E. White updated the group on C. Hinrichs' start date of January 11 th . They are preparing for the first recruitment "visit" of an immunology faculty candidate. She met with Drs. Kang and Rabinowitz regarding Princeton University's simultaneous immunology faculty search and discussed their top candidates, who look amazing. A strong cancer immunology community will be built throughout the consortium. They will make recommendations regarding specific candidates and will keep her posted to see if any of those candidates are appropriate for the Cancer Immunology & Metabolism Center of Excellence's open faculty positions. Currently, there are two promising junior-level faculty candidates. While the plan had been to recruit one mid-level and one junior-level faculty member for the Center of Excellence, perhaps two junior-level faculty will be recruited instead.	E. White will continue to provide updates on recruitment at upcoming meetings.
Strategic Plan (Tanzer)	See attached slides and attachment. L. Tanzer presented the new Strategic Plan for feedback as it is being finalized to be the official 2021-2025 plan starting in January. Feedback that will be worked into the Strategic Plan included: 1) keeping the Vision Statement general, 2) adding "reduce cancer burden and disparities" to the Mission Statement, 3) including "cultivating diversity" to the Core Values, 4) building up pediatric oncology from a research perspective (the health system will be responsible for building clinical aspects, like a transplant program), and 5) improving philanthropy. The importance of building diversity in clinical trials and in the faculty, trainees, and personnel was discussed, along with some potential means of promoting diversity. It was noted that ideally, a Chief Diversity Officer could be recruited from within Rutgers. L. Tanzer will work with the Office of Communications to include an overview of the Strategic Plan on the CINJ website and to develop a printed booklet of the Strategic Plan for distribution to stakeholders (e.g. IAB, EAB). Envisio will be used for the plan's tracking and reporting.	L. Tanzer will finalize and distribute by year end.
New Business (Team)	S. Libutti reminded the group that writing for the next CCSG competing renewal application starts a year from now. A new FOA with new requirements is coming out for the CCSG, and perhaps Diversity will become another Essential Element. Principal writing teams will be assigned for each section. CINJ has about 1.5 years to make strategic changes to the Research Programs/memberships, recruit clinical trialists, i.e. do whatever is needed to put us in a good place for the year of record. At least one more T32 grant is needed and at least one more P01 grant application. A SPOR submission would be great.	
UPDATE Next Meeting	January 11th at 1:00 pm is CANCELLED – Next meeting is February 8th at 1:00 pm	