

**Associate Directors Monthly Meeting
MINUTES**

MEETING DATE/TIME	July 13, 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		Linda Tanzer	X
	Shridar Ganesan	X	Allison Warzala	X
	Howard Hochster	X	Eileen White	X
	Yibin Kang	X		
	Anita Kinney	X		
INVITED GUESTS				

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Urgent issues – Reopening of Laboratories (Team)	Dr. Lattime reported on the current “reopening” of the wet research labs. Major delays have been observed with the required COVID-19 testing of personnel, both in obtaining the test and the results. There have been instances of lab personnel not complying with mask requirements. In order to have enough staff for taking temperatures/reopening entrances, temporary positions might be needed. It was noted that communication from Rutgers has been inconsistent relating to reopening/return to research. Docusign Attestation documents from trainees returning to the labs are not appearing automatically, such that Dr. Lattime might have to use his own forms.	PIs and research personnel will be reminded of the requirement to be masked while at CINJ. Rutgers communication advises that anyone whose work can be done without being on site should continue to work remotely at least through September. This might be the policy for dry labs.
Urgent issues – COVID-19 Testing (Team)	There was concern about delays between the testing date and returning on site, as well as about how clinicians and administrative and clinical personnel are not being tested. Dr. Hochster noted that good clinical practice is for clinical personnel to be tested weekly.	Dr. Toppmeyer will be communicating with RBHS about requirements in COVID-19 testing for clinical personnel. Linda Tanzer will see if CINJ’s dual role as research and practice institution can be leveraged to get access to more efficient testing options. It was agreed that CINJ must prepare now for a resurgence of COVID-19 in NJ.
Deputy Director’s Rpt (White)	The EAB meeting went well and the EAB members seemed pleased with CINJ’s progress. Dr. Berger noted how the meeting ran late. Dr. White noted how similar meetings have the presentations pre-recorded with speakers available for questions, to keep on time. Dr. White also noted that having the CINJ personnel sign off during the Executive Session opened up the possibility of others besides the EAB listening into the session.	The next AD meeting will be a debrief on the EAB’s commentary. Future virtual EAB meetings will have the EAB members move to a separate “room” within the virtual platform to ensure the confidentiality of what is discussed.
New Business (Group)	Dr. White reported that a high-level faculty recruit had an in-person visit recently to NJ and seemed excited to join CINJ. An offer has already been extended. The press releases on the MacMillans’ donation to support the Center for Excellence in Cancer Immunology and Metabolism was released last week. Dr. Lattime asked about how to proceed with the Consortium Retreat planned for the Fall.	It was agreed that the Consortium Retreat with Princeton University should be planned to be held virtually in the Fall. Drs. Lattime, Kang and Chaudhary will look into possibilities such as pre-recorded presentations, virtual poster sessions, and flash presentations.
Next Meeting	August 10 th at 1:00 pm	