

## Associate Directors Meeting MINUTES

<b>MEETING DATE/TIME</b>	July 12 <sup>th</sup> , 2021 / 1:00 – 2:00 pm			
<b>EXECUTIVE OWNER</b>	Eileen White			
<b>EXECUTIVE NOTE TAKER</b>	Gina Londino-Greenberg			
<b>ATTENDEES</b>		Present		Present
	David August	X	Edmund Lattime	X
	Adam Berger	X	Gina Londino-Greenberg	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan	X	<del>Allison Warzala</del>	
	Howard Hochster	X	Eileen White	X
	Yibin Kang			
	Anita Kinney	X		

<b>AGENDA TOPICS</b>		
<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATION / ACTION</b>
<b>Urgent Issues (Team)</b>		
<b>Revised AD Meeting Schedule and Coordination (White)</b>	E. White and A. Kinney now chair the A.D. Meeting series, and these meetings are being revised to focus more on planning and preparation for the Cancer Center Support Grant (CCSG) competing renewal application and Year of Record.	Agenda items should be sent to E. White, A. Kinney, and G. Londino-Greenberg.
<b>Deputy Director's Report (White)</b>	<p>A new tenure-track faculty member, Kyle Payne, has been recruited via the Center of Excellence in Cancer Immunology and Metabolism. K. Payne will start in August and will take the laboratory space being left by Isaac Kim. His research will grow in the metabolism space.</p> <p>The Princeton Branch of the Ludwig Institute for Cancer Research is being finalized. J. Guo and D. Herranz Benito will get financial support through this partnership. Funding will also be made available for metabolic cages to facilitate further animal research. There will also be recruitment of more postdocs into the Princeton Branch to gain more work in the immunology field beyond that in the Center of Excellence.</p> <p>Jack and Cheryl Morris had the naming rights to the new cancer pavilion, not the cancer institute itself. Thus, these naming rights are still available as an option to engage other high-level donors.</p> <p>There was discussion that I. Kim's exit means that there is a need to recruit a new faculty member with a research focus in prostate cancer, preferably also working in health disparities and translational research. It was noted that Urology being a Division rather than a Department may contribute to difficulties retaining and recruiting high-quality faculty.</p> <p>A. Evens discussed his plans to close his laboratory, due to his new role as Associate Vice Chancellor for Clinical Innovation and Data Analytics. Due to his work with health outcomes research, the suggestion was made that A. Evens should become a member of the CPC Research Program. It was also noted that the RWJBH system provides great opportunity for safety net system/health outcomes research, though a health economist will need to be hired before a P01 focused on health outcomes can be developed.</p>	<p>E. White will discuss with S. Libutti about the plans/vision for filling I. Kim's open position.</p> <p>A. Evens will be asked to give a presentation on the RWJBH system at a future AD meeting.</p>
<b>Overview of CCSG Year of Record Preparations</b>	Please see attached slide set. There was agreement that the CCSG narratives should be sent to the EAB reviewers in the Fall 2022, prior to the EAB meeting that year. Consequently, the timeline for CCSG preparations needs to include time for the Program Leaders/ADs to write their narratives to have them ready by Fall 2022. It was noted that most NCI-designated centers have their CCSG competing renewal application written 2-3 months in advance of the due date.	G. Londino-Greenberg and L. Tanzer will prepare a detailed Strategic Plan

	<p>It was recommended that the EAB should receive a more detailed version of the cancer institute's new Strategic Plan for the next meeting. The EAB should also receive the data tables. Because the clinical trials data table information needs to be provided to the CPC Program, it might be necessary to synchronize the time frames of all of the data tables, such that the last quarter of 2022 is not included in the competing renewal application. The full year of record data could then be included in the revised data tables for the NCI site visit.</p> <p>It was noted that data on policy-related activities needed to be collected and tracked, and that other methods of collecting this data besides self-reporting by the members need to be explored. All of the cancer institute's policies will be reviewed prior to the NCI site visit. An inventory will be taken of all of the current policies and their dates.</p> <p>Planning is underway to meet the photography and other communications needs for the NCI site visit. There was agreement that the CINJ website needs to be revised to be more user-friendly and visually engaging (e.g., new graphics). The graphic design company RIZCO should be engaged for this purpose, and the websites of NYU Langone and Huntsman Cancer Institute were examples to follow. Some specific recommendations included having a retrievable list of Program Members, displaying the Program Leaders' pictures and information on the pages dedicated to each Program, and including links to more information on the membership.</p> <p>A consultant (e.g., Huron, Marcy Waldinger) should be hired for the CCSG competing renewal application process. Hiring and engaging the consultant should be built into the CCSG timeline.</p>	<p>handout for the next EAB meeting.</p> <p>G. Londino-Greenberg will liaise with A. Kinney and her team on identifying policy-related activities and collecting the data, and about COE photography needs.</p> <p>G. Londino-Greenberg will liaise with Communications to see about help with identifying policy-related activities, and with making updates to the CINJ website.</p> <p>L. Tanzer will present the inventory of policies at a future AD meeting.</p> <p>G. Londino-Greenberg should be sent lists of pictures that will need to be taken.</p> <p>L. Tanzer and G. Londino-Greenberg will see about hiring a consultant.</p>
<b>External Advisory Board Updates</b>	<p>Ted Yank is no longer a member of the cancer institute's EAB. Three administrators are being considered to replace him: Brian Springer, Chad Ellis, and Anita Harrison. B. Singer has been invited, but may not be able to join, due to already being at capacity. Ramon Parsons has also transitioned from the EAB. However, there was agreement that he did not need to be replaced.</p>	
<b>AD, Diversity, Equity, and Inclusion Job Description Review</b>	<p>Haejin In has been recruited to become the new AD, Diversity, Equity, and Inclusion. Currently, it is unclear whether the next CCSG competing renewal application will Diversity and Inclusion as a separate component or one that is cross-cutting. There was agreement that a process must be put in place to leverage the diversity within the Rutgers University environment, and that the new AD must work out this kind of plan. H. In must attend one of the upcoming AD meetings to develop this plan, including a Vision and Goals, ASAP.</p>	<p>H. In will be invited to a future AD meeting.</p>
<b>Next Meeting</b>	<b>August 9<sup>th</sup> at 1:00 pm</b>	