

## Associate Directors Meeting MINUTES

<b>MEETING DATE/TIME</b>	May 9th, 2022 / 1:00 – 2:00 pm		
<b>EXECUTIVE OWNER</b>	Eileen White/Anita Kinney		
<b>EXECUTIVE NOTE TAKER</b>	Gina Londino-Greenberg		
<b>ATTENDEES</b>		Present	Present
	<del>David August</del>		Edmund Lattime X
	Adam Berger	X	Zhiyuan Shen X
	<del>Andrew Evens</del>		Linda Tanzer X
	Shridar Ganesan	X	Eileen White X
	<del>Howard Hochster</del>		Gina Londino-Greenberg X
	<del>Yibin Kang</del>		Ioannis Stasinopoulos X
	Anita Kinney	X	
	Haejin In	X	

<b>AGENDA TOPICS</b>		
<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATION /ACTION</b>
<b>Urgent Issues (Team)</b>	H. In reported on emails sent out by the DEI Office, encouraging faculty, staff, and other personnel to fill out their demographic data via the My Rutgers portal. She will work with G. Londino-Greenberg to ensure that the appropriate mailing lists are always used. The DEI Office also requests recommendations from faculty team leaders on faculty members to participate in listening circle focus groups on promoting diversity in faculty recruitment. Participants should span White/BIPOC, male/female, and senior/junior. These listening circles will begin with faculty involvement and then eventually move to research staff. A. Kinney suggested that a qualitative survey could be done in the future about ways to promote diversity among the different types of research. She will also soon be participating in a study section, in which she might gather further clarification on how Cancer Centers will be assessed on the PED CCSG component.	G. Londino-Greenberg will work with H. In and the DEI Office to recommend appropriate mailing lists for engaging participants into the listening circles.
<b>Deputy Director's Report (White)</b>	Several Basic Research faculty recruit candidates will be having in person visits to Rutgers Cancer Institute over the next few weeks. The recruitment is being conducted via the Center of Excellence in Cancer Immunology and Metabolism.  The Annual Retreat on Cancer Research in New Jersey is upcoming, following a hiatus of two years due to the pandemic. It is therefore important to have a strong attendance. E. White recommended that D. Devenport be encouraged to attend, as she trained under the keynote speaker. E. Lattime will make sure she is reminded to attend. E. Lattime also noted that poster submissions are lagging and he will follow up to increase participation. E. White advised that S. Chaudhary should send another email about the Retreat, with the agenda as an attachment, as doing so may garner more registrations. A. Kinney advised that community engagement was needed for the Annual Retreat. It is all right if this engagement occurs at a different venue, but it must be included on the agenda.  A. Kinney further advised that all trainees must be informed of catchment area priorities and disparities, and that she has not yet been asked to present at a trainee seminar on these topics.	E. Lattime will arrange for a revised email about the Annual Retreat to be sent out, including the agenda as an attachment.  E Lattime will follow up with A. Kinney to arrange for a catchment area presentation for the trainees
<b>Catchment Area Updates (Kinney)</b>	H. In noted efforts by the DEI Office to adjust the visuals/aesthetics of the cancer institute and the new building, and A. Kinney advised that the CCAB should be involved in focus groups to inform on these efforts. There was discussion of how there is a committee for planning the new cancer pavilion's aesthetics. The suggestion was made that S. Solometo, L. Tanzer, and the HOK architect could present at the June CCAB meeting. The timing would be appropriate, as decisions are starting to be made about the new building.	L. Tanzer will get back to A. Kinney about ways to engage the CCAB in the cancer pavilion planning. .

<p><b>Shared Resources Updates (Berger)</b></p>	<p>The Shared Resource Directors/Managers have submitted their first drafts of the CCSG narratives with the exception of Metabolomics. X. Su is working on J. Rabinowitz's draft, so it seems likely that all first drafts will be ready for submission by the June 6<sup>th</sup> due date.</p> <p>A. Berger does not anticipate any major issues for Biomedical Informatics and the Clinical Data Warehouse (CDW), as the cancer-related data being housed there can still be kept separate. Similarly, he was not aware of any lack of connection between the CDW and EPIC.</p> <p>The question was raised of whether the fact that two Shared Resourced Directors are Research Program Leaders (C. Hinrichs for IMC and E. Bandera for CPODS) creates an untenable workload. It was agreed that there should not be a problem, since it is common for Research Program Leaders to hold multiple roles. Both C. Hinrichs and E. Bandera have Assistant Directors for their respective Shared Resources, which makes their dual roles reasonable.</p> <p>A. Berger and I. Stasinopoulos will have a subcommittee meeting with M. Verzi and Z. Shen later this week to discuss the future of the PDX/PDO service. While it could take some time to develop the funding and infrastructure for a PDX service, setting up a PDO service may be possible to offer sooner, if faculty could be engaged to lead the effort. The current services of the Immune Monitoring Core could be leveraged to help to set up the PDO service.</p> <p>A partnership between CINJ's existing Comprehensive Genomics Shared Resource and the Genomics core at Newark would benefit the Members by providing them with discounted services. Prices for Genomics services are currently high. The Comprehensive Genomics Shared Resource is still part of the Immune Monitoring Core, which was not viewed favorably at the last EAB meeting. The EAB advised that Comprehensive Genomics needed to be a separate Shared Resource. It was noted that a scheduling of pricing will be needed to make an informed decision on whether this partnership will be beneficial. Hiring another technician for the core is important. If Members are to be encouraged to use this new Comprehensive Genomics core instead of commercial vendors, so doing so must be cost-effective for them. The service at Newark already has a shorter turnaround time compared to commercial vendors, which will appeal to Members. If this partnership can be found to be financially viable and accomplished in the time frame for the CCSG competing renewal application, it could be put forth as a developing Shared Resource.</p>	
<p><b>Next Meeting</b></p>	<p><b>June 13<sup>th</sup> at 1:00 pm</b></p>	