

**Associate Directors Monthly Meeting
MINUTES**

MEETING DATE/TIME	November 9, 2020 / 1:00 – 2:00 pm		
EXECUTIVE OWNER	Eileen White		
EXECUTIVE NOTE TAKER	Maureen Sabatella		
ATTENDEES		Present	Present
	David August		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 (Team)		
Deputy Director's Report (White)	<p>CINJ is finalizing recruitment of senior Genomics faculty member.</p> <p>There continues to be need for IS&T information sessions by A. Rodriguez and D. Foran as faculty has many more questions/concerns. Discussion focused on ensuring all faculty are included in the session(s) and the sessions' best format. Suggested topics to address included: (1) MAC-related issues; (2) backing up data; (3) administrative privileges (D. Foran is working on a revised policy); (4) software upgrades; (5) ensuring decision making is based on faculty/scientists' feedback; (6) creation of hotline or help desk for urgent faculty needs. Group concurred with scheduling an open, overall support plan meeting with all faculty for D. Foran to present, followed by separate smaller meetings to discuss clinical infrastructure needs, data transfer and accessibility for the Shared Resource cores.</p>	<p>E. White will provide further update on this recruitment at next AD meeting, 12/14.</p> <p>G. Londino-Greenberg to invite D. Foran to the next Research Leadership Council Meeting on 11/19 or, if not available, then next meeting on 12/10 to discuss support plan. D. Foran to extend meeting invitation to A. Rodriguez.</p>
EAB Report (Tanzer)	L. Tanzer reported that S. Libutti requested that ADs provide recommendations/ways to address concerns outlined in the EAB Report dated 10/27/20, and to oversee the Program Leaders in their respective area(s) to provide same and then submit that report back to him. Group requested more time to digest EAB Report before drafting their recommendations. Suggestion was made to refer back to the responses to the last site visit for additional input.	<p>Draft recommendations for review to E. White and L. Tanzer before forwarding to S. Libutti.</p> <p>L. Tanzer to provide Word version of EAB Report to Program Leaders on their respective sections.</p>
New Business (Team)	Y. Kang reported that he and A. Kinney recently met with P. DeBenedetti to ramp up efforts on engaging Princeton PIs in collaboration with Pop Sci/CPC members. There is a new COVID-19 related core. About half of its research proposals are policy-related, so there is opportunity for collaborations. Wants to propose ways to generate collaboration and get people to know one another especially now with Princeton hiring new faculty. Funding may be needed from CINJ and Princeton for these opportunities. He reported that the training grant seems promising. E. White updated Y. Kang and group on new hire, C. Hinrichs, Co-Director of Duncan and Nancy MacMillan Cancer Immunology & Metabolism Center of Excellence and plans for additional recruitment of a mid-level and 2 junior faculty members to this new Program. Funding is being allocated to incentivize current members/faculty to move to immunology research. E. White highlighted the Rutgers and Princeton connection and the need to build on that relationship and bring areas together. The next T32 grant application should perhaps focus on Genomics, to further bring together Rutgers and Princeton.	
Next Meeting	December 14th at 1:00 pm	