

**Associate Directors Monthly Meeting  
MINUTES**

<b>MEETING DATE/TIME</b>	September 14, 2020 / 1:00 – 2:00 pm		
<b>EXECUTIVE OWNER</b>	Eileen White		
<b>EXECUTIVE NOTE TAKER</b>	Maureen Sabatella		
<b>ATTENDEES</b>		Present	Present
	David August	X	Edmund Lattime X
	Adam Berger	X	Gina Londino-Greenberg X
	<del>Andrew Evens</del>		Linda Tanzer X
	Shridar Ganesan	X	Allison Warzala X
	Howard Hochster	X	Eileen White X
	<del>Yibin Kang</del>		
	Anita Kinney	X	
<b>INVITED GUESTS</b>			

<b>AGENDA TOPICS</b>		
<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATION/ACTION</b>
<b>Urgent issues – (Team)</b>	Linda informed the group that EAB comments have been received, however, there are some areas requiring more details.	Linda will follow up with Candace Johnson to flesh out the feedback and then share accordingly.
<b>New Business – Increased Laboratory Capacity (Dr. Lattime)</b>	Efforts to increase laboratory capacity continue. Plexiglass shielding has been ordered for all of the labs and should arrive by the end of this week or early next week. The plexiglass installation is expected to be a quick and easy process, and will permit revised configurations of 4 workspaces per lab instead of 2. Spaces have been marked in labs with new workspaces and samples of plexiglass already installed in labs' middle islands. Personnel will need to communicate while working together in the lab to avoid getting too close to each other. Also, identification of accommodations for lab researcher(s) requiring more lab space was raised. Identifying additional space is required.	Dr. Lattime will continue to work with Wilson Rodriquez for completion of plexiglass installation in all lab spaces. Dr. Lattime to also work with Linda to communicate timeline for increased lab occupancy and to identify who needs additional space beyond their own labs.
<b>Deputy Director's Rpt (White)</b>	N/A	
<b>Undergraduates at CINJ (Dr. Lattime)</b>	ORED's phase categories for increased lab capacity have changed to "A, B, C". We are currently in Phase C, that is, 75% of normal capacity. It is expected that we will not return to full lab capacity until there is a COVID-19 vaccination or other mitigation plan. The labs may also need to revert to Phase B or A, if a COVID-19 surge occurs in the Fall or Winter. According to the recent Rutgers policy, undergraduate students will only be allowed to work in labs if: 1) either a junior or senior, 2) credits are needed to avoid delays in graduation, and 3) have the endorsement of the undergraduate academic supervisor. Exceptions are theoretically possible, but would require very high-level approval. A multi-level DocuSign document is utilized for approval of undergraduates in lab. These undergraduates will need to be retested every week for COVID-19 with kits available from Rutgers. Results forwarded to PIs only, so compliance is solely their responsibility. If student not cleared, then lab shutdown and quarantine must occur. Team discussed risks vs. benefits of students returning for this Fall semester. (See attached slides)	Dr. Lattime plans to present same presentation to the Research Leadership Council Meeting on Thursday, September 17 <sup>th</sup> , 2020. A decision will be made after this meeting.
<b>Next Meeting</b>	<b>October 12<sup>th</sup> at 1:00 pm</b>	