

Cancer Center Leadership Meeting
Tuesday, February 26, 2008
2 p.m. - 4 p.m.
HCI 3 South
MINUTES

Present: Barbara Graves, Doug Grossman, Karen Heichman, Renae Hepler, John Hoffman, Anita Kinney, Kris Larrabee, Stephen Lessnick, Katharine Ullman

Excused: Mary Beckerle, Wally Akerley, Randy Burt, David Jones, Sean Mulvihill

[Meeting led by Barbara Graves.]

1. Review and approve November 27, 2007 meeting minutes - Barbara Graves

Minutes unanimously approved without corrections.

2. Announcements - Barbara Graves

The next CCSG leadership meeting will be held Tuesday, March 18, 2:00 p.m. to 4:00 p.m. in the HCI 3 South conference room.

3. Review outstanding action items (November 2007) - Barbara Graves

4. CCSG membership applicants

- Neeraj Agarwal, MD - presented by John Hoffman: unanimous vote to accept into associate status membership.
- John Kimble Frazer, MD, PhD - presented by Barbara Graves and Stephen Lessnick: unanimous vote to accept into associate status membership.
- Marta Heilbrun, MD - presented by John Hoffman: unanimous vote to accept into associate status membership.
- Diana Stafforini, PhD - presented by Doug Grossman and Katharine Ullman: unanimous vote to accept into full membership.
- Donghoon Yoon, PhD - presented by Doug Grossman and Katharine Ullman: unanimous vote to decline membership at this time due to lack of potential project funding and submitted journal articles. Dr. Yoon may be considered for membership at a later date once the criteria for membership has been more fully met.

The preceding applications and recommendations for membership will be reviewed with Dr. Beckerle for final approval, and letters will be sent to each person who has applied for membership.

5. Shared Resources Survey results - Karen Heichman

There was a discussion of the survey results in addition to information presented for determining which core facilities to put forward in the CCSG renewal application.

Dr. Heichman reported that the shared resources survey sent to CCSG members in October 2007 is not fully representative of member use, and it will be necessary to implement another type of survey mechanism to determine core use. The Survey Methods and Data Collections Services core will assist in this endeavor. Following discussion, it was determined future surveys will be tailored for, and sent from, each core; this will be the best method for determining Cancer Center shared resource use.

Dr. Heichman will initiate a collaborative effort with the oversight committee in order to implement the design of the surveys, which will be sent annually to determine user satisfaction and needs.

There was a discussion regarding usage reporting of the Utah Population Data Base and the Biostatistics cores. Consistent units of measure will be incorporated into usage activity reporting for these cores. Karen Heichman is working with Drs. Geri Mineau and Dean Billheimer to develop and refine these reports.

Development of a uniform policy for granting authorship for the intellectual contribution of core consultants was discussed. One of the current questions to be answered is whether to pay for core use or list co-authorship for core consultations.

6. Discussion of FY08 DTRI

HCI senior leadership has agreed to foster translational research and collaborative projects via funds made available to program leaders (agenda item #7). Program leaders may award funds for pilot projects to members following a proposal-submission process. This process is in lieu of a call for the Director's Translational Research Initiative proposals in 2008.

7. Discussion of \$200,000 for each CCSG program - Barbara Graves

There was a discussion involving the \$200k of institutional funds granted to each CCSG program for use during FY09 (beginning July 1, 2008). With these funds, each program may enhance program activities by such things as: awarding pilot project funds to members in an amount determined by the program leader; paying for program activities such as seminars and symposia; hosting visiting speakers; and paying for travel expenses.

The GI Program plans to use approximately \$50k to recruit an individual to perform RNA Micorarray. Among other things, the CCPS Program will be using a portion of their program funds for pre-doc traineeships. The CRR and NCCGR programs have solicited and reviewed proposals from their programs and will award pilot-project funds to several members. Use of MIDT Program funds is being developed.

8. Scientific Advisory Board meeting/visit - open discussion - Barbara Graves

This discussion was postponed until Drs. Mary Beckerle and David Jones can be present.