Department of Microbiology, Immunology and Pathology
Advisory Committee Minutes
Wednesday, November 16, 2011
Pathology 103

Attendees: Janet Bebell, Gregg Dean, Susan Deines, Brian Foy, Ed Hoover, Gary Mason, Ken Olson, Sandra Quackenbush, Ric Slayden, Hana Van Campen

Meeting began 11:37 am

I. Approval of minutes
   a. The October minutes were read and approved.

II. Equipment
   a. Confocal scope in IDA
      i. The Confocal in the IDA Building will need to be moved to another room due to Facilities issues. The Committee discussed possible locations for the Confocal.
      ii. Action: Dr. Dean will speak with Dr. Rick Lyons, and the Confocal will be relocated to another room on the Foothills Campus (TBD). A responsible party will be determined to train and monitor use of the Confocal.
   b. Total Internal Reflection Fluorescence (TIRF) microscope at Microscope Imaging Network (MIN) in Biochemistry
      i. Dr. Jim Bamburg has contacted Dr. Dean about DMIP support of the TIRF scope.
      ii. The Committee discussed the request and decided that without evidence that users in DMIP are willing to learn and use the microscope we should not financially support it.
   c. Rotors for ultra in Micro
      i. Dr. Crick had previously submitted a request to purchase rotors for the Ultracentrifuge in Microbiology, which was approved.
      ii. Dr. Crick obtained a new quote including a deal for additional buckets and the Committee approved the new quote, as long as it did not exceed the first quote by more than $5000.
   d. Autoclaves on 2nd floor of Micro
i. Dr. Dean received an email from a Biosafety Officer regarding two autoclaves in Micro which are not functioning properly and need to be fixed.

ii. Action: A service technician will be called to fix the autoclaves.

III. Cost-share of special appointment faculty

a. Dr. Dean would like to develop a standard procedure to determine Department cost share of special faculty salaries using a formula based on time and effort percentages.

b. Requests for cost share salary will be reviewed and approved annually by the Advisory Committee depending on availability of funds.

IV. Departmental Travel Grants

a. Each year an amount will be determined in the DMIP budget for travel grants. In order to obtain a DMIP travel grant, faculty and students will need to complete an application including a budget justification. Applications will be reviewed monthly by the Advisory Committee.

b. Action: Criteria will be developed for DMIP travel grants and an application will be drafted.

V. New staff

a. Audrey Oberlin, Research Accountant and Foothills Office Manager, began on November 17.

b. Edit Szalai, a Research Accountant with grant writing experience, will begin on November 29.

VI. Space requests

a. Follow up- Dr. Brian Geiss submitted a request in October for a desk in Micro B411 for graduate students rotating through his lab.

i. The committee disapproved the request for desk space in Micro B411 because all DMIP graduate students who rotate through labs are assigned space in the Micro A Wing graduate student office.

b. Follow up- Dr. Bill Black for Laura Dickson
The Committee discussed questions raised by Dr. Black regarding disapproval of his previous request for Laura Dickson. The request was disapproved because the committee would not like to set a precedence of assigning more than one desk to graduate students.

c. Dr. Rick Lyons for Dr. Salman Khatani, desk in Foothills Trailer
   i. Dr. Khatani, Spousal hire in the Department of Engineering, has requested space while he is awaiting the start date and space assignment for his official appointment. His request was approved.

d. Dr. Ed Hoover submitted three requests:
   i. Pathology 232 for Dr. Hoover- the microscopes in Pathology 232 will be relocated to allow this request to be approved.
   ii. Pathology 229 for Dr. Candace Mathiason-approved
   iii. Pathology 212 for Dr. Nathaniel Denkers, Research Scientist, and Dr. Gavin Henderson, postdoc-approved

e. Dr. Anne Lenaerts requested Micro B303 for Dr. Scott Irwin, Research Scientist, while he is working on a newly awarded Gates grant project.

f. She also requested Micro B318 as lab space for the project.
   i. Additional information is needed regarding the current use of Micro B318 before these requests will be approved. If the space is available, the request will be approved.

VII. Other items as needed

a. Bridge funds
   i. A call for bridge fund applications will be issued March, and applications will be reviewed April/May

Meeting ended 1:05 pm