Biophysics Research Division
Faculty Meeting
Thursday, August 19, 2004
12:00-1:00 p.m., Room 3245
Meeting Minutes

Present: James Penner-Hahn (Chair), Cyndi D'Agostino, Ari Gafni, Jane Ginopolis, Alex Kurochkin, Martha Ludwig, Chris Meiners, Kim Palmo, Brenda Phillips, Chris Meiners, Noemi Mirkin, Mark Saper, Keith Shaw, Nils Walter, Robert Zand

Recorded by: Ann Titus, Administrative Assistant

Introductions
Jim introduced Cyndi D'Agostino, who will be handling Student Services for BRD and Brenda Phillips who is our new Financial Analyst. Cyndi has met with all of the students to ensure a smooth transition. Jim indicated that BRD will be holding an orientation for all of the new students. BRD will also be implementing a mentor program where existing graduate students will meet with the new students to help them acclimate to the department.

BRD Budget Status
Jim gave an update on the current budget status of BRD. He reviewed the decision two years ago to increase the staff support to the level provided by other units. BRD has hired more staff to accomplish tasks such as: providing assistance with research grants, producing monthly financial statements and enhanced computer support. With assistance from OVPR and changes in the cost recovery mechanism, BRD is currently spending less general fund money on staff salaries then two years ago.

Despite these improvements, the faculty to staff ratio for BRD is still behind those of other units:

BRD:	Faculty 11	Staff 5.5	Ratio 0.5
Chemistry:	Faculty 43	Staff 58	Ratio 1.3
IoG:	Faculty 10	Staff 8	Ratio 0.8
Physics:	Faculty 61	Staff 50	Ratio 0.8

Additional increases in staff support will depend on increased research funding.

Student Participation
It was brought to the attention of the faculty that the students who are not on the Training Grant are interested in having a seminar series and would also like to be involved in other departmental activities. Jim indicated that the faculty need to communicate more with their students and encourage them to attend the BRD Tea's and other events.

Grant Submissions
Jim displayed a graph of our grant submissions over the past year (attached). Jim reminded faculty of the importance of informing the staff well in advance of a grant submission so that they can provide the highest level of support possible.

The Wilson Foundation is soliciting grant applications for Discovery in the Biomedical Sciences. The internal deadline is September 13. The University of Michigan is one of only six institutions permitted to submit proposals. The University of Michigan may submit up to three proposals. Each grant provides up to $100,000 per year for up to two years. Jim encouraged all to apply.

Student Insurance Costs
Jim alerted everyone of the rising health insurance costs for students. The students who will be affected the most are those who have a spouse and children. A message was also sent to all faculty previously in regards to the new rates, which will be effective on 1/1/05.

Chem Bio Program
Jim announced that the Chem Bio Program will be implemented this Fall. Faculty should have received an invitation to participate in the program.

Jim also indicated that PIBS is planning on holding recruitment luncheons for each PIBS Department. The luncheon for BRD is scheduled for September 17th. Jim encouraged all to attend if they're interested in recruiting PIBS students.

Dry Ice
Recently the dry ice usage has increased tremendously but no one has been writing it down on the recharge sheet. In an effort to try to solve the problem, we will be changing the lock on the dry ice chest effective August 23. Anyone who needs a key to access the dry ice must see Ann in the main office. Each person who signs out a key is responsible and must write down the number of pounds used each time. The sign out sheet will be left on top of the ice chest.

Dishwasher
Our current dishwasher, Huiying Xi, has been employed at BRD for a 12 month period. According to the University policy, a department is only allowed to appoint a temporary for a maximum period of 12 months. After 12 months, the department needs to either create a permanent position or find another temporary employee. We were granted a 6 month extension, but Jim asked for suggestions on what we should do for the future. It was decided that BRD will try to find a new temporary employee within the next 6 months.

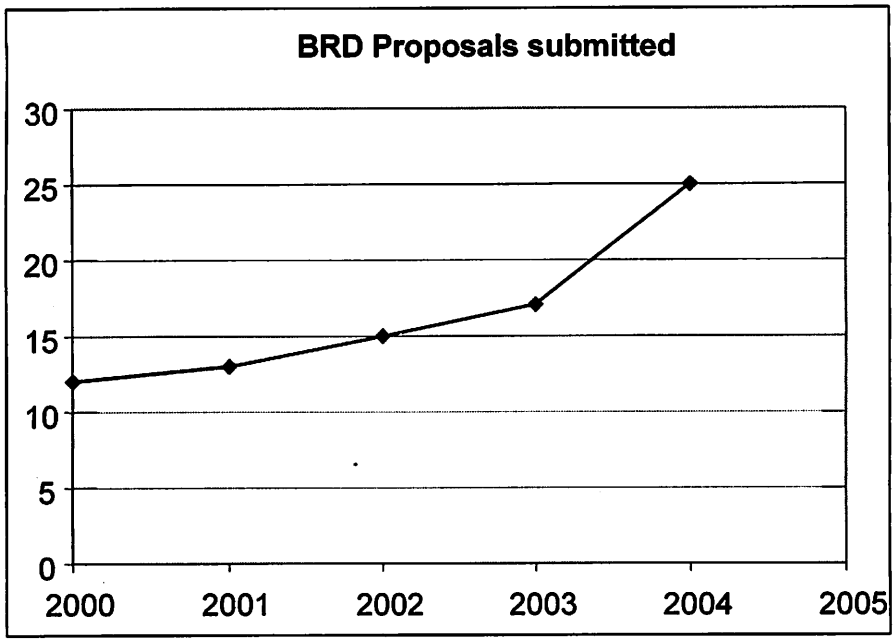
Update on Keller
Jim indicated that Sarah Keller is still very interested in the position here. A position has also been established for her partner Rob Carlson. The final decision will be made by the first week of September.

Other
Keith will be updating all combination locks within BRD within the first week of September.

BRD will be receiving a new photo copier in October. Our current Lanier copier lease is expiring soon. Since the University has a contract with the Albin/Konica Company, we've decided to obtain a Konica copier. Further details will follow.

Lately, the coffee and tea pots in the BRD copy room have been left on after hours. Jim asked the faculty to inform all students and lab staff about turning off the coffee and tea pot if they work after hours.

.



Proposed start year for grant