

**Minutes of the October 2005 Faculty Council Meeting**  
**Tuesday, October 4, 2005, 5 PM**  
**Hugh Hill Conference Room, R1-106**

**Officers Present:**

President - Fonda Davis Eyler  
Past-President - Daniel Driscoll

Vice-President - Lise Youngblade  
Treasurer - Sally Chesrown

**Department Representatives Present:**

Susan McGorray - Epidemiology  
Lei Zhou - Molecular Genetics  
Rodney Edwards - Ob/Gyn  
Parker Gibbs - Orthopaedics  
Tom Rowe - Pharmacology & Therapeutics  
Robert Zlotecki - Radiation Oncology

Rebecca Pauly - Medicine  
Paul Reier - Neuroscience  
Sonal Tuli - Ophthalmology  
Laurence Morel - Pathology  
Hideko Kasahara - Physiology

**Guests Present:**

August H. Battles, DMV - Director, Animal Care Services  
William C. Buhi, M.D. - Chair, IACUC & Professor, Ob/Gyn  
COM Senator, Saeed Kahn - Pathology

1. President Fonda Davis Eyler called meeting to order at approximately 5:02pm.
2. Minutes for September 2005 meeting were accepted with minor corrections.
3. Announcements, Reports, and Old Business:
  - a. Report on the COM Executive Committee Meeting - FC President Eyler
    - I. The clinics will be open on homecoming but will be closed for the December 26<sup>th</sup>, and January 2<sup>nd</sup> holiday.
    - II. Reminders to keep your schedule open for November 4<sup>th</sup>, the COM 50<sup>th</sup> Anniversary - which will include a Faculty and Staff appreciation lunch. Also the weekend of March 10<sup>th</sup> thru 12<sup>th</sup> is a continuation of COMs 50<sup>th</sup> Anniversary.
  - b. Take a look at the Faculty Council web site <http://www.med.ufl.edu/work/fc> . If there are any past officers and or reps who have old files or archives that may be of historic interest, please pass those on to Rachel.
  - c. Report from the Director of Animal Care Services - August H. Battles, DMV and Chair of IACUC - William C. Buhi, M.D.
    - I. The University is fully accredited and review is October 17<sup>th</sup> - 21<sup>st</sup>. There will be six visitors in five days. The visit will include a detailed report given on what is done here at the University; the report is actually about 700 pages. This report is updated every six months with any changes and every three to five years (depending on the length of accreditation) it will be resubmitted. The ALAC due process is not a regulatory activity, they bring in consultants

who evaluate the University's program and give an assessment as to where we stand with the accreditation process.

- II. When a review is done, some focus is on the centralization of our program. There are several facilities that are outside of the animal care services, for which they want an explanation.
- III. They also want specific details on the category 3 studies that are done. A category 3 is an animal study where there is pain and/or distress without relief to the animals. Very close attention from the VHS and USDA is given to these types of studies. They want to know the number of Veterinarians (seven) the University has, what is being done to recruit more Veterinarians and details about hazardous type protocols.
- IV. The biggest risk, and in need of improvement, is the Occupational Health Assessment Program, including but not limited to the investigators and their staff, security, house keeping, etc.
- V. It's a challenge to keep up with the maintenance needs of an older building. The location for the new Bio-Medical Science building has yet to be determined. A grant has been given for a new animal facility building, with that grant being accepted, funding for that building increased from twenty five million dollars into an eighty eight million dollar building. Within that building there will be sixty five thousand square feet of animal space, with a total square footage of two hundred and fifty thousand, which is equivalent to the square footage of the Genetics/Cancer building.
- VI. By November 4<sup>th</sup> an architect should be selected, this architect will be in charge of selecting the site. There are two sites with possibilities - a tower over the animal care services loading dock which will reach beyond the buildings or to the right of the Brain Institute, back where there is that little swing set. There are pros and cons for each site but the architect will help with the logistics of building, and the needs included in that process. This new building will house the IRB offices; the IACUC offices and all the offices that are in the Communicore will be moved to this building. The Communicore will then be renovated and converted to animal space (sixty thousand square feet). The renovation of the Communicore will be the last phase.
- VII. Another grant has been written for the VFL3 enlargement for animals, which will be a 4.2 million dollar project. This will double the VFL3 animal housing and will also provide for ten lab spaces for investigators.
- VIII. There is another building project on 23<sup>rd</sup> St., back by the Vet School, to replace the 34<sup>th</sup> St. site. This will house the primates, dogs, cats, sheep, pigs and some DSL2 for cat projects (fifty five thousand square feet total). There will also be enough space on this site for another twenty thousand square foot facility.
- IX. These buildings will provide a ratio of 1 square foot of procedural space for investigators and 2 square feet of animal housing area. This will decrease the need for investigators to take the animals outside the facility. Walls and surfaces will be built that eliminate the need to paint; the health concern regarding air flow will be eliminated due to the use of one pass air flow.

- X. It was suggested that a one-page summary be written up and e-mailed to the entire faculty, so that those who have little knowledge about how this area functions will be able to understand how things work.
- XI. The FC posed the question; "How do we compare with other institutions" in regards to per diem charges?
- The Neal Survey was used to compare charges and when looking at mice volume was a big factor in pricing. The total population of mice that we have is around seven thousand. In facilities that have less than ten thousand boxes the average per diem (as of 2004) is eighty-two cents a box. Those over ten thousand but less than twenty eight thousand is sixty-six cents a box. Over twenty eight thousand it is fifty-eight cents. On most of the other per diems we were well below the mean. The only one in where we are a little bit above the average is in the housing of sheep, and that was only about fifty cents more. With dogs, cats and rats we are well below the mean. The per diem from those has been gradually increased over the past couple of years, 10% each year, to help with revenue. 55% of the revenue comes from mice, 20% from rats and the rest from the remaining varieties.
- XII. The growth within the last four years has been our budget going from 3.2 million to 8 million dollars. There have been a lot of changes within the staff, more qualified people. The over all subsidies are around 30%, which is from the University and some state lines. There is some support from the College of Medicine for the IACUC and IACUC members who have a percentage of their time devoted to protocol review and inspections that pertain to the College of Medicine.
- XIII. IACUC is working on streamlining the protocol process. The idea of an electronic preparation review and archive system is in the process of being purchased. There is money in this year's budget for this type of program and hopefully within the next 30 days this program will be purchased. This will be a web based system, where you can develop your protocol on the web, send it to the vet for consultation, they will review it and send it to IACUC for review. You will be sent a printed copy of the approved protocol. The idea behind this program is that you can write one protocol or as many as you want within that system. We want to make it simpler, with check boxes that once chosen will take you to the next level. The only difficulty that may arise is the individual-to-individual reviewer that will look over your protocol; they are still going to be asking you questions regarding your form, but in the future we would like to incorporate those questions on the web based form.
- XIV. SOPs by rules and regulations are considered the same as protocols, they have to be reviewed either on an annual or tri-annual basis. What we have agreed to do is SOPs will now become guidelines. The presenter will come up with the guidelines, discuss them with the vet and then IACUC will review any other concerns from there, including any veterinary issues. Once they are approved they will go on IACUC web site as guidelines. When you write a protocol all you will have to do is cite the web location in your protocol form; this will help cut down on the need to revise protocols. If a new procedure is being used but your objective is the same, you will be able to add an addendum to your protocol, which will eliminate the need to write a new protocol. Only if your objectives change will there be the need to produce a new protocol.

- XV. Every protocol review is randomly pre-assigned, by Dr. Buhi, to a member of the IACUC committee. There are certain rules that are used in deciding when a protocol is taken to the full committee; all category 3 protocols must have a full committee review. Protocols which have unrelieved pain, or distress, non-human primates, restraint, food and/or water restrictions, anything that falls into the USDA category that requires some further attention are considered category 3. The committee member who is the reviewer on any of these cases will conduct negotiations over the issues that are raised by the veterinarians or by the reviewer. Once an agreement has been made, the protocol is accepted and brought before the full committee for evaluations, changes, thoughts and concerns. It can be approved at that meeting, tabled because of unresolved issues or disapproved; disapproval is rarely given. The disapproval of a protocol can only be given by the full committee.
- XVI. One of the most important things, when recruiting a new faculty member (investigators), is to include in the recruiting process a meeting with the animal services department so that they will know what can and can't be done, what money needs to be identified to accommodate their needs. This information is important to know before they arrive only to find out that we are unable to accommodate them due to lack of money, or some other unforeseen problems.
- d. It was reported that faculty have not received notification of incentives and/or bonuses because President Machen is still reviewing the process.
- e. Report on the Faculty Survey - FC Vice President Youngblade
- I. The survey is complete and ready to be posted as soon as all faculty have received notification of incentives and bonuses.
  - II. Additional questions were added to the survey; one asking if any behavior changes were made, and if so how, based on incentives apparent in the compensation plan.
  - III. The survey has been tested for time, and at a leisurely pace, it would take approximately 10-15 minutes to fill out.
- f. Report on Research Day - FC Vice President Youngblade.
- I. A reminder that Research Day is April 26<sup>th</sup>.
  - II. Nobel laureate Peter Agre, MD has agreed to be our featured afternoon speaker at Research Day.
  - III. There is a Research Day planning meeting tomorrow, October 5<sup>th</sup>. There should be more detailed information to pass on at the next Faculty Council Meeting.
  - IV. A contract has been signed for the Research Day Dinner. Dinner will be held at the Hilton, and we have committed to at least 150 to be in attendance; last year 100 attended the dinner.

- V. Please encourage your faculty members to pay their dues. Yearly dues are \$20 and this includes dinner at the Hilton.
  - VI. A speaker has yet to be obtained for the Research Day Dinner. The officers would like to invite President Machen to attend and be the dinner speaker. President Eyler has sent an invitation but not had a reply. If he were unable to attend, an invitation would be extended to the new Provost.
- g. FC President Eyler attended a presentation of the UF Budget by the new Provost and thought she expressed excellent ideas and was very responsive to questions from the faculty in the audience. Dr. Eyler has invited Provost Fouke to attend a future Faculty Council Meeting.
- h. Report from Council Treasurer - Dr. Sally Chesrown
- I. The current balance in the treasury is \$1,908.62
  - II. Dues are very much needed, and the Reps were encouraged to contact faculty members in their departments.
  - III. Dr. Chesrown has been invited to attend an Alumni Association meeting to request the attendance of local members at the scientific meetings on Research Day and the possibility of the Association's financial support of Research Day.
- i. At the beginning of September, President Machen assigned the 3 VP's to oversee and help facilitate the implementation of PeopleSoft. The Provost has HRP, and will be working with Kyle Cavanaugh who is the new Vice President for HR. Dr. Jimmy Cheek, Senior VP Agriculture & Natural Resources will be working with Ed Poppel on the fiscal portion. Dr. Doug Barrett will be working with Wynn Phillips on grants and contracts. A list was previously e-mailed to the Faculty Council including all the issues that are being looked into. There may have been some progress made with the possibility of a shadow system being installed.
- j. Report from COM Senator – Dr. Saeed Kahn
- I. Dr. Kahn attended a meeting with the VP's, Bridges and the Provost about PeopleSoft. They now have a dateline and plan including what problems have been identified, and the implementation of a fix - short term and long-term goals have been mapped out.
  - II. It is still unknown as to whether or not an external reviewer for PeopleSoft will be brought in.
  - III. Dr. Kahn is on the University Policy Council, which is chaired by Wynn Phillips, and there are several items being looked into this year. One being the issue of sabbaticals, comparing our university's policy with other universities policy. How do they handle a sabbatical, who pays for it?
  - IV. FC President Eyler asked Dr. Kahn to research other colleges and what they have to offer in grant offices and assistance to investigators.

- k. Dr. Chesrown has been representing faculty on the Fringe Benefits Committee who encouraged faculty to take advantage of the availability of an inexpensive new term life policy. Faculty would be able to set the policy up to pay out up to 1½ times your state salary. The cost for a \$100,000 policy would be somewhere around \$40 a month.

4. New Business:

- a. Due to time constraints, there was no new business discussed.

5. The meeting was adjourned at approximately 6:35 pm.

*Minutes recorded by Rachel L. Dotson, Office Assistant.*