

**Breast Cancer Research Council Meeting Minutes  
September 12, 2008: Council Meeting and Funding Meeting  
Oakland, CA**

**Members Present:** Roxanna Bautista, Barbara Brenner, Terri Burgess, Crystal Crawford, Laura Fenster, Jim Ford, Larry Green, Angela Padilla, Klaus Porzig, Catherine Quinn, Mary Alice Yund

**Members Absent:** Chris Bowden, Moon Chen, Karren Ganstwig, Shelley Hwang, Jeanne Rizzo, Sherie Smalley

**Guests (non-voting):** Marj Plumb

**Staff:** Steven Beckwith (morning only), Lyn Dunagan, Larry Fitzgerald, Claudia Grossmann, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen

**I. Call to Order:** At 8:14am, Klaus Porzig called the meeting to order and began introductions.

**II. Minutes:** The council reviewed the minutes from May 15-16, 2008. Two amendments were requested: that the minutes be changed to reflect Crystal Crawford's attendance on the morning of May 16; that the March minutes were mis-stated as May.

**MOTION:** Catherine Quinn moved (Barbara Brenner seconded) that the council approve the May 15-16 minutes as amended. The motion passed unanimously.

There was a correction to the previously-approved March 2008 minutes: the original table of funded SRI projects had a calculation error. An amended table was provided to council members for review. Council members approved the amendment.

**III. Discussion on Reorganization of University of California, Office of the President and the Office of Research and Graduate Studies:**

Klaus Porzig welcomed Steven Beckwith, Vice President of Research and Graduate Studies at University of California, Office of the President.

Klaus presented an overview of the CBCRP and introduced speakers. Terri Burgess presented an overview of the council's history, the and priority-setting process that resulted in the Special Research Initiatives, and the council's involvement with staff to proactively address a broad range of vital but under-researched areas of breast cancer. Catherine Quinn spoke about the Community Research Collaboration awards and the background of the involvement of community organizations. The CBCRP's work in developing high-quality community/scientist research partnerships led to national growth in CBPR funding. Other members introduced themselves, and joined the discussion about the CBCRP's impact and international renown.

Council members voiced their concerns about the negative impact of unfilled staff vacancies and the restructuring within University of California, Office of the President (UCOP).

Klaus Porzig invited Dr. Beckwith to begin his presentation, but Dr. Beckwith instead preferred to continue the discussion. He described his background and provided an overview of his mandate within the overall restructuring at UCOP, focusing generally on the centralized peer review unit. As part of the overall efficiency mandate within UCOP, the Office of Research and Graduate Studies (ORGS) would be reducing its staff size, but the final number is as yet unknown. Some units, such as the Continuing Education of the Bar, are outside the mission of UCOP and will leave. Functions, such as grant management, continue to be under review and may also be consolidated or eliminated. Some business functions, like human resources and payroll, are being outsourced or integrated and consolidated into smaller units of centralized services.

Discussion continued as council members voiced particular concerns about generic peer review, loss of expertise, and general doubt as to whether the economies of scale will actually result in savings to either the Program or to UCOP. Council members expressed their displeasure at continued use of incorrect funding and administrative costs being ascribed to the CBCRP. There was continued and unresolved disagreement as to how CBCRP's expenses are defined and communicated, and as to how restructuring within UCOP will impact the CBCRP's mission. Dr. Beckwith stated that some changes at UCOP will occur regardless of his input.

Council members voiced their frustration that Dr. Beckwith was unable to provide specific, concrete information about anticipated changes, data reflecting the anticipated savings from the changes, or a timeline for implementing the changes. General consensus among council members was that they had not been and were not being consulted about changes already underway at UCOP. With the hiring freeze in effect, the unfilled vacancies in the Community Research Collaboration team are already affecting the CBCRP. Klaus reminded Dr. Beckwith that the council submitted a budget several weeks ago, but Dr. Beckwith indicated his preference to work directly with Dr. Kavanaugh-Lynch on the budget.

**IV. SRI Update:** Catherine Thomsen reported on the progress of the Special Research Initiatives. She provided an overview of how the chemicals policy RFQ was drafted, and by whom, and the targeted list of invitees. Only one invitee submitted an application. The five-member panel that reviewed the one received application was impressed by the qualifications and enthusiastic about the project. The council may decide to fund this application, suggest changes, or re-open the RFQ.

**MOTION:** Terri Burgess moved (Larry Green seconded) that the council award funding to Jon Balmes (University of California, Berkeley) to conduct research in accordance with the California Chemicals Policy and Breast Cancer RFQ. The motion passed unanimously.

Catherine reviewed status and timelines of the other initiatives. She will be forwarding the scope of work for the three contracts to the council for review and input within the next few weeks—in accordance with guidelines established in May, respondents to the contracts will be reviewed by email, but won't require final approval by the council. Mhel announced a \$500,000 award received from the Avon Foundation to support the three cohort studies.

## **V. Committee Reports**

**A. Priority-Setting Committee:** Mary Alice Yund presented an overview of the priority-setting criteria. The committee is examining the criteria and issues that will help guide the council's decision-making. Claudia Grossmann provided additional context, including a brief description of the timeline that will culminate in a February 2010 priority-setting meeting. The ten criteria set in 2004 remain major issues; the committee recommendations are very similar. Council members discussed the recommendations and offered minor suggestions to clarify two criteria points.

**MOTION:** Barbara Brenner moved (Larry Green seconded) that the council accept the priority-setting committee's recommendations for priority-setting criteria (as amended). The motion passed unanimously.

**B. Ad-hoc Programmatic Review Committee:** Jim Ford reviewed the committee's vigorous discussion of the programmatic review criteria. The committee's goal was to review the criteria and either approve/change the language before the application materials go out. The committee's review narrowed to three specific areas of focus: addressing the needs of the underserved; advocacy sensitivity and inclusion, especially in regards to expectations for basic science applications; and balance with under-funded research areas. Although the committee decided not to suggest any substantive changes, they felt the discussions will be useful later in addressing issues of how the council uses the criteria during the scoring process of the programmatic review.

The council discussed their different opinions on language and clarifying interpretation for scoring, especially surrounding the criteria for advocacy sensitivity and inclusion. In both the application and programmatic materials, examples are cited of ideal engagements of the advocacy community. Such inclusion could result in a bonus point for an application. The positive goal is to encourage all applicants, even bench scientists, to include advocate considerations in the research. The majority conclusion of the committee and council was to not change the language.

As to the criteria of "CBCRP balance or under-funded," the council discussed the committee's recommendation to remove "balance" from the applicants' instructions, to remove from the applicant the task of evaluating the program's portfolio balance.

**MOTION:** Larry Green moved (Angela Padilla seconded) that the council accept the programmatic review committee's recommendations for

programmatic review criteria and corresponding application forms and instructions. The motion passed unanimously.

**C. Outreach Committee: Joining Forces application:** Mary Alice Yund presented the letter of intent, an overview of the project, the outreach committee's evaluation of the project's strengths and weaknesses, and the committee's recommendation. Council members discussed concerns that conference fees might be prohibitive for advocate participation, that the CBCRP's funding be used specifically to support areas of greatest research value, that conference results should be widely disseminated, and that the outcomes of the proposal should be expanded to include a description of how the conference will further breast cancer research in California.

**MOTION:** Terri Burgess moved (Crystal Crawford seconded) that the applicant be invited to submit a full application with these qualifications:

- A registration structure that is affordable for advocates
- Define the range of anticipated attendees
- CBCRP funding should *not* be used for symbolic events, like awards dinner
- Specify how the conference outcomes will be disseminated
- Expand the description of how this conference benefits breast cancer research in California

There were 10 votes for, 1 against, and the motion passed.

**VI. Director's Report:** Mhel announced that she will be making a presentation to the board of the Avon Foundation this week for additional sponsorship resources for the SRI. She thanked council members for their participation and support during the restructuring of UCOP.

The Annual Report to the Legislature is a requirement in the legislature. Mhel outlined the council's role in developing the annual report.

**MOTION:** Mary Alice Yund moved (Catherine Quinn seconded) that the staff prepare the annual report to the legislature. The motion passed unanimously.

**VII: Other Business:** The Call for Applications has been posted to the CBCRP and proposalCentral websites. The Compendium of the 2008 funded awards is in production. The Translational award letters of intent are due October 15 and Klaus, Karren, Shelley, Laura, Terri, and one more advocate will participate as the council review committee. The overview of Cycle 15 materials, the presentation of the updated postdoctoral fellowship award evaluation, and the report on CBCRP collaborations and networking will be rescheduled for the next meeting.

Klaus requested that any council member not on at least one committee should please join one.

**VIII: Adjourned:** 4:00pm