



Executive Committee Meeting Minutes  
July 21, 2014  
10:30 - 11:30 a.m.

**In attendance:** Dr. Brenda Claiborne, Mr. Andrew Duffell, Dr. Jaap Donath, Ms. Nicole Kaufman Glasgow, Dr. Jorge Guerra, Ms. Jennifer Hernandez, Mr. Todd Holt, Dr. Richard Houghten, Dr. Richard Jove (*for Mr. Mel Rothberg*), Dr. Norma Kenyon, Dr. Casey Lunceford, Dr. Becky Mercer, Mr. Chris Mootoo, Dr. Roy Pocknee, Dr. Mark B. Rosenberg, Ms. Roxana Ross (*for Dr. Gary Margules*), Mr. Shawn Rowan and Dr. Ronald Toll

**I. Welcome**

Dr. Becerra-Fernandez welcomed the committee to their quarterly meeting.

**II. Review of Meeting Minutes and Action Items – April 22, 2014**

The meeting minutes from the April 22, 2014 meeting were approved and an update on action items was given.

Florida Atlantic University President, Dr. John W. Kelly, has confirmed his attendance at the next LSSF Executive Committee meeting, which will take place at Broward College. In order to facilitate his attendance, the meeting date has been changed to October 2, 2014.

Brochures which are still pending distribution will be available at the meeting. They can also be requested by mail or courier with Iris Perez of FIU's Office of Engagement.

There are several outstanding payments for 2014 calendar year contributions. It was requested that payments be made as soon as possible.

**III. Subcommittee Reports**

**A. Shared Technology and Communication Portal**

Dr. Becerra-Fernandez provided an update on the Shared Technology and Communication Portal on behalf of Dr. Margules. The portal is now ready and the entry process has been updated to be more user-friendly. Nine institutions

have agreed to participate – Barry University; Florida Atlantic University; FIU; Indian River State College; Miami Dade College; Nova Southeastern University; Palm Beach State College; The Scripps Research Institute; and the Vaccine & Gene Therapy Institute of Florida. The remaining institutions and the economic development councils have not yet responded to Dr. Margules. If anyone has any questions or concerns about the portal, they should reach out to Dr. Margules.

The cost of the maintenance will be distributed among those who are participating. The cost is fixed, and therefore the more institutions that participate, the lower the cost per institution will be. The cost includes both staff support and portal maintenance, such as updating the technology, making necessary changes and answering operational questions.

The Executive Committee requested a detailed job description be provided.

This project was a key initiative for LSSF and will bring great opportunities for collaboration.

Mr. Mootoo added that an administrator will need to be assigned for each participating institution. This administrator will have the ability to review and delete equipment that has been listed on the portal. In an effort to eliminate barriers for entry, principal investigators, or other similar individuals, at the participating institutions will be able to enter the information of available equipment on their own. These individuals will not be able to delete equipment listings. A short instructional video which will show how to use the portal will be available on the portal website.

The platform was built on SharePoint 2010 and will soon be upgraded to the most recent SharePoint version. The portal includes firmware for added security and JavaScript and Cascading Style Sheets (CSS) for functionality.

FIU and FAU have already input available equipment during the planning phase. A point of contact for all other institutions is needed. The name of the individual should be sent to Mr. Mootoo.

## **B. STEM K-20 Student and Workforce Development / STEM Undergraduate Research Symposium**

Dr. Lunceford informed the committee of the progress made thus far for the 2015 STEM Undergraduate Research Symposium. Currently, he is in the process of identifying representatives from each institution for the planning committee; the majority will be the same individuals who served on the 2014 planning committee.

The date of the symposium is still to be determined. We are checking conference and academic calendar dates to decide. The date will be solidified by early September.

The symposium will take place at Indian River State College's campus in Port Saint Lucie. Next year's symposium will have a focus on continuing to expand the research partner tables to promote employment or internship opportunities, as well as educational partner tables for recruitment. Additionally, the participation of high school students will be encouraged.

### **C. Asset Map and Cluster Analysis**

Dr. Donath has met with MapYourStartUp and provided them with information about LSSF and the categories and functionalities which should be included in the asset map. He is awaiting a formal proposal.

The asset map was one of the original strategic ideas from the executive committee. Preliminary proposals from consultants were about \$300,000. This alternative will allow the use of a system that is already in place that can be modified for LSSF's needs. The asset map will be self-populated.

Dr. Houghten suggested that the asset map be searchable by keyword.

The cost of the asset map needs to be included in the 2015 calendar estimated budget.

### **D. Regional Conferences and Webinars**

Dr. Becerra-Fernandez thanked Dr. Pocknee for his time and leadership as chair of this subcommittee. Because of Indian River State College's dedication to LSSF, Dr. Becerra-Fernandez reached out to Dr. Massey to request the college's collaboration on this initiative. As the representative for Indian River State College, Dr. Lunceford is honored to help and recognizes this as a great opportunity for principal investigators to showcase their work.

The last webinar took place on May 20, 2014 with the winners of the 2014 STEM Undergraduate Research Symposium. Twelve people participated. The next webinar will take place on September 16, 2014 with Sherry Ambrose from Enterprise Florida.

## **V. Discussion**

## **A. Clarification on Membership and Financial Contribution**

During the last meeting, Sister Bevilacqua requested an annual budget which would outline the costs of participating in all LSSF activities.

The cost per institution will depend on the number of contributors. It was clarified that the University of Miami and the University of Miami Life Science and Technology Park are one single member. They will be listed as University of Miami moving forward. A decision has not been made about Florida Atlantic University and the Research Park at Florida Atlantic University. Dr. Claiborne and Mr. Duffell will discuss this and report back at the next meeting.

A suggestion was made that the cost of updating the portal and the asset map be one in the same. Ms. Hernandez explained that the payment made to MapYourStartUp will allow for the use of the technology as well as technical support. There would be no need for staff support for the maintenance of the asset map. Mr. Holt offered to update the asset map on a case by case basis with new companies.

The payment of the yearly contribution can be made in accordance with the needs of each institution.

## **B. BioFlorida Annual Conference**

Mr. Duffell, who is this year's conference chair, updated the executive committee on the planning of the annual BioFlorida conference which will take place October 12 - 14 at the Harbor Beach Marriott in Fort Lauderdale. Mr. Holt is leading the sponsorship for the conference. The conference agenda is developing and will include a welcome from the president of the chamber of commerce, a public policy discussion and tracks in BioScience, BioBiz, BioTrend and BioPitch. Dr. Rosenberg will participate on a panel about the importance of life science research to educational institutions. Also confirmed for the panel are President of FAU, Dr. Kelly, and President of the University of South Florida, Dr. Judy Genshaft. An invitation has been extended to the Chancellor of the State University System of Florida.

Registration is currently open and an early bird rate of \$549 is being offered until August 11, 2014.

Opportunities for individual institutions to sponsor the conference are still available.

## **VI. Closing**

Dr. Rosenberg closed the meeting by highlighting the strong momentum of the group. He has briefed President Kelly on LSSF and knows that he will be a great ally.

### **Action Items**

1. FIU will provide a detailed job description for the position needed to maintain the portal.
2. Institutions who are participating in the portal will provide Mr. Chris Mootoo and Ms. Iris Perez with the name and contact information of the individual who will be the point of contact.

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3. FIU will update the annual budget to include the cost of maintaining the portal and the cost of the asset map.
4. Mr. Andrew Duffell and Dr. Brenda Claiborne will discuss the membership of Florida Atlantic University and the Research Park at FAU.