

HBA/IBC MEETING MINUTES
Institutional Biosafety Committee (IBC)
UTRGV Center for Innovation and Commercialization in Weslaco & Zoom Meeting

Meeting Minutes

October 24, 2025
1:00 pm – 3:30 pm

ATTENDANCE

Voting Members Present:

	<i>IBC Position</i>	<i>Area or Department</i>
Daniele Provenzano (Zoom)	Chair, Scientist	Bio. & Chem. - Bacterial Genet.
Julie Mustard (Zoom)	Vice-Chair, Scientist	Integrative Bio. & Chem. - Neurosci.
Megan Keniry (Zoom)	Scientist	Integrative Bio. & Chem. – Mamm. Cell Bio.
Dae Joon Kim	Scientist	Medicine & Oncology
Lynne Depeault	Community Representative	Not Affiliated
HyeongJun Kim (Zoom)	Scientist	Phys. and Astron. Bacterial Chr. dynamics/biophys./biochem.
Robin Choudhury (Zoom)	Scientist	Bio. & Chem. - SEEMS
Subramanian	Scientist	Medicine & Oncology
Dhandayuthapani (Zoom)		

Voting Members Absent:

(Without Representation)

	<i>IBC Position</i>	<i>Area or Department</i>
Laura Decanini	Community Representative	Not Affiliated

Ex-Officio Non-Voting Members Present:

	<i>IBC Position</i>	<i>Area or Department</i>
Amy Mutore (Zoom)	Ex-Officio, Professional Support	Office of Research Compliance
Monica Barrera	Ex-Officio, Professional Support	Office of Research Compliance
Cordelia Rasa (Zoom)	Ex-Officio, LAR & BSL3 Director	Ex-Officio, LAR & BSL3 Director
Eric Allen (Zoom)	Ex-Officio, Admin Rep	Office of Research Compliance
Javier Garcia	Ex-Officio, EHSRM	Ex-Officio, EHSRM
Matthew Moncus (Zoom)	Ex-Officio, EHSRM Director	Ex-Officio, EHSRM Director

Ex-Officio Non-Voting Members Absent:

<i>IBC Position</i>	<i>Area or Department</i>
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None.

Total Voting Members Present: 8

Guests:

None

Capacity

QUORUM

The quorum requirement for the IBC meeting is 5 voting members present and must consist of at least 4 members from UTRGV faculty and 1 unaffiliated member. Upon quorum being assembled, the meeting was called to order by the Chair at 1:04 pm. Including the Chair, 8 voting members were in attendance at the beginning of the meeting. Dr. Megan Keniry left at 3:28pm. Quorum was maintained throughout the entire meeting.

A. WELCOME

The Chair welcomed the Committee.

B. STATEMENT OF CONFIDENTIALITY

The Chair reminded the Committee to hold in confidence the information revealed and/or discussed during the meeting and not disclose the information to any third parties including investigators and research personnel.

C. CONFLICTS OF INTEREST:

The Chair reminded the Committee of their responsibility to declare any conflicts of interest prior to the discussion of any study included as an agenda item. Members were reminded that conflicts of interest include financial (e.g., Member or Member's family hold a financial interest in the research sponsor) and non-financial (e.g. Member is part of a study research team). The Members were polled for any conflicts of interest with the projects being reviewed.

No conflicts were reported.

D. REVIEW AND APROVAL OF PREVIOUS IBC MEETING MINUTES

1. Review of meeting minutes dated **April 11, 2025.**

- a. A motion was made by Dr. Julie Mustard and seconded by Dr. Megan Keniry to approve the minutes with corrections.

- b. All were in favor of approval.
 - c. Total Voting = 7 Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.
- 2. Review of meeting minutes dated **May 9, 2025**.
 - a. A motion was made by Ms. Lynne Depeault and seconded by Dr. Dae Joon Kim to approve the minutes with corrections.
 - b. All were in favor of approval.
 - c. Total Voting = 7 Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.
- 3. Review of meeting minutes dated **September 12, 2025**.
 - a. A motion was made by Dr. Julie Mustard and seconded by Dr. Megan Keniry to table the minutes and review at the next meeting.
 - b. All were in favor of tabling the minutes to then review at the next meeting.
 - c. Total Voting = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

E. ADMINISTRATIVE BUSINESS

- 1. **IBC Policies and Procedures Document**
 - a. Dr. Daniele Provenzano requested the committee discuss the review of the policies and procedures document and vote on whether to approve it or edit it more. He discussed including edits provided by Ms. Cordelia Rasa and Ms. Glorimar Colón as well as Ms. Lynne Depeault to the current document and asked members to provide feedback concerning the content as well as any major errors in the format they may notice.
 - i. Dr. Daniele Provenzano noted that the EHSRM Director and/or the Biological Safety Officer (BSO) is a voting member and the change has been included in the document. EHSRM Director Mr. Matthew Moncus has designated Mr. Javier Garcia to take on the BSO role for the IBC. Mr. Javier Garcia will now be a voting member.
 - b. Dr. Dae Joon Kim pointed out that the acronym BMBL needs to be spelled out at the first mention in the document. BMBL was spelled out to read Biosafety in Microbiological and Biomedical Laboratory.
 - c. Dr. Julie Mustard mentioned ensuring the abbreviation SOP is spelled out as Standard Operating Procedures at first mention.
 - d. A motion was entered by Ms. Lynne Depeault and seconded by Dr. Subramanian Dhandayuthapani to move forward with approving the policies and procedures document and its content with the minor changes suggested. Once edited, the document will be posted on the IBC website.
 - i. All were in favor of approval.
 - ii. Total Voting = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

F. ANNUAL REVIEWS

1. IBC-23-91 (2019-006-IBC & 2019-009-HBA)

Project Title: *Laboratory opossum iPSC lines for biomedical research*

Sponsor: NIH/OD

Biosafety Level: BSL-2

Principal Investigator: Satish Kumar

Type of Submission: Annual Review

Committee Action: 30-day approval; to be reviewed again at next meeting

Total Voting = 8 Vote: For = 7, Against = 0, Abstained = 0, Recused = 1.
Dr. Dae Kim recused himself from voting due to being the PI on one of the protocols.

Incidents:

None.

NIH Guidelines Sections:

1. II-A-3, Appendix C-1 - Use of animal cells/cell lines or tissues (e.g. tissue culture research)
2. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
3. III-D-3, III-E-1- Use of virus or viruses
4. III-E, III-F - Generation or use of cDNA/genomic libraries
5. III-E, III-F - Cloning and vector construction in bacteria and yeasts
6. III-F - Use of recombinant or synthetic nucleic acid molecules for detection (e.g., probes)
7. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells

Discussion:

The committee reviewed the protocol and granted a 30-day conditional approval. Due to review issues with the tick@lab system, the committee agreed to re-review the protocol at the next scheduled meeting to ensure all information on tick@lab is accurate.

Motion:

A motion was entered by Dr. Julie Mustard and seconded by Ms. Lynne Depeault to grant 30-day approval of IBC-23-91 (2019-006-IBC & 2019-009-HBA) and review again at November meeting for final approval due to tick@lab review issues. All annual renewals listed on the October 24, 2025 agenda, including IBC-23-91 (2019-006-IBC & 2019-009-HBA) were reviewed simultaneously. The motion carried unanimously.

2. IBC-23-86 (2019-005-IBC & 2019-007-HBA)

Project Title: *Protein tyrosine phosphatases in cancer, DNA damage, and metabolism*

Sponsor: N/A

Biosafety Level: BSL-2

Principal Investigator: Dae Joon Kim

Type of Submission: Annual Review

Committee Action:

Total Voting = 8

30-day approval; to be reviewed again at next meeting

Vote: For = 7, Against = 0, Abstained = 0, Recused = 1.

Dr. DaeJoon Kim recused himself from voting due to being the PI on this protocol.

Incidents:

None.

NIH Guidelines Sections:

1. II-A-3, Appendix C-1 - Use of animal cells/cell lines or tissues (e.g. tissue culture research)
2. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
3. III-D-3, III-E-1- Use of virus or viruses
4. III-E, III-F - Cloning and vector construction in bacteria and yeasts
5. III-F - Use of recombinant or synthetic nucleic acid molecules for detection (e.g., probes)
6. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells
7. III-D-4 - Administration of recombinant or synthetic nucleic acid molecules into animals (e.g., transformed cells, vectors)
8. III-E-3 - Experiments involving transgenic/knockout animals requiring ABSL-1 containment

Discussion:

The committee reviewed the protocol and granted a 30-day conditional approval. Due to review issues with the tick@lab system, the committee agreed to re-review the protocol at the next scheduled meeting to ensure all information on tick@lab is accurate.

Motion:

A motion was entered by Dr. Julie Mustard and seconded by Ms. Lynne Depeault to grant 30-day approval of IBC-23-86 (2019-005-IBC & 2019-007-HBA) and review again at November meeting for final approval due to tick@lab review issues. All annual renewals listed on the October 24, 2025 agenda, including IBC-23-86 (2019-005-IBC & 2019-007-HBA) were reviewed simultaneously. The motion carried unanimously.

G. OTHER BUSINESS

1. **EHSRM Report:**

a. None.

2. **LAR Report:**

a. None.

H. ADJOURNMENT

The meeting was adjourned at 3:46 pm.

----APPROVAL OF MINUTES ----

These minutes were approved by the IBC on November 14, 2025.