

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

Meeting Minutes

September 12, 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.
Megan Keniry (Zoom)	Scientist	Integrative Bio. & Chem. – Mamm. Cell Bio.
Dae Joon Kim (Zoom)	Scientist	Medicine & Oncology
Lynne Depeault (Zoom)	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)		
Julie Mustard (Zoom)	Vice-Chair, Scientist	Integrative Bio. & Chem. - Neurosci.

Voting Members Absent:

(Without Representation)

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

Ex-Officio Non-Voting Members Absent:

None.

IBC Position

Area or Department

Total Voting Members Present: 8

Guests:

Sandra San Agustin

Miraya Torres-Avila

Capacity

Administrative Support

Assistant Director of Post-Approval Monitoring

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 1:35 pm. Including the Chair, 8 voting members were in attendance at the beginning of the meeting. Dr. HyeongJun Kim left the meeting at 3:26pm after the voting of the policies and procedure document. 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 **August 22, 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 = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

E. PROTOCOL AMENDMENTS

None.

F. ANNUAL REVIEWS

None.

G. NEW IBC PROTOCOLS

None.

H. ADMINISTRATIVE BUSINESS

1. IBC Policies and Procedures

- a. Dr. Daniele Provenzano explained the document was ready for committee review and edits and discussed, in detail, changes and/or additions he has made on each page along with Ms. Amy Mutore and Mr. Eric Allen.
- b. A few members of the committee still needed to do a complete overview of the document. Throughout the discussion, they crafted some edits they will be sending to Dr. Daniele Provenzano on the document.
- c. During the discussion, it was noted that more committee meetings are needed to get through protocols. The committee decided to plan more monthly meetings, with the exception of January and one summer month. Mr. Eric Allen let Dr. Daniele Provenzano know that ORC staff will come up with dates and bring them to him and the committee for review and approval.
 - i. It was also noted that more unaffiliated community members are needed. Mr. Eric Allen let the committee know the ORC will search for community members that can join.
- d. The committee decided not to vote on the document yet, since edits suggested during the meeting will added and more edits will be sent in by some members.
 - i. Dr. Daniele Provenzano will be adding all the edits suggested by members during this review, as well as edits that will be sent in by Ms. Cordelia Rasa and Dr. Julie Mustard.
 - ii. Once all the edits have been incorporated, Dr. Daniele Provenzano will once again share the document with all committee members and the document will be voting on via ad-hoc.
- e. A motion was entered by Dr. Julie Mustard and seconded by Dr. Dae Joon Kim to move forward with Dr. Daniele Provenzano's suggestion of editing the document then sending

the updated document to the committee via email where it can be voted on for approval. Once approved, 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.

2. NIH Recommendation Guidelines

- a. Dr. Daniele Provenzano briefly covered the document regarding the NIH guidelines for the IBC meeting minutes. These have already been covered, but the committee was encouraged to view the document once again to get familiar with it.

3. PAM Training/Presentation – Dr. Torres-Avila

- a. Dr. Mirayda Torres-Avila gave a presentation detailing her process for Post Approval Monitoring program she developed, to give the committee an overview what the PAM process entails.

4. Quick Note on NIH Changes

- a. Dr. Danielle Provenzano briefly informed committee members on a notification received by the NIH regarding an initiative to modernize and strengthen biosafety oversight within the upcoming academic year. This will aim to give IBC the same status and IACUC and IRB, by revamping IBC function and structures to elevate the level of importance of IBC. Data will be collected within the course of the upcoming year, and changes will begin to be implemented in 2026. Dr. Daniele Provenzano provided committee members with a link containing more information and the proposed plan of action on this by the NIH.

I. OTHER BUSINESS

1. EHSRM Report:

- a. **None.**

2. LAR Report:

- a. **None.**

J. ADJOURNMENT

The meeting was adjourned at 4:47 pm.

----APPROVAL OF MINUTES ----

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