Butler University Institutional Biosafety Committee (IBC) IBC Meeting Minutes

Meeting Date: October 7, 2026

Location: (virtual – closed meeting) via Zoom

Time: 2:30 PM start

Co-Chair: Nat Hauck
Co-Chair: Geoff Hoops (outgoing)

Recorder: Rebecca DeGrazia

Version: Public redacted as applicable per NIH Guidelines Section IV-B-2-a-(6)

1. Call to Order and Quorum

Meeting called to order at 2:30 PM by Shanna Stuckey. A quorum was present.

2. Attendance

Members Present	Members Absent	Guests / Non-Voting Attendees
- Nat Hauck – Co-Chair - Geoff Hoops – Co-Chair (outgoing) - Conrad Hong - Stephanie Kirkpatrick – Non-Affiliate Member - Brian Mathes – Non-Affiliate Member	- Mike Trombley - Shovanna Burcham – Non-Affiliate Member	- Shanna Wiley, OSP director - Rebecca DeGrazia, OSP administrative support and meeting recorder

2a. Conflicts of Interest

No conflicts of interest were reported

3. Previous Meeting Minutes Approved: Yes

4. Old Business

Item	Summary / Outcome
None	None

5. New Business

Protocol / Agenda Item NIH Guidelines Sections	Summary of Discussion and Committee Action
Protocol #112/Amendment	**Proposed Changes:** 1) Addition of new student researcher personnel **Consensus**: *-Motion to provisionally approve upon receipt of signed official "Addition of Student Investigators" paperwork and verification of completion of biosafety training.* **Decision:** [x] Approved [ ] Modifications required [ ] Disapproved - - **Vote:** [5 for / 0 against / 0 abstain].

5.1 Election of Co-Chairs

The committee elected Nat Hauck and Mike Trombley as co-chairs.

6. Reports, Updates, and Policy Reviews

- Incident Reports: None
- Training / Compliance Updates: None
- Policy Review:

The IBC has formally initiated a comprehensive administrative review of its existing written policies, program documentation, and application forms. This initiative is being conducted to ensure full alignment with current NIH and institutional oversight standards. Over the coming months, the Committee will systematically update procedural language, streamline submission materials (via a forthcoming Kuali proposal form), and enforce standardized formatting across all operational documents to enhance clarity, consistency, and regulatory compliance. Updated forms and policy documents will be published to the public website as revisions are finalized and formally approved.

To establish a predictable operational workflow and facilitate timely review of research protocols, amendments, and administrative business, the Committee has resolved to transition to a regular monthly meeting schedule. This standardized schedule aims to streamline submission timelines for investigators, ensure prompt institutional oversight, and support continuous compliance. These monthly meetings are contingent upon the submission of business items requiring committee action; if no new protocols, amendments, or other official business items are submitted for a given review cycle, the scheduled meeting for that month will be canceled.

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7. Announcements

Brad Matthes was appointed as new non-affiliated member in April 2026.

An active recruitment process is underway within the Office of Sponsored Programs (OSP) for an Assistant Director. Once hired, this individual will serve as the primary compliance officer and point of contact responsible for facilitating and overseeing IBC operations, institutional compliance reporting, and committee communications. Further updates regarding the search process will be announced to the research community as they become available.

8. Adjournment

Meeting adjourned at 3:17 PM.

9. Approval of Minutes

Co-Chair Signature:	**Date:**
	10/21/2026

10. Redaction and Posting Notice

These minutes have been reviewed and redacted consistently with NIH guidance to remove proprietary, security-sensitive, and personal information. The approved and redacted minutes are publicly available in accordance with the NIH Guidelines (effective June 1, 2025).

Posting Date: October 21, 2026 Retention Until: October 21, 2031

Both IBC Co-Chairs reviewed and approved these minutes. One signature is provided per NIH guidelines.