



Meeting Minutes

Meeting Date	10/23/2025
Meeting Location	Sanford Center/Webex
General Notes	meeting began 2:30; adjourned at 2:57

Attendees

Committee Member	Attended?
Bien, Melissa	Yes
Chandrasekar, Indra	Yes
Halfmann, Charles	Yes
Kloth, Alex	Yes
Manley, Patrick	No
Milanovich, Sam	No
Soeffing, William	No
Tao, Jianning	Yes

Additional Attendees

Additional Attendees

Meeting Topics

Topic	Status
Cayuse Issues	Completed
Notes On Oct 7, 2025 issues with Cayuse were Identified that had resulted in notifications not going out to PIs when protocols are coming due for de novo's or continuing reviews. and these protocols needing action were not showing up on the dashboard as action items. This has been going on with our knowing since at least August as far as we know. This created major issues. Chair has been working with Sanford IT and the Cayuse Vendor to get this issue resolved as quickly as possible. Chair will keep members posted on progress.	
Topic	Status
Chair Approved	Completed
Notes Amendments to updated personnel - #155 and 126Continuing Reviews with NO changes - #122, #155, and #156New protocol with IBC required revisions/clarifications completed Bustos #177	

Topic	Status
Meeting Minutes	Completed
Notes	
Oct 7th meeting Oct 21st meeting Meeting minutes were approved without any changes.	

De Novo Protocols

Protocol #	PI	Move to Status	# Yes Votes	# No Votes	# Other Votes	Reconciled
IBC-00000123	Delapuentegarcia, Maria Del Pilar	Approved	5	0	0	Yes
Minutes						
The committee members were satisfied with the changes the PI made since the chair returned for additional information/clarification. Committee voted to Approve.						

Protocol #	PI	Move to Status	# Yes Votes	# No Votes	# Other Votes	Reconciled
IBC-00000116	Lee, Lance	Pending	0	0	0	Yes
Minutes						
Following review the committee found one question that was not answered and requested details from vendor of purchase for one construct. The committee voted to Approved pending these changes. Once the changes are made, the Chair may approve without bringing it back to full committee.						

Protocol #	PI	Move to Status	# Yes Votes	# No Votes	# Other Votes	Reconciled
IBC-00000114	Surendran, Kameswaran	Pending	0	0	0	Yes
Minutes						
Note: Indra recused herself from this discussion and vote. Following discussion on the areas members identified, only 2 small clarification were requested. 1) up the containment level for human source material from BSL1 to BSL2, and 2) inclusion of the product data sheet from the vendor for one construct. Committee voted to Approved pending the 2 changes noted above. Chair may approve once changes are made without bring back to full committee.						