



# Minutes

**CW Institutional Biosafety Committee  
Institutional Biosafety Committee  
11/11/2025  
1:00 pm  
Zoom**

## 1 Statements of Confidentiality and Conflicts of Interest

**Quorum and Meeting Access:** The Chair called the meeting to order at 1:01 pm and noted that the meeting was open to the public. Quorum existed at the start of the meeting with 11 voting members present. A quorum was maintained for the entire meeting.

**Confidentiality:** The Chair reminded the committee that while the meeting is open to the public, the information discussed during the meeting should be treated as confidential.

**Conflict of Interest:** The Chair asked the committee if any members needed to declare a conflict of interest with respect to any matter on the agenda. The Chair notified committee members that if they had a conflict of interest, they must leave the room during the final discussion and voting on that IBC submission.

## 2 Attendees

### Committee Members Present

Lewis Bowen III (Finance and Administration)	Biological Safety Officer
Lezi E (Cell Biology, Neurobiology and Anatomy)	R/SNA Technology Expert
Benjamin Gantner (Medicine)	Chair
Kunal Gupta (Neurosurgery)	R/SNA Technology Expert
Anna Huppler (Pediatrics)	R/SNA Technology Expert
Tyce Kearl (Medicine)	HGT Expert
	R/SNA Technology Expert
Angela Mathison (Surgery)	R/SNA Technology Expert
Amy Pichler (Children's Wisconsin (no MCW faculty apt))	HGT Expert
Qizhen Shi (Pediatrics)	R/SNA Technology Expert
Laura Stephens (Non-MCW)	Non-Affiliated Member
Matthew Surdel (Medicine)	R/SNA Technology Expert

### Committee Members Absent

Kenneth Allen (Research Office)	Alternate Animal Containment Expert, Non-Voting
James Case (Non-MCW)	Non-Affiliated Member
Eric Jensen (Research Office)	Animal Containment Expert
Nikki Lytle (Surgery)	R/SNA Technology Expert
Sandy Montes-Gruber (Non-MCW)	Non-Affiliated Member
Rebecca Roush (Children's Wisconsin (no MCW faculty apt))	Alternate HGT Expert, Non-Voting
Cheryl Singer (Children's Wisconsin (no MCW faculty apt))	Alternate HGT Expert, Non-Voting

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### 3 Meeting Minutes Reviewed at this Meeting

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10/14/2025 (Zoom)

<b>Motion:</b>	Minutes Approved
<b>Yes Votes:</b>	11
<b>No Votes:</b>	0
<b>Abstained:</b>	0
<b>Recused:</b>	0
<b>Total Votes:</b>	11

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### 4 New Business

#### 1. IBC Consultant

The Chair notified the Institutional Biosafety Committee (IBC) that the Medical College of Wisconsin (MCW) Cancer Center (CC) has submitted a Cancer Center Support Grant (CCSG) and is pursuing a National Cancer Institute (NCI) Cancer Center designation. One of the concerns that was raised by the NCI in their initial review of MCW Cancer Center's request was the time to activation of clinical trials; IBC review is one component of the activation. With that in mind, the Office of Research has requested that an independent consultant review IBC processes. The consultant is from a firm that had been used previously to evaluate the processes of MCW's Institutional Review Board (IRB). The Chair stated that the consultant is expected to come in early December to begin the evaluation. The Chair will keep the IBC informed of the process and if anyone wishes to discuss the evaluation, they can contact either him or the Biological Safety Officer (BSO).

#### 2. Review of Amendments

The Chair reminded the Committee that review of amendments does not require the review of the application as a whole, and that the focus should be on the changes made within the SmartForm. The IBC Coordinator demonstrated how to compare the different versions in the application's SmartForm to assist with identifying where changes have been made in an amendment. The Chair stated that the IBC Review Standard will be updated to clarify the focus of amendment review. The updated Review Standard will be brought for the Committee to review at a future meeting.

#### 3. Administrative Report

There was no Administrative Report.

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### 5 Application Reviews

**6****Adjournment**

There being no further business, the meeting was adjourned at 1:21 pm. The next regularly scheduled meeting will be held on Tuesday, December 9, 2025 at 1:00 pm in Zoom.