

**Bowdoin College
Institutional Biosafety Committee
Meeting Minutes**

Date: October 28, 2025

Time: 4:00PM – 5:00PM

Location: Hatch 012 with a virtual Zoom option

Members present: A. McBride (Chair), S. Fussell, A. Lage, C. Wojtysiak, P. Countway, M. Henderson and E. Murphy (Administrator, non-voting)

Members Absent: A. Loeffler

Guests: C. Martin-Tetreault

1. CALL TO ORDER / CONFIRMATION OF QUORUM

- a. The meeting was called to order by the Chair, Anne McBride at 3:57PM.
- b. The quorum was confirmed by the Administrator, Emily Murphy.

2. APPROVAL OF THE MINUTES

- a. Approve meeting minutes from November 14, 2025.
 - i. No corrections to the minutes, unanimously approved.

3. REVIEW OF PROTOCOLS

- a. Annual Review(s)
 - i. #2024-03_Honeycutt
 1. Project status: Currently inactive
 2. The research has not started but will likely be initiated in Spring 2026.
 3. No adverse events of unanticipated problems.
 4. Future plans: No changes are planned, the project will continue as previously approved by the IBC.
 5. Biosafety Level: BSL-1
 6. Motion to approve by PC; seconded by AL
 - a. Vote to approve: Yes - 6, No – 0, Abstain - 0
 7. Action: Annual review approved. EM will check-in with researcher regarding personnel changes in the Spring.

4. CONTINUING BUSINESS

- a. Training Requirements
 - i. Faculty/staff
 1. Committee agreed that the training requirement for faculty and staff should be a Basic Training Course through CITI. This course will consist of 9 modules with additional “supplemental” modules that can be added to the training based on the risk assessment and research conducted.
 2. Motion to approve by SF, seconded by MH

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- a. Vote to approve training requirements for faculty and staff:
Yes – 6, No – 0, Abstain – 0
- b. Action: Training requirements for faculty and staff approved.
EM will work with CITI to create the Basic Training Course.

- ii. Students
 - 1. This discussion will be moved to a future meeting.
- iii. Members
 - 1. This discussion will be moved to a future meeting.

5. NEW BUSINESS

- a. NIH Template for Meeting Minutes
 - i. At the next meeting we will implement the NIH template for meeting minutes. We will use this template going forward to document our meeting minutes.

6. ADJOURNMENT: The meeting adjourned at 5:00PM.

- a. Next meeting: February 2, 2026 @ 10AM