

**Winston-Salem State University
Institutional Biosafety Committee (IBC)
Official Meeting Minutes**

Date: January 21, 2026

Time: 6:21 AM – 7:02 AM

Location: Microsoft Teams
(Virtual)

Chair: Dr. Rafael Loureiro

1. Call to Order and Attendance

The Chair called the meeting to order and confirmed quorum. Present: Dr. Rafael Loureiro (Chair), Sabrina L. Peoples, Jeffrey A. Meixner, Fenghai Guo, Tennille Presley, Angela D. Richardson, and David A. Pollard.

2. Agenda

Motion to adopt the agenda. Moved by Dr. Meixner; seconded by Dr. Guo. Motion carried.

3. Business Items

- 3.1 IBC Protocol Submissions — Faculty Guidance: Discussion focused on clarifying expectations for IBC protocol submissions, with emphasis on new faculty and new laboratory personnel. The committee affirmed that protocols may apply across disciplines when work involves biological testing of materials and/or subjects, and that protocol submission is encouraged to support institutional filing and oversight coordination.
- Motion to develop and circulate a draft “Call for Protocol Submissions” for committee review and remote vote. Moved by Dr. Meixner; seconded by Ms. Peoples. Motion carried.
- 3.2 Inspections of Research Work Areas (BSL-1/BSL-2): The committee reviewed inspection expectations and discussed the status of BSL-1 and BSL-2 designated areas, including potential updates to designated spaces and inspection checklists. Members noted opportunities to strengthen engineering controls, storage practices, and documentation as research activity expands.

4. Action Items

- Chair: Draft and circulate “Call for Protocol Submissions” for committee feedback and remote vote (target: Feb 5, 2026).
- All members / Chair: Provide inputs and compile a list of recommended safety/space/inspection improvements (“asks”) for administrative consideration (inputs by Feb 5; compiled by Feb 10).
- All members: Review IBC protocol guidance as a living document and propose updates for future discussion/vote (ongoing).

5. Adjournment

Motion to adjourn was made by the Chair and seconded by Ms. Peoples. The meeting adjourned at 7:02 AM.

Submitted by:

Dr. Rafael Loureiro

Chair, Institutional Biosafety Committee (IBC)