

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Thursday, January 26, 2023
Location: Embassy Suites, Salon D & E
300 Court Street, Charleston, WV**

I. Call to Order, Roll Call/Quorum, and Mission Statement

The meeting was called to order at 2:05 pm by Board Chair, Dr. Robert Holstein. Roll call was taken by Board Secretary, Marlena Dunbar. A quorum was present. The WVSOM mission statement was read by Board Vice Chair, Dr. Randall Belt.

Members Present:

Robert Holstein, D.O., Chair	Frederick Morgan, D.O.
Randall Belt, D.O., Vice Chair	Michael Muscari, D.O.
Marlena Dunbar, Secretary (teleconference – left at 2:18 pm)	Gary Poling, D.O. (left at 4:32 pm)
Oliva Giambra	Steven Sarver
Sharon Hall	Todd Smith, D.O. (teleconference)
	Peter Ward, Ph.D.

Members Absent:

Thomas Cole

Others in Attendance:

James W. Nemitz, Ph.D., President	Debbie Green, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

II. Introductions

There were no introductions.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Ward/Morgan) to approve the minutes of the November 4, 2022 regular meeting as presented. Motion Carried

V. Auditor's Update

Chair Holstein introduced Marie Long of Suttle & Stalnaker. Ms. Long provided a PowerPoint presentation reporting on the financial statements including the independent auditor's report-unmodified opinion; management's discussion and analysis; statement of net position; statement of revenues, expenses and changes in net position; statement of cash flow; notes to financial statement; required supplementary information; and independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards. The Board had no questions.

VI. Agenda Order

No changes were made to the agenda order.

VII. Rules

- A. E-37: Merit Pay Determination for First Year Faculty (*repealed*). Dr. Belt, Chair of the Institutional Policy Committee, reported the committee reviewed the policy to be repealed and recommended the repeal to the full Board as presented.

It was moved and seconded (Belt/Hall) to repeal E-37: Merit Pay Determination for First Year Faculty as presented. No questions or discussion. Motion Carried

- B. GA-10: Standing Boards, Committees or Councils (*revised*). Dr. Belt reported the committee reviewed the proposed policy revisions and recommended the revised policy to the full Board for approval.

It was moved and seconded (Ward/Morgan) to adopt the revisions GA-10: Standing Boards, Committees or Councils as presented. No questions or discussion. Motion Carried

- C. PE-02: Faculty (*revised*). Dr. Belt reported the committee reviewed the proposed policy revisions and recommended the revised policy to the full Board for approval.

It was moved and seconded (Ward/Belt) to adopt the revisions of PE-02: Faculty as revised. Questions and discussion followed. Motion Carried

VIII. Reports

- A. Chair of the Board of Governors. Chair Holstein had no report.

1. Committee Reports.

- a. Academic Committee. Dr. Ward stated the Academic Committee met and discussed admissions strategies to increase the number of West Virginia students accepted to WVSOM. No motions were brought to the full Board based on the discussion of the Academic Committee.
- b. Finance & Audit Committee. Ms. Hall stated the Finance & Audit Committee met and reviewed the financial update and budget, received a construction update on active projects, discussed investments, discussed monitoring potential budget issues caused by inflation costs, specifically in construction and technology, and received an update on admissions tuition waivers. The Committee is also monitoring preceptor payment and maintaining the ability to compete in the market.
- c. Institutional Policy Committee. Dr. Belt stated there was nothing further to report.

- B. President of WVSOM.

1. Administration.

- a. President's Update. President Nemitz stated his full report was placed in the Board's Microsoft Teams account for review and he provided highlights on the following topics:
 - Accreditation. WVSOM had a successful American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) comprehensive site visit and received full accreditation for seven years. Anticipated future

accreditation visits include: Higher Learning Commission (HLC) approval for the Master's in Biomedical Sciences Program, D.O. curriculum substantive change request, comprehensive HLC visit for reaccreditation in 2025 and comprehensive AOA COCA visit in fiscal year 2029-2030. Finally, Dr. Mary Norris has been promoted to Director of Accreditation and CQI.

- Legislature/Higher Education. The Memorandum of Understanding (MOU) has been signed with Bluefield State University and a media event promoting the partnership will be announced soon. A proposed MOU with University of Charleston for a joint D.O./MBA program, which is an enhancement of the current MOU, was placed in the Board's Microsoft Teams account. WVSOM was included in a federal appropriation bill that was passed recently for \$325,000 to plan the WVSOM research addition. The WVSOM Legislative team has asked for \$29 million dollars for a research addition and Governor Justice has included the request in his budget.
- Research and Sponsored Programs. President Nemitz stated in addition to trying to secure new research addition dollars from the State, Administration is working to create a research corporation.
- Center for Rural and Community Health (CRCH). The West Virginia Clinical and Translational Science Institute (WVCTSI) grant has been renewed for 5 years totaling \$1,720,835; this is one of the collaborations WVSOM has with WVU. Dr. Drema Hill continues to work with the Attorney General's office to oversee the creation of the West Virginia First Foundation to distribute opioid settlement funds and 40% of her salary is covered by the Attorney General's office.
- Marketing and Communications. President Nemitz provided copies of the following to each Board member: the 50th Anniversary Memory Book, the Winter 2023 edition of the WVSOM Magazine and the 2023 Legislative booklet. The Annual Report is being finalized and will be distributed in February 2023. President Nemitz spoke with PBS regarding a special series on rural health which spotlights West Virginia. PBS would like WVSOM to collaborate on this project. President Nemitz stated Linda Arnold, Interim Vice President for Integrated Marketing and Chief Communications Officer, will be leaving WVSOM in the coming months and returning to her home in Charleston, WV. President Nemitz expressed his sincere appreciation to Ms. Arnold for her excellent work, especially during the 50th Anniversary Celebration campaign.
- Admissions/Marketing/Audio Visual Production Task Force. Administration has assembled a task force to implement a number of initiatives focused on communicating specifically and directly with potential West Virginia applicants using social media, website enhancements, digital marketing and external communications. The goal of the task force is to raise the number of West Virginia applicants to WVSOM.
- WVSOM Building Projects. The Testing Center project's anticipated completion date is the Summer of 2023 due to supply chain delays.
- Faculty Highlights. Dr. Peter Ward has been named a finalist for the West Virginia Professor of the Year. Dr. Gretchen Lovett has been asked to serve on the National Board of Osteopathic Medical Examiners (NBOME) task force to develop a capstone assessment experience as a graduation requirement.
- Staff Highlights. WVSOM welcomes Dawn Roberts, Ed.D., Associate Dean for Multicultural and Student Affairs, and Emily Thomas, D.O., Clinical Evaluation Center (CEC) Medical Director.

- Student Highlights and Events. Details are included in the full report in the Board's Microsoft Teams account.
 - Future State Events. Drema Hill, Ph.D. will be inducted into the West Virginia Health Care Hall of Fame on February 21, 2023 in Charleston, WV.
 - BOG Member Birthdays: The following Board member birthdays were recognized: Dr. Muscari & Dr. Belt.
- i. Fundraising Update. President Nemitz stated a full report on fundraising was placed in the Board's Microsoft Teams account. Fundraising continues to improve and the Jubilee raised \$187,338.52 for student scholarships. End-of-the-year giving raised an additional \$128,123.45 and six new endowments have been created. The Maier Foundation grant has been approved for \$800,000 over two years including \$50,000/year for current use scholarships. Administration is currently meeting with The Health Plan regarding student scholarships. The recruitment for a new development officer is ongoing and President Nemitz is in the process of hiring a senior development officer, Ellen Goodwin, on a contract basis for the interim.

Mr. Sarver had several questions on topics including accreditation and remote staffing which President Nemitz addressed. Mr. Sarver also requested a detailed Fundraising/WVSOM Foundation update at the March 24, 2023 Board meeting to include revenue and expenses.

Ms. Hall agreed that the Board should monitor fundraising issues with the acknowledgement that progress in fundraising takes times and cannot be measured on a quarter-to-quarter basis. Ms. Hall also had questions regarding remote staffing which President Nemitz addressed.

2. Finance.

- a. FY 2022-2023 Financial Update. Mr. Larry Ware, Vice President for Finance & Facilities, presented the financial statement ending December 31, 2022. Actual revenues totaled \$24,284,358 which is 49% of budget. Operating expenses totaled \$23,091,602 which is 42% of budget. Capital outlay project expenses were estimated at \$25,515,900 which is 42% of budget. The computer supplies and equipment line item has exceeded budget due to increased costs by 9-10% which was not anticipated. Fortunately, the bulk of computer supplies and equipment have already been purchased for the fiscal year to compensate for lag in delivery time. The estimated uncommitted balance as of June 30, 2023 is \$66,734,900.

WVSOM continues to operate within its approved budget with no concerns at this time.

- b. Draft Budget Proposal. Mr. Ware reviewed the proposed FY 2023-2024 budget with the Board. Income and expense highlights are listed on the following page.

Income Highlights:

1. State appropriations are expected to remain unchanged from fiscal year 2022-2023 levels.
2. The proposed tuition and fee rates for FY 2023-2024 are unchanged from 2022-2023 levels.
3. A conservative approach was used in the estimation of revenue and fees using class levels and historical collection rates.

Expense Highlights:

1. The proposed FY 2023-2024 operating expenses are increased by 1% from the FY 2022-2023 budget level.
2. Create a salary increase pool in anticipation of State-mandated increases. The pool would provide an increase of \$2,769 per employee or 3%, whichever is more favorable for an employee.
3. No new positions are being requested.

Mr. Ware asked Board members to contact him with any questions concerning the budget proposal prior to the March 24, 2023 Board of Governors meeting at which time Mr. Ware will seek approval of the budget.

Questions and discussion followed regarding the potential increase of in-state students and the effect of decreased tuition dollars on the budget. Mr. Ware stated a multifaceted approach of requesting additional appropriation funds from the State legislature, utilizing investment dollars, and increased fundraising for student scholarships would help to offset any decreased tuition dollars received by accepting more in-state students. Mr. Ware stated the draft budget is based on 200 students in Year 1 (55 in-state students and 145 out-of-state students) and actual student numbers and residency status in Years 2 – 4.

IX. Board Items

- A. Approval of Master's Program in Biomedical Sciences. Timothy Garrow, Ph.D., Associate Dean for the Graduate Program in Biomedical Sciences, provided a PowerPoint presentation detailing the program development of the proposed Master of Biomedical Sciences (MBS). Dr. Garrow stated the goal of the program is to prepare students for medical school with a focus to recruit West Virginia students as per the Board's directive. High-achieving students of the program have the ability to earn automatic admission into WVSOM's D.O. program. Students of the program will also learn of other career paths which include allied health careers and careers in graduate medical education and/or certification. Dr. Garrow stated student selection is paramount in order to assure student and program success. The courses in the MBS program will have an academic rigor that reflects medical education and an MBS Learning Specialist will help students develop flexible learning strategies to be successful in medical school. Assessments throughout the program will utilize USMLE/COMLEX-style questions (timed), which will enhance their preparation for medical school and subsequent Board exams. MBS students will be immersed in the culture of WVSOM which will be a great recruitment tool. Dr. Garrow reviewed the timeline for the graduate program which is on track for the inaugural class to begin in the fall of 2024. Dr. Garrow concluded his presentation by reviewing the MBS curriculum as well as discussing future graduate program development.

Questions and discussion followed. Dr. Garrow stated initially two faculty members will be hired for the MBS program and he would be a significant contributor to classroom instruction as well. Dr. Garrow also expects broad participation from the D.O. program faculty; however, they will not be required to participate. Dr. Garrow anticipates an inaugural class size of approximately 20 students. President Nemitz stated WVSOM is hopeful that the inaugural class will be mostly comprised of West Virginia students. Additional discussion continued involving marketing strategies, student recruitment, potential tuition waivers and budgetary issues. Dr. Garrow stated the projected budget model may or may not come to fruition and starting a new program requires investment from the institution before it becomes profitable. Dr. Garrow also stated he will try to recruit as many qualified West Virginia students as he can so students can use the program as a stepping stone for entrance into medical school. Ms. Hall stated she reviewed the numbers published by the Higher Education Policy Commission which showed WVSOM has a far less percentage of applicants from West Virginia for WVSOM's class size than any other medical school in the State. Ms. Hall continued by stating the biggest problem WVSOM has is not the number of West Virginia students the institution is admitting but the number of West Virginia students that is applying to medical school. Dr. Ward stated the MBS program is vital for WVSOM moving forward for admissions and recruitment.

Chair Holstein asked the Board if there was a motion to approve the Master's Program in Biomedical Sciences as presented. It was moved and seconded (Ward/Hall) to approve the Master's Program in Biomedical Sciences as presented. Dr. Belt encouraged the Board to trust the metrics in place and the Admissions staff throughout the recruitment process. Discussion followed regarding budgetary concerns and Dr. Muscari stated he believes the budget for the MBS program should be very flexible to allow for increased West Virginia students who pay lower in-state tuition rates. The Board unanimously voted to approve the Master's Program in Biomedical Sciences as presented. Motion Carried

Chair Holstein stated in addition to the Foundation report that includes budget and fundraising planning, the Board challenges Administration to present budgetary ideas to accomplish financing the acceptance of more West Virginia students for both the MBS program budget and the D.O. program budget.

Chair Holstein asked for a motion for a quick recess (Hall/Giambra) at 4:32 pm.

Motion Carried

Chair Holstein readjusted the meeting at 4:42 pm and introduced the next presenter, Dr. Predrag Krajacic.

- B. Presentation of New School of Medicine (SOM) Curriculum. Predrag Krajacic, M.D., Assistant Dean for Curricular Affairs, provided a PowerPoint presentation detailing the new curriculum update for WVSOM's D.O. program. Dr. Krajacic stated it has been 10 years since WVSOM's last substantial curricular renewal which is the average lifespan of a medical school curriculum. The new curriculum will be implemented in 2024. Dr. Krajacic commended WVSOM faculty for their diligent work to update the medical school curriculum. Dr. Krajacic detailed steps of the curricular review process, the new curriculum description, summary of proposed changes, differences between the current and updated curriculum, new scheduling matrix, new curricular map and timeline. There were no

questions. President Nemitz commended Dr. Krajacic and the faculty for their excellent work on this important project.

X. Board Education

A. Admissions Update. Dr. Linda Boyd, Vice President for Academic Affairs and Dean, and Mr. Ronnie Collins, Director of Admissions, presented WVSOM Admissions Data as of January 2023. Dean Boyd stated she and the Admissions Staff have listened to all of the suggestions and input of the Board and have compiled information which was presented to the Academic Committee earlier today regarding plans for increasing West Virginia students at WVSOM. Dean Boyd stated admissions data as of January 23, 2023 indicates WVSOM has already interviewed and accepted more West Virginia students than in 2022 (the primary year in which COVID affected admissions) and 2021. Mr. Collins presented details regarding the admissions data including the number of students interviewed, students accepted and deposits secured. Mr. Collins provided a snapshot of metrics used during the interview process. Mr. Collins stated WVSOM has offered five full tuition waivers and four have been accepted. The Admissions Department will continue to work to offer the final full tuition waiver to one additional West Virginia student. Questions and discussion followed regarding the tuition waivers.

The one-quarter hour Board education held today will be submitted to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

XI. Information Gathering

No items were brought forth.


XII. Next Meeting Date

The next scheduled Board meeting will be held Friday, March 24, 2023, at 10:00 am in the Clinical Evaluation Center Grand Hall on the campus of WVSOM in Lewisburg, WV.

XIII. Adjournment

It was moved and seconded (Muscarì/Morgan) to adjourn. The motion carried and the Board meeting adjourned at 5:04 pm.

Approved on March 24, 2023

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Marlena R. Dunbar
Secretary
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