

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Friday, November 4, 2022 – 8:45 a.m.
Location: Roland P. Sharp Alumni Conference Center, South Wing
WVSOM Campus

Committee Members Present

Randall Belt, D.O., Chair
Todd Smith, D.O. (telephonically)
Tom Cole
Marly Dunbar

Guests Present

Jeffrey Shawver, J.D.
Leslie Bicksler

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Dr. Randall Belt, at 8:47 a.m. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. March 25, 2022

It was moved by Tom Cole, and seconded by Marly Dunbar, to approve the minutes of the Institutional Policy Committee meeting held on March 25, 2022.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy GA-15: Safety and Security

Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee a proposed new policy for approval: Institutional Policy GA-15: Safety and Security. Mr. Shawver stated that the proposed policy was needed to help ensure compliance with federal Clery regulations. Mr. Cole asked who was responsible for the safety report to which Mr. Shawver indicated that it would be the Vice President for Finance and Facilities. The policy before the Committee was circulated for the required 30-day comment period.

It was moved by Marly Dunbar, and seconded by Dr. Smith, to approve the new Institutional Policy GA-15: Safety and Security and to present the policy to the Board of Governors for full approval.

Motion Carried Unanimously.

b) Institutional Policy PE-03: Institutional Holidays and Employee Leave (*revised*)

Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee proposed revisions to Institutional Policy PE-03: Institutional Holidays and Employee Leave. Mr. Shawver stated that the proposed policy revisions were needed to clarify the types of leave that employees can utilize and in what way. The policy before the Committee was circulated for the required 30-day comment period.

It was moved by Marly Dunbar, and seconded by Tom Cole, to approve the revised Institutional Policy PE-03: Institutional Holidays and Employee Leave and to present the revised policy to the Board of Governors for full approval.

c) Hear reports from School's administration, gather information and prepare recommendations to full Board upon request of the Chair.

There were no reports to present and no information needed to be gathered.

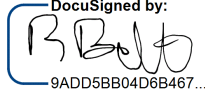
IV. Next Meeting Date

The next regularly scheduled Institutional Policy Committee meeting will be held on Thursday, January 26, 2023, at the Embassy Suites in Charleston, West Virginia.

V. Adjournment

It was moved by Marly Dunbar, and seconded by Dr. Smith, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:02 a.m.

Approved on January 26, 2023.

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Dr. Randall Belt, Chair