

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Friday, January 26, 2018
Location: Embassy Suites, Room 230
Charleston, WV

Committee Members Present

Fred Earley, Chair
Robert Holstein, D.O.
John Manchin, D.O.
Sherri Miller

Guests Present

Jeffrey Shawver, J.D.
James Nemitz, Ph.D.
Tiffany Burns
Marilea Butcher
Joyce Martin
Leslie Bicksler

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order at 12:29 pm by Chair, Fred Earley. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. November 2, 2017

It was moved by Dr. Holstein, and seconded by Sherri Miller, to approve the minutes of the Institutional Policy Committee meeting held on November 2, 2017.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy PE-01: Employees (*new*).

Mr. Jeffrey Shawver presented to the Committee the new Institutional Policy PE-01: Employees, which went out for 30-day comment. Mr. Shawver noted that a public comment had been received stating that there was not any mention of the elected representative to the state advisory council. Mr. Shawver further presented that Administration recommended removing the language specifying

the composition of the Staff Council from the Staff Council definition in Section 3.14. Listing the composition of the Staff Council would be more appropriate for the Employee Handbook. Once the composition has been determined, it will be included in a procedural revision to the Employee Handbook.

Mr. Shawver noted that another public comment had been received stating that there was not any mention of a possibility of an across-the-board adjustment or raise. Mr. Shawver further presented that Administration recommended declining the suggestion to Section 9 stating that it was not needed since this delegation of authority by the Board does not exclude the ability of the Board itself to give across-the-board raises through the Board's budget process.

It was moved by Sherri Miller, and seconded by Dr. Holstein, to approve the new Institutional Policy PE-01: Employees as presented, and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

- b) Institutional Policy PE-01: Adoption of WVSOM Employee Handbook (*repeal*).

The provisions of this policy to be repealed have been incorporated into Institutional Policy PE-01: Employees, and went out for 30-day comment.

It was moved by Dr. Manchin, and seconded by Sherri Miller, to approve the repeal of Institutional Policy PE-01: Adoption of WVSOM Employee Handbook, and to present the policy for repeal to the Board of Governors.

Motion Carried Unanimously.

- c) Institutional Policy PE-03: Institutional Holidays and Employee Leave (*new*).

Mr. Jeffrey Shawver presented to the Committee the new Institutional Policy PE-03: Institutional Holidays and Employee Leave, which went out for 30-day comment.

It was moved by Sherri Miller, and seconded by Dr. Manchin, to approve the new Institutional Policy PE-03: Institutional Holidays and Employee Leave as presented, and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

- d) Institutional Policy GA-11: Institutional Holidays (*repeal*).

The provisions of this policy to be repealed have been incorporated into Institutional Policy PE-03: Institutional Holidays and Employee Leave, and went out for 30-day comment.

It was moved by Dr. Holstein, and seconded by Dr. Manchin, to approve the repeal of Institutional Policy GA-11: Institutional Holidays, and to present the policy for repeal to the Board of Governors.

- e) Institutional Policy GA-35: Adoption, Amendment or Repeal of Rules and Posting of Administrative Procedures (*revised*).

Mr. Jeffrey Shawver presented to the Committee the revised Institutional Policy GA-35: Adoption, Amendment or Repeal of Rules and Posting of Administrative Procedures, which went out for 30-day comment. Mr. Shawver presented that Administration recommends the removal of the term “rule” in Section 4.4 that applies to Faculty, Employee and Student Handbooks. Policies have been combined together and substantive rule/policy provisions have been removed from the Handbooks and inserted into the policies that the Institutional Policy Committee approves. The procedural aspects are still intact and there is no need to call a Handbook a “rule” now because it is more procedural in nature.

It was moved by Dr. Manchin, and seconded by Dr. Holstein, to approve the revision of Institutional Policy GA-35: Adoption, Amendment or Repeal of Rules and Posting of Administrative Procedures, and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

- f) 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 Friday, March 9, 2018.

V. Adjournment

It was moved by Dr. Manchin, and seconded by Sherri Miller, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned.

Approved on ^{JUNE 9}~~March 9~~, 2018


Fred Earley, Chair