

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Thursday, November 2, 2017– 3:00 pm
Location: Roland P. Sharp Alumni Center Board Room
WVSOM Campus

Committee Members Present

Fred Earley, Chair
Robert Holstein, D.O.
John Manchin, D.O. (teleconference)
Sherry Miller

Guests Present

Jeffrey Shawver, J.D.	Ernest Piercy
Stephanie Moore	Joyce Martin
James Nemitz, Ph.D.	George F. Boxwell, D.O.
Kristie Bridges, Ph.D.	Charity Richmond
Tiffany Burns	Leslie Bicksler
Brian Lutz, J.D.	Andy Kelso, Ph.D.
Craig Boisvert, D.O.	

I. Call to Order/Roll Call

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

II. Approval of Minutes

a. September 29, 2017

It was moved by Sherry Miller, and seconded by Dr. Manchin, to approve the minutes of the Institutional Policy Committee meeting held on September 29, 2017.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy PE-02: Faculty (*new*).

Mr. Jeffrey Shawver presented to the Committee the new Institutional Policy PE-02: Faculty, which went out for 30-day comment. Mr. Shawver noted that a public comment had been received suggesting that the 1.0 FTE requirement be changed to 0.8 FTE. Mr. Shawver further presented that Administration recommended declining the suggestion stating that it was not in the best interest of the institution.

It was moved by Sherry Miller, and seconded by Dr. Holstein, to approve the new Institutional Policy PE-02: Faculty as presented and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

b-k The provisions of these policies to be repealed have been incorporated into Institutional Policy PE-02: Faculty:

Institutional Policy E-32: Faculty Appointments (repeal).

Institutional Policy E-33: Adjunct Faculty Appointments (repeal).

Institutional Policy E-34: Sabbatical Leave (repeal).

Institutional Policy PE-05: Definition of Faculty (repeal).

Institutional Policy PE-07: Faculty Evaluations (repeal).

Institutional Policy PE-08: Criteria for Promotion (repeal).

Institutional Policy PE-09: Tenure (repeal).

Institutional Policy PE-10: Supplemental Appointments-Faulty (repeal).

Institutional Policy PE-16: Faculty Misconduct (repeal).

Institutional Policy PE-17: Faculty Dismissal (repeal).

Mr. Jeffrey Shawver presented the policies to be considered for repeal. The Committee reviewed the policies and had no objections to their repeal.

It was moved by Dr. Holstein, and seconded by Dr. Manchin, to approve the repeal of Institutional Policy E-32: Faculty Appointments, Institutional Policy E-33: Adjunct Faculty Appointments, Institutional Policy E-34: Sabbatical Leave, Institutional Policy PE-05: Definition of Faculty, Institutional Policy PE-07: Faculty Evaluations, Institutional Policy PE-08: Criteria for Promotion, Institutional Policy PE-09: Tenure, Institutional Policy PE-10: Supplemental Appointments-Faculty, Institutional Policy PE-16: Faculty Misconduct, Institutional Policy PE-17: Faculty Dismissal, and to present the policies for repeal to the Board of Governors.

Motion Carried Unanimously.

l) Consultation with Classified Staff Council on Classification and Compensation Policies.

Mr. Jeffrey Shawver advised the Committee that in order for the Board to adopt a policy concerning Classified Staff, the new House Bill 2542 required that the Board consult with the Classified Staff Council prior to adoption of the policy. The consultation taking place during this Committee meeting and during the regular Board meeting will satisfy that requirement. Mr. Shawver then discussed the draft employee policy, Institutional Policy PE-03: Employees, and the repeal

of PE-04, PE-11 and PE-15, which was incorporated into proposed PE-03 draft. Joyce Martin, Classified Staff Council Chair, then spoke with the Committee about the process that has been used to draft, provide input on, and revise the proposed employee policy. Joyce Martin stated that Classified Staff members had multiple opportunities to review and provide feedback on the policy and the majority of Classified Staff members were in support of the draft policy.

- m) 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, January 26, 2018.

V. Adjournment

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

Approved on January 26, 2018


Fred Earley, Chair