

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, March 9, 2018 – 12:00 pm
Location: John Manchin, II, DO Conference Center, Room #2
Clinical Evaluation Center**

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

Meeting was called to order at 12:00 pm by Chair, Dr. Charles Davis. Roll call was taken by Board Secretary, Cheryl Schreiber. A quorum was present. WVSOM mission statement was read by Board Vice Chair, Dr. Robert Holstein.

Members Present:

Charles Davis, D.O., Chair	Seth Hammons (teleconference)
Robert Holstein, D.O., Vice Chair	John Manchin, II, D.O. (teleconference)
Cheryl Schreiber, Secretary (teleconference)	Sherri L. Miller
Gregory Burton	Gary L. Poling, D.O. (teleconference)
J. Fred Earley, II	David Ramsey (teleconference)
John Garlitz, D.O.	Steven Sarver

Others in Attendance:

Michael Adelman, D.O., J.D., President	Cheryl Baker, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

II. Introductions

Dr. Michael Adelman introduced Mr. Loc Tran, the upcoming student representative to the Board beginning July 1, 2018. Dr. Adelman stated that Loc will be taking his COMLEX board exam during the June 8th meeting and will not be available to attend.

III. Public Comment

There were no public comments.

Special Presentation: A special presentation was made at this time by Mr. Fred Earley on behalf of Bowles Rice, LLP to Dr. Michael Adelman. Mr. Earley reported that Dr. Adelman's article "Finding Health" regarding the West Virginia School of Osteopathic Medicine and the Healthy Children's Initiative was included in the Fall 2017 publication of *Views & Visions*, a publication of Bowles Rice. Mr. Earley presented Dr. Adelman with a framed version of the article.

IV. Approval of Minutes

- A. Presidential Search Committee-January 26, 2018. It was moved and seconded (Garlitz/Ramsey) to approve the minutes of the January 26, 2018 Presidential Search Committee meeting as presented. Motion Carried
- B. January 26, 2018 Regular Meeting. It was moved and seconded (Garlitz/Holstein) to approve the minutes of the January 26, 2018 regular meeting as presented. Motion Carried

V. Rules

- A. Institutional Policy E-12: Grading Scale (revised). Dr. Craig Boisvert, Vice President for Academic

Affairs and Dean, reviewed the revisions regarding retesting. Dr. John Garlitz, Chair of the Academic Committee, reported the committee reviewed the policy and recommended approval to the full Board as revised.

It was moved and seconded (Miller/Poling) to approve E-12: Grading Scale as presented.

Motion Carried

B. Institutional Policy E-23: Promotion Requirement National Board Examination Passage of COMLEX (revised). Dr. Craig Boisvert reviewed the comment received and the administrative opinion regarding the student's removal from rotations after second or subsequent COMLEX failures. Dr. John Garlitz, Chair of the Academic Committee, reported the committee reviewed the policy and recommended approval to the full Board as revised.

It was moved and seconded (Holstein/Garlitz) to approve E-23: Promotion Requirement National Board Examination Passage of COMLEX as presented.

Motion Carried

C. Institutional Policy ST-01: Academic and Professional Standards (revised): Dr. Craig Boisvert reviewed the comment received and the administrative opinion regarding the policy's revision for consistency with E-11: Grading Authority. Dr. John Garlitz, Chair of the Academic Committee, reported the committee reviewed the policy and recommended approval to the full Board as revised.

It was moved and seconded (Garlitz/Earley) to approve ST-01: Academic and Professional Standards as presented.

Motion Carried

VI. Reports

A. Chair of the Board of Governors. Dr. Charles Davis had no report at this time.

1. Committee Reports

- a) *Finance & Audit Committee.* Mr. Greg Burton reported the committee reviewed the budget, financial update, and agreements which Mr. Larry Ware will go over in more detail.
- b) *Academic Committee.* Dr. John Garlitz had no further report.
- c) *Institutional Policy Committee.* Mr. Fred Earley reported the committee had no active agenda and did not meet.

B. President of WVSOM

a) President's Update (Dr. Adelman)

- Dr. Adelman reported on the successful Mid-winter CME and extended thanks to Shannon Warren for a great job.
- Dr. Adelman reported that Higher Education Day at the Legislature was a success with a large turnout and reported that Dr. Craig Boisvert represented the West Virginia School of Osteopathic Medicine.
- Dr. Adelman reported on the legislative meetings held in February and asked Jeffrey Shawver to provide an update on the Legislature.
- Mr. Shawver provided updates on various bills that he is following including the classified staff change to staff representative on the Board of Governors, pop tax introduction failed, fire arms in vehicles at public and private entities which would

include WVSOM, licensure Board combining two medical boards failed, and the elimination of Education & the Arts.

- Dr. Adelman reported on the continued meetings with individual departments at Concord University and Bluefield State College regarding the possibility of their students that meet WVSOM's standards at the end of their third year could enroll at WVSOM and start with a Bachelors degree. Mr. Fred Earley asked if the Promise scholarship would go toward tuition at WVSOM with Dr. Adelman reporting that we do not know the answer but will follow up with the appropriate individuals.
- Dr. Adelman reported on his participation in the COCA (Commission on Osteopathic College Accreditation) visit in Tennessee. He received valuable information regarding the new standards from COCA which will be most helpful to WVSOM regarding accreditation visits.
- Dr. Adelman reported on the recent campus visit by AACOM (American Association of Colleges of Osteopathic Medicine) staff who come annually to provide information to our staff and students on national issues that affect osteopathic medical students.
- Dr. Adelman reported on WVSOM Day at the Capitol that included at least 26 displays from different departments of WVSOM. WVSOM received a resolution from the Senate, a proclamation from the Governor's Office, and a citation from the House of Delegates as well as the Governor declaring February 8 "WVSOM Day".
- Dr. Adelman reported on College of Osteopathic Medicine (COM) week which is March 12-16, 2018 and the various activities planned for faculty, staff and students. Dr. Adelman reported a proclamation was signed by the Mayor of Lewisburg.
- Dr. Adelman reported on the annual Follies which is scheduled for March 17, 2018 on campus and stated there are many talented students in the first and second year class.
- Dr. Adelman reported on the Conference Center brochure distributed at the meeting which will be used for public distribution as WVSOM markets this building.
- Dr. Adelman reported on the Healthy Children's Initiative that recently gained a new sponsor, Davis Eye Center. Dr. Adelman extended thanks to Dr. Davis and also to Mr. Burton for Brickstreet's continued participation.

b) Finance (Mr. Ware)

a. 2018 Financial Update. Mr. Larry Ware reviewed the financial data and reported the financial information presented is through January 31, 2018. Mr. Ware reported the benchmark is at 58% with an estimated uncommitted balance as of June 30, 2018 of \$47,602.837. WVSOM is operating within its approved budget.

b. Road Update. Mr. Ware reported the Department of Transportation is still considering the new road permit with the obstacle being the new development across Rt. 219. WVSOM is continuing with tech specs and bid package. Mr. Ware reported WVSOM will begin a water mitigation project in preparation for the road project. That effort will require 4 injection wells with catch basin, re-do bank along Greenbrier Road, and redirect water from GMS Drive.

c. Starbucks Update. Mr. Ware reported again that Starbucks requires at least 1,600 cups of coffee sold and 50 pounds of coffee a week which WVSOM's data cannot justify. Discussions are underway, but WVSOM's estimated volumes are problematic.

VII. Board Items

A. Approval of Budget 2018-2019

Mr. Larry Ware, Vice President of Finance and Facilities, reported the draft budget was distributed at the January meeting and he received no questions from Board members. Mr. Ware reviewed the 3 resolutions noting that the second resolution was slightly modified in the last couple of weeks due to the mandate by the State of West Virginia. Employees would now receive a 3.0 % salary increase or the amount mandated by the State whichever is greater benefit to WVSOM employees. WVSOM is waiting on instructions from the State.

Mr. Burton, Chair of the Finance Committee, extended thanks to Mr. Ware and his staff for putting the FY 2019 budget together and providing the information to the Board. Mr. Burton reported all three resolutions were reviewed by committee and passed.

It was moved and seconded (Burton/Ramsey) to approve the FY 2019 budget as presented.
Motion Carried

It was moved and seconded (Burton/Garlitz) to approve a 3.0% salary increase to all WVSOM employees employed as of April 30, 2018, with an effective date of July 7, 2018; or as mandated by the State of West Virginia, whichever is greater benefit to WVSOM employees.
Motion Carried

It was moved and seconded (Burton/Holstein) to provide equity adjustments as identified by Human Resources and approved by the President.
Motion Carried

B. Air Filter Agreement

Mr. Larry Ware reported on the existing air filter contact which ends June 30th. The mandatory pre-bid meeting was held with the lowest bid presented by Mason and Barry, Inc.

It was moved and seconded (Garlitz/Burton) to proceed in negotiating a three year agreement with Mason and Barry, Inc. in the amount not to exceed \$226,072.00 to provide campus air filter maintenance.
Motion Carried

C. HVAC Replacement in Technology Building Agreement

Mr. Larry Ware reported that the HVAC system needs to be replaced in the Technology Building. Mr. Ware reported the normal process was followed with 6 bidders.

It was moved and seconded (Burton/Earley) to proceed in negotiating an agreement with Nitro Mechanical, as the apparent low bidder, in an amount not to exceed \$407,653.00 to complete the Tech Building-HVAC Renovation project.
Motion Carried

D. COMLEX Update

Dr. Bob Fisk, Director of National Boards, provided an update of COMLEX results reporting on student's performance over the last eight years. Dr. Fisk stated that most scores are reported for 2018 with a 89% pass rate which is down from 90% for the Class of 2017. Dr. Fisk reported WVSOM has had 1 student with a score of 999 with 4 nationally above 900. He reviewed the various slides regarding COMLEX Level 1 and COMLEX Level 2 rates and national mean. Dr. Fisk reported that Level 3 COMLEX will become a 2-day exam with new question types introduced on September 1, 2018. NBOME strongly suggests, but is not requiring, at least 6 months in a residency before taking the exam.

Dr. Fisk reported that WVSOM looks at all factors that could affect students' scores.

Dr. Fisk reported he is retiring effective March 15, 2018 and introduced Dr. Raeann Carrier as his replacement.

VIII. Board Education

Ms. Adrienne Biesemeyer, Director of Center for International Medicine and Cultural Concerns (CIMCC) reported that WVSOM students are offered opportunities to experientially learn about global medicine through hands-on programs in all four years of their osteopathic medical training. Ms. Biesemeyer reviewed the different student clubs and programs that are available for international experiences including a spring break medical service or mission trip in years 1 and 2, international clinical experience programs the summer between 1st and 2nd year, and international rotations during the latter half of 3rd year and throughout 4th year.

Ms. Biesemeyer reported that students can rotate in any number of global locations with pre-approval by the Center for International Medicine and Cultural Concerns and the Associate Dean of Predoctoral Clinical Education/Department of Clinical Sciences. CIMCC checks each country's status as listed on the USA State Department travel warning list, and the UK and Canada's Travel Warning lists. WVSOM is continually looking at new locations, new opportunities and new partnerships; exploring the development of a post graduate program for graduates who do not match in first round; looking at designing a Global Health Partnership with West Virginia undergraduate colleges and universities; and exploring the possibility of a Global Public Health Certificate that a WVSOM student could earn in tandem with their medical education or as a post graduate.

Chair, Dr. Charles Davis, asked that an update on the international studies program be presented to the Board this time next year.

The one-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.

IX. Possible Executive Session – State Code §6-9A-4(12) Attorney/Client Privilege; State Code §6-9A-4(b)(2) Personnel; and State Code §6-9A-4(b)(9) Real Property

No Executive Session was called.

X. Actions Emanating from Executive Session

No Executive Session was called.

XI. Information Gathering

Dr. Michael Adelman reported that an update on the Robert C. Byrd Clinic was inadvertently skipped over earlier in the agenda and he provided a brief update regarding the identification of a consultant group, Sorri Consultant from St. Petersburg, which has experience in academic clinics.

XII. Next Meeting Date

The next scheduled Board meeting will be held on Friday, May 4, 2018 at 10:00 am via conference call.

XIII. Adjournment

It was moved and seconded (Burton/Earley) to adjourn. The motion carried and the Board meeting adjourned at 1:50 pm.

Approved on May 4, 2018

Cheryl D. Schreiber
Secretary

/ccb