

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Thursday, November 2, 2017 – 5:00 pm
Location: The Greenbrier, Champions Room
White Sulphur Springs, WV**

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

Meeting was called to order at 5:05 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
Robert Holstein, D.O., Vice Chair
Cheryl Schreiber, Secretary
J. Fred Earley, II
John Garlitz, D.O.

Seth Hammons
John Manchin, II, D.O.
Sherri L. Miller
Gary L. Poling, D.O.
Steven Sarver

Members Absent:

Gregory Burton

David Ramsey

Others in Attendance:

Michael Adelman, D.O., J.D., President
Jeffrey Shawver, J.D., General Counsel

Cheryl Baker, Scribe/Board Liaison

II. Introductions

There were no introductions.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Holstein/Earley) to approve the minutes of the September 29, 2017 regular meeting as presented. Motion Carried

V. Agenda Order

Chair Davis stated there is no agenda order change.

VI. Rules

- A. Institutional Policy PE-02: Faculty. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed PE-02 with comment received from 30-day comment period and the administrative opinion to uphold the definition of full time faculty as 1.0 FTE. The administrative opinion further stated that while the institution understands that employee burnout may be a concern, changing the FTE definition should be based on the needs of the institution and the education of our students. Mr. Earley stated the Committee recommends to the full Board the adoption of PE-02.

It was moved and seconded (Earley/Miller) to approve PE-02 as submitted. Motion Carried.

B thru K. Institutional Policies E-32: Faculty Appointments; E-33: Adjunct Faculty Appointments; E-34: Sabbatical Leave; PE-05: Definition of Faculty; PE-07: Faculty Evaluations; PE-08: Criteria for Promotion; PE-09: Tenure; PE-10: Supplemental Appointments-Faculty; PE-16: Faculty Misconduct and PE-17: Faculty Dismissal. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed the policies submitted for repeal because they are embodied in Institutional Policy PE-02 and recommended such repeal to the full Board.

It was moved and seconded (Earley/Manchin) to repeal policies listed in VI. Rules, item B thru K as presented. Motion Carried

- L. Consultation with Classified Staff Council on Classification and Compensation Policies. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee consulted with the classified staff council as they did with the faculty in the September meeting. Mr. Jeffrey Shawver reported that in order for this body to pass a classification and compensation policy the committee must have a consultation to discuss the concept of the policy. Mr. Shawver reported a committee was formed and a draft prepared of proposed policy PE-03. Mr. Shawver, along with Ms. Leslie Bicksler, had 3 different meetings with classified staff to discuss the policy. Ms. Joyce Martin, Chair of the Classified Staff, conveyed to the Board the staff's appreciation to provide feedback and reported that several meetings were held, emails received with comments, and one on one discussions regarding the policy. Ms. Martin reported that minimal feedback was received and as Classified Staff Chair conveyed the support of PE-03 from constituents. Board member, Ms. Sherri Miller, reported the constituents appreciated the transparency and all of the meetings held to address concerns.

Jeffrey Shawver, General Counsel, reported the consultation with classified employees was brought before the Board for consideration but not for approval. The WVSOM committee will meet next week and send out PE-03: Employees policy for the 30-day comment period. The policy will be addressed again by the Institutional Policy Committee before coming to the full Board in January.

VII. Reports

- A. **Chair of the Board of Governors.** Dr. Charles Davis, Chair, asked what WVSOM would think about a Starbucks located in the Student Center. Dr. Garlitz reported there is a local coffee house and he would rather WVSOM stayed with a local business. After some discussion, Dr. Michael Adelman stated he would ask Mr. Larry Ware to explore costs and location with Starbucks and with local area businesses.

A. Committee Reports

- a) *Institutional Policy Committee.* Mr. Fred Earley, Chair, stated he had no additional items from the Committee.

B. President of WVSOM

- a) President's Update (Dr. Adelman)

- Dr. Adelman reported on the OMED meeting held October 6-10 which included a

WVSOM alumni event with approximately 70 alums attending.

- Dr. Adelman reported they continued on to the ACOS (American College of Osteopathic Surgeons) meeting on October 11-15, 2017 and held another WVSOM alumni event with approximately 60 people attending.
- Dr. Adelman reported the Greenbrier Military School Alumni Reunion was held on campus on October 20-22, 2017 with approximately 100 GMS alumni in attendance.
- Dr. Adelman reported on the *Abra Live* school presentations in Toledo, Ohio on October 23-25, 2017 that included presentations to 700+ school age children in the area.
- Dr. Adelman reported that WVSOM Hospital Day was held on Saturday, October 28, 2017 in the Student Center.
- Dr. Adelman reported on the upcoming Grand Affair "Masquerade" night at The Greenbrier on Saturday, November 4, 2017. This event is sponsored by the Student Government Association and supports scholarships for WVSOM students.
- Dr. Adelman reported that staff from WVSOM will meet with staff from Concord University and Bluefield State College regarding collaboration efforts among the schools. The meeting is scheduled for November 14, 2017.
- Dr. Adelman reported that the Higher Education Policy Commission (HEPC) will meet on November 17, 2017 in Charleston. Dr. Adelman, along with Dr. Jim Nemitz and Mr. Larry Ware, will attend.
- Dr. Adelman reported on the Thanksgiving Holiday break on November 23 and November 24, 2017 and reported that he and Cheryl will provide their annual Thanksgiving Day dinner for students and staff who may not be leaving town for the holidays.
- Dr. Adelman reported on the WVSOM Foundation fund raising reception at the Charles Edgewood Country Club on November 30, 2017.
- Dr. Adelman reported on the Higher Ed Day at the Legislature scheduled for Tuesday, January 23, 2018 and also on WVSOM Day at the Legislature on Thursday, February 8, 2018 and asked Board members to save the date.
- Dr. Adelman reported the Board of Governors will meet on January 26, 2018 at the Embassy Suites in Charleston and stated that Cheryl Baker will be sending hotel information so reservations can be made.

b) Finance - 2017 Financial Update (Dr. Adelman)

In the absence of Mr. Larry Ware, President Adelman reviewed the financial data and reported the financial information presented is through September 30, 2017, first quarter of fiscal year. Board member, Dr. Gary Poling, asked about the federal loans for students. Dr. Adelman reported the Chancellor has stated that all audits have been completed for this year and the Chancellor is asking the Department of Education to drop the sanction.

VIII. Board Items

A. Textbook Affordability Annual Report

Dr. Edward Bridges presented the institutional annual report on Bookstores and Textbooks,

Series 51, Procedural Rule, due November 1, 2017 to the West Virginia Higher Education Policy Commission. Dr. Bridges reported 100% of deadline met for WVSOM which includes the WVSOM Library procured unlimited online portals which enable students to digitally access all of the reference books, free of charge; WVSOM Library has acquired at least one copy of every required textbook to be on reserve for access; WVSOM Campus Bookstore keeps textbooks affordable by only having a twenty percent markup which is well below the states maximum allowance and have access to electronic versions of textbooks; and Faculty only require textbooks they feel are necessary to the medical student's education and adhere to the fifty percent rule of usage according to Series 51. WVSOM received notification that we were the first institution to submit their annual report.

Dr. Bridges reported that WVSOM is also exploring a platform for electronic books called VitalSource and a representative will be on campus next week to make a presentation to the faculty.

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 held.

X. Actions Emanating from Executive Session

No Executive Session was held.

XI. Information Gathering

No items were brought forth.


XII. Next Meeting Date

The next scheduled Board meeting will be held at the Embassy Suites in Charleston, West Virginia on Friday, January 26, 2018.

XIII. Adjournment

It was moved and seconded (Garlitz/Manchin) to adjourn. The motion carried and the Board meeting adjourned at 5:45 pm.

Approved on January 26, 2018


Cheryl D. Schreiber
Secretary

/ccb