

West Virginia School of Osteopathic Medicine-Board of Governors  
**Institutional Policy Committee**  
Friday, September 29, 2017– 11:00 am  
Location: Room #4, John Manchin, II, DO Conference Center  
Clinical Evaluation Center

**Committee Members Present**

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

**Guests Present**

Jeffrey Shawver, J.D.	Donette Mizia	Ernest Piercy
Stephanie Moore	Keith Brookman	Lisa Pontorno
James Nemitz, Ph.D.	Leslie Buchanan, D.O.	Tom Richardson, D.O.
Sarah Browning	Kristie Bridges, Ph.D.	Karen Wines
Heather Pickering	Eddie Bridges, Ph.D.	Kathy Hoke
Joyce Martin	Charity Richmond	Brian Lutz, J.D.
Andy Kelso, Ph.D.	Leslie Bicksler	Tiffany Burns
Marilea Butcher	Carolyn Komar, Ph.D.	John Garlitz, D.O.
Barbara Saunders	Seth Hammons, OMS-III	Craig Boisvert, D.O.
Gail Swarm, D.O.	Robert Foster, D.O.	Daniel Hamrick
Celia McLay, D.O.	Cheryl Schreiber	Gary Poling, 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. June 9, 2017

It was moved by Dr. Holstein, and seconded by Dr. Manchin, to approve the minutes of the Institutional Policy Committee meeting held on June 9, 2017.

Motion Carried Unanimously.

**III. Committee Items**

a) Institutional Policy GA-11: Institutional Holidays (*repeal/new*).

Mr. Jeffrey Shawver presented to the Committee that the revisions to this policy were the result of the passage of HB 2815, Governance Bill, which allows WVSOM to create its own policies.

It was moved by Dr. Manchin, and seconded by Sherry Miller, to approve the repeal of Institutional Policy GA-11: Institutional Holidays, in its current form,

and to approve the new Institutional Policy GA-11: Intuitional Holidays, in its revised form, and to present the policies – for repeal and for revision – to the Board of Governors for adoption.

Motion Carried Unanimously.

- b) Institutional Policy GA-14: Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment (*repeal/new*).

Mr. Jeffrey Shawver presented to the Committee that the revisions to this policy were the result of the passage of HB 2815, Governance Bill, which allows WVSOM to create its own policies.

It was moved by Dr. Holstein, and seconded by Sherry Miller, to approve the repeal of Institutional Policy GA-14: Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment, in its current form, and to approve the new Institutional Policy GA-14: Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment, in its revised form, and to present the policies – for repeal and for revision – to the Board of Governors for adoption.

Motion Carried Unanimously.

- c) Institutional Policy GA-28: Committee on Social Justice and Cultural Diversity (*repeal/new*).

Mr. Shawver presented the policy and advised that the revisions to this policy were the result of the passage of HB 2815, Governance Bill, and stated that the policy as revised more accurately illustrates the committee's duties.

It was moved by Dr. Manchin, and seconded by Dr. Holstein, to approve the repeal of Institutional Policy GA-28: Committee on Social Justice and Cultural Diversity, in its current form, and to approve the new Institutional Policy GA-28: Committee on Social Justice and Cultural Diversity, in its revised form, and to present the policies – for repeal and for revision – to the Board of Governors for adoption.

Motion Carried Unanimously.

- d) Institutional Policy PE-03: Equal Opportunity and Affirmative Action Committee (*repeal*).

Mr. Jeffrey Shawver presented the policy for repeal and advised that the substance of this policy had been incorporated into the new version of Institutional Policy GA-14: Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment.

It was moved by Dr. Holstein and seconded by Dr. Manchin to approve the repeal of Institutional Policy PE-03: Equal Opportunity and Affirmative Action Committee and to present the policy to the Board of Governors for repeal.

Motion Carried Unanimously.

e) Consultation with Faculty Assembly/Council on Faculty Policies.

Mr. Jeffrey Shawver advised the Committee that in order for the Board to adopt a policy concerning faculty, the new House Bill 2542 required that the Board consult with the faculty assembly/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 faculty policy, Institutional Policy PE-02: Faculty, and the repeal of E-32, E-33, E-34, PE-05, PE-07, PE-08, PE-09, PE-10, PE-16, and PE-17, which was incorporated into proposed PE-02 draft. Dr. Kristie Bridges, Faculty Council Chair, then spoke with the Committee about the process that has used to draft, provide input on, and revise the proposed faculty policy. Dr. Bridges stated that faculty members had multiple opportunities to review and provide feedback. Dr. Bridges and other faculty members in attendance then discussed with the Committee a few issues that some faculty had with draft, such as whether full-time should mean 0.8 FTE or 1.0 FTE. The Committee then opened the floor for additional comments and discussion from faculty and others present. Further discussion on the proposed draft took place. The Committee chose to keep full-time as 1.0 FTE in the proposed draft. Chair Earley commended Dr. Bridges and the faculty for the process and the work done on the proposed draft.

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

Leslie Bicksler presented to the Committee three classification options for Classified employees under a new proposed draft human resources policy permitted by House Bill 2542. Jeffrey Shawver presented the Committee with cost estimates of the various options and the work other institutions have done concerning classification. Sherry Miller, Classified employee Board of Governors representative, presented to the Committee that Option B, moving all classified employees to non-classified, was the preferred option to Classified Staff Members. Discussion followed.

It was moved by Dr. Holstein and seconded by Dr. Manchin to begin drafting a proposed classification and compensation policy per House Bill 2542, and incorporate Option B into that draft moving classified employees to a non-classified status. The proposed draft classification and compensation policy will be presented to the Committee for review at its next meeting prior to the start of the public comment period.

Motion Carried Unanimously.

g) 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, November 2, 2017.

V. **Adjournment**

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

Approved on November 2, 2017

  
Fred Earley, Chair