

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, September 29, 2017 – 12:30 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 12:35 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.
David Ramsey (teleconference)
Steven Sarver

Members Absent:

Gregory Burton

Others in Attendance:

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

Cheryl Baker, Scribe/Board Liaison

Introductions

Dr. Michael Adelman introduced WVSOM's new Board members: Sherri Miller, Classified Staff Representative; Seth Hammons, OMS III Student Representative; and Steven Sarver, lay member appointed by the Governor.

II. Public Comment

James Mason addressed the Board of Governors regarding veterans and austere medicine. Mr. Mason reviewed his last couple of weeks in several states and countries with disaster operations and feels WVSOM teaches individuals to work in these kinds of environments. In his opinion, the school has a lot of goodness for what they produce, which is skilled care in rural areas and austere world. Mr. Mason stated the school produces the kind of doctors the country needs in rural and international areas. His second part related to veterans and the kinds of things vets seek which is to do something that matters and medicine matters. Mr. Mason feels that sometimes veterans do not understand how medical school works, and suggested there be a mediator to work with them in their altered abilities and language. Mr. Mason stated that Puerto Rico will need skilled providers over the next 2 years and encouraged anyone that has the time to go there and be of help.

III. Approval of Minutes

It was moved and seconded (Ramsey/Earley) to approve the minutes of the June 9, 2017 regular meeting as presented.

Motion Carried

IV. Rules

1. Institutional Policy GA-11: Institutional Holidays. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported that at the committee's meeting at 11:00 am, a series of institutional policies listed on the agenda for repealing existing policies and replacing with new policies were reviewed.

It was moved and seconded (Earley/Miller) to repeal and replace Institutional Policy GA-11 as presented. Motion Carried

2. Institutional Policy GA-14: Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed GA-14 with administrative opinion regarding suggested revision of 8.3: Hazing (see WVSOM's Institutional Policy ST-07: Antihazing); and suggested administrative opinion to include the word "termination" in section 10.5.2. This addition should also be included in sections 10.5.1(ii)(e), 10.5.3, and 10.5.4 changing dismissal to termination of employment.

It was moved and seconded (Earley/Manchin) to repeal and replace Institutional Policy GA-14 as presented. Motion Carried

3. Institutional Policy GA-28: Committee on Social Justice and Cultural Diversity. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed GA-28 with administrative opinion proposing to keep the name change as proposed in the new policy as "Social & Cultural Diversity Committee".

It was moved and seconded (Earley/Garlitz) to repeal and replace Institutional Policy GA-28 as presented. Motion Carried

4. Institutional Policy PE-03: Equal Opportunity and Affirmative Action Committee. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed the policy to be repealed.

It was moved and seconded (Earley/Holstein) to repeal Institutional Policy PE-03 as presented. Motion Carried

5. Consultation with Faculty Assembly/Council on Faculty Policies. Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee consulted with the faculty assembly. Dr. Kristie Bridges presented some of the work and background on the policies reporting faculty members had multiple opportunities to review and provide feedback. The faculty suggested the policy be changed to full time faculty member 0.8 or higher. The concerns are the federal loan repayment and per Dr. Garlitz, the work-life balance for faculty. Mr. Earley commended the faculty for the process and reported the Institutional Policy Committee moved forward with keeping full time at 1.0 FTE. The committee reviewed a proposed draft of Institutional Policy PE-02: Faculty, along with those policies that would be incorporated into PE-02, including E-32, E-33, E-34, PE-05, PE-07, PE-08, PE-09, PE-10, PE-16, and PE-17.

Jeffrey Shawver, General Counsel, reported the faculty policies would be posted by close of business this date following the Board of Governors meeting. The faculty policies will be

addressed again by the Institutional Policy Committee before coming to the full Board in November.

V. Reports

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

1. Committee Reports

- a) *Finance & Audit Committee*. In the absence of the Chair, Mr. Larry Ware reported there was not a quorum for the committee meeting.
- b) *Academic Committee*. Dr. John Garlitz, Chair, reported the committee received the list of graduates for approval from Dr. Craig Boisvert.
- c) *Institutional Policy Committee*. Mr. Fred Earley, Chair, reported on the consultation with classified employees regarding the new legislation on classified and non-classified employees. Mr. Earley stated the classified staff had a very strong and hardy endorsement that all classified employees be changed to non-classified status as stated in Option B. The Board of Governors classified staff representative would need to be addressed. Chair Davis extended thanks to Mr. Earley and the Institutional Policy Committee for all of their work. Mr. Earley commended everyone for their openness and transparency in this process.

B. President of WVSOM

A. President's Update (Dr. Adelman)

- Dr. Adelman reported on the meeting of the Higher Education Policy Commission (HEPC) and the Board of Governors Summit held in Charleston on August 11, 2017. Board members Dr. Gary Poling and Mr. David Ramsey participated in the Board Summit.
- Dr. Adelman reported on orientation of the new class stating there are 205 students in the class of 2021 with 47 from West Virginia.
- Dr. Adelman reported on the White Coat and Convocation ceremony held August 26, 2017 and thanked Dr. Manchin for doing a great job as keynote speaker and Dr. Holstein in extending greetings on behalf of the Board of Governors. Dr. Adelman reported that 1150 people attended the ceremony with 84 D.O.s presenting white coats, 35 being WVSOM Alumni.
- Dr. Adelman reported on the upcoming State of the School Address scheduled for October 4, 2017 in the Student Center.
- Dr. Adelman reported that OMED, which is the AOA annual convention, is scheduled for October 6-10 in Philadelphia and then ACOS (Association of College Surgeons) will immediately follow in Baltimore. WVSOM will host alumni events at both locations.
- Dr. Adelman reported on the upcoming Greenbrier Military School Alumni Reunion scheduled for the weekend of October 20th.
- Dr. Adelman reported that WVSOM Hospital Day for first and second year students to talk to hospital representatives that they may wish to rotate through will be held in the Student Center on Saturday, October 28, 2017.
- Dr. Adelman reported that WVOMA (West Virginia Osteopathic Medical Association) meetings are scheduled at The Greenbrier November 2-5, 2017.

- Dr. Adelman reported Grand Affair will be held Saturday, November 4, 2017 and extended invitations to the Board members to attend since this is a fundraiser for student scholarships sponsored by the Student Government Association.
- Dr. Adelman asked Board members to "Save the Date" of Thursday, February 8, 2018 for WVSOM Day at the West Virginia Legislature. Dr. Adelman reported we have been given the whole floor to showcase WVSOM.
- Dr. Adelman reported on the HRSA Grant for 2017 stating 23 recipients, 12 instate, received grant money from the \$617,837 provided.
- Dr. Adelman reported WVSOM received from HEPC the approval of the annual reauthorization to confer degrees.
- Dr. Adelman reported the annual Textbook Affordability Report is due November 1, 2017 to the Higher Education Policy Commission. An update will be provided at the November Board meeting.
- Dr. Adelman reported that the Department of Education sanctioned all West Virginia colleges due to the state not providing audit information on time. Dr. Adelman reported WVSOM was first to submit our audit to the appropriate state agency. While we are under sanction Dr. Adelman stated, any new programs must be approved by the accrediting body and the Department of Education.

B. Finance (Mr. Ware)

a. 2017 Financial Update

Mr. Larry Ware reviewed the financial data and reported the financial information presented is through June 30, 2017.

VI. Board Items

A. Annual Report by Faculty Council Chair.

The Chair of the Faculty Council, Dr. Kristie Bridges, presented the required annual report to the Board of Governors. In her presentation, Dr. Bridges reported the current voting faculty members consist of 21 biomedical sciences, 19 clinical sciences and 8 OPP. Dr. Bridges reviewed the 2016-17 priorities/initiatives and provided the 2017-18 priorities/initiative. They include curricular assessment continued, new student promotions committee responsibilities - merging of judicial and academic procedures, revisions to faculty policies/handbook, new wellness committee formed to address fatigue mitigation and mental health concerns for faculty, staff and students, and working with admissions department to implement web admit and electronic reporting.

B. Annual Report on Educational Development Committee.

Ms. Leslie Bicksler, Associate Vice President for Human Resources and Chairperson of the Educational Development Committee, presented the annual report. Ms. Bicksler reported that during the 2017 fiscal year, WVSOM awarded \$17,148.89 to 14 employees for educational development which included 12 classified employees and 2 non-classified and reported on the various degrees/certifications received. Ms. Bicksler also reported that 2 tuition waivers (each a three-credit hour course) are given for use by classified employees for

each semester/term from New River Community and Technical Colleges. During the 2016-2017 academic year, there was only one tuition waiver requested and awarded for the fall term. Ms. Bicksler also provided a seven-year overview of employee awards.

C. Strategic Plan Update.

Dr. James Nemitz, Vice President for Administration and External Relations, provided an update on WVSOM's Institutional Strategic Plan. Dr. Nemitz reviewed the 2015 strategic planning process which included representatives from WVSOM's administration, alumni, Board of Governors, faculty, staff, students, and the Lewisburg community. The five year strategic plan was approved by the Board of Governors in March 2015. Dr. Nemitz provided an overview update on the six areas of the strategic plan: 1) osteopathic medical education, 2) facilities, 3) technology, 4) finances, 5) outreach, and 6) reputation.

D. Approval of Graduates (October 1-December 31, 2017).

Dr. Craig Boisvert, Vice President for Academic Affairs and Dean, presented the list of graduates meeting all requirements, recommended by the faculty, and submitted for approval to the Board of Governors to receive their Doctor of Osteopathic Medicine Degree.

It was moved and seconded (Garlitz/Poling) to approve the candidates to graduate.

Motion Carried

E. Potential Property Acquisition.

The Board Chair stated this item would be discussed in Executive Session.

F. Honorary Degrees.

Dr. Michael Adelman, reported that he will ask Governor Jim Justice to be our keynote speaker at Graduation 2018 and would also present him with an honorary degree from WVSOM for his support in including WVSOM as one of the three exempt schools in the state in legislation that passed during their year's legislative session. Approval from the Board of Governors is required to present an honorary degree.

It was moved and seconded (Manchin/Poling) to present Governor Jim Justice with an honorary degree from the West Virginia School of Osteopathic Medicine. Motion carried.

VII. Board Education (Admissions Process)

Ms. Gwen Byrd, Director of Admissions, provided the education on the admissions process for WVSOM. Ms. Byrd reported on how the office operates and listed the staff in the various departments. Ms. Byrd provided yearly comparisons for AACOMAS applications and total supplemental applications from 2015 to 2017. Currently, the Class of 2022 has 1 deferred student (out-of-state), 8 rollover students (all out-of-state) and 211 scheduled interviews with 80 West Virginia applications at this time.

Ms. Byrd reviewed the recruitment strategy, strategic communication plan, application process, interview day, and Admissions Committee. Ms. Byrd also reported on the newest communication strategy which is a personal call from the WVSOM Admissions Office of congratulations once the applicant has been accepted.

Board education (.5 hours) held at this meeting will be submitted to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

VIII. 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

Dr. Charles Davis, Chair, stated the following: In accordance with the West Virginia Open Governmental Proceedings Act exceptions for the following agenda items, do I hear a motion to go into executive session to consider matters concerning personnel, potential real property and legal matters.

It was moved and seconded (Miller/Garlitz) to move into Executive Session at 2:16 pm. Only members of the Board of Governors, President Adelman, Jeffrey Shawver, and Larry Ware remained.

IX. Actions Emanating from Executive Session

The Board reconvened in open session at 2:34 pm after concluding Executive Session. The Chair reported that one action would need to be taken in the open meeting that was discussed in Executive Session.

It was moved and seconded (Garlitz/Ramsey) to purchase real property presented by Vice President of Finance and Facilities, Larry Ware. Motion Carried.

X. Information Gathering

No items were brought forth.

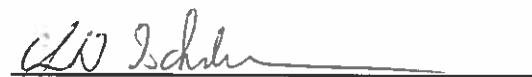
XI. Next Meeting Date

The next scheduled Board meeting will be held at The Greenbrier Hotel on Thursday, November 2, 2017 at 5:00 pm.

XII. Adjournment

It was moved and seconded (Manchin/Hammons) to adjourn. The motion carried and the Board meeting adjourned at 2:36 pm.

Approved on November 2, 2017


Cheryl D. Schreiber
Secretary

/ccb