

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, June 8, 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.
Cheryl Schreiber, Secretary	Sherri L. Miller
Gregory Burton (teleconference)	Gary L. Poling, D.O. (teleconference)
J. Fred Earley, II	David Ramsey (teleconference)
John Garlitz, D.O. (teleconference)	Steven Sarver (teleconference)

Others in Attendance:

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

II. Introductions

There were no introductions.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Burton/Earley) to approve the minutes of the May 4, 2018 regular meeting as presented. Motion Carried

V. Election of Officers

Board member, Fred Earley, presented a slate of officers for nomination as follows:

Secretary, Cheryl Schreiber
Vice Chair, Dr. Robert Holstein
Chair, Dr. Charles Davis

Board Chair, Dr. Davis, recognized the nominations from Mr. Earley and asked the nominated Board members whether they accepted the nominations. Each confirmed acceptance of the nomination. Chair Davis then asked whether there were any additional nominations for Board officers. No additional nominations were made.

It was moved and seconded (Earley/Ramsey) to elect the slate of officers nominated for 2018-2019 as presented. Motion Carried

VI. Rules

A. Institutional Policy E-11: Grading Authority (revised). Dr. John Garlitz, Chair of the Academic Committee, reported the committee reviewed the revisions of changing the person to assign a grade to the Associate Dean for Preclinical Education and recommends approval to the full Board.

It was moved and seconded (Manchin/Ramsey) to approve Institutional Policy E-11: Grading Authority as presented. Motion Carried

B. Institutional Policy E-17: Grading Policies and Procedures – Clinical Rotation Courses (revised). Dr. John Garlitz reported the Academic Committee reviewed the revisions in Section 5.6 changing to Associate Dean for Predoctoral Clinical Education acting on the Student Promotion Committee recommendation and revision in Section 6.1 regarding other categories that students are graded on. Dr. Garlitz reported the committee recommends to the full Board approval of the revisions.

It was moved and seconded (Earley/Ramsey) to approve Institutional Policy E-17: Grading Policies and Procedures as presented. Motion Carried

C. Institutional Policy GA-10: Standing Boards, Committees or Councils (revised). Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed Institutional Policy GA-10 and deferred to Mr. Jeffrey Shawver to review revisions. Mr. Shawver reported that due to the previous House Bills passed, the word "classified" was removed from Section 2.1.1 since it is now Staff Council. Also, Section 2.2.15 was revised with the removal of the word "justice". Mr. Earley stated the committee recommends to the full Board approval of the revised Institutional Policy GA-10.

It was moved and seconded (Earley, Schreiber) to approve Institutional Policy GA-10: Standing Boards, Committees or Councils as presented. Motion Carried

D. Institutional Policy GA-31: Acceptable Use of Information Technology Resources (revised). Mr. Fred Earley reported the Institutional Policy Committee reviewed the revisions to the policy as noted in Section 7.3.1. This section was revised to remove specific password requirements and to instead indicate a reference to the IT password guidelines. The guidelines would be available for employee use and any revisions would not need to be brought back before the Board of Governors. Mr. Earley stated the committee recommends to the full Board approval of the revised Institutional Policy GA-31. Mr. Shawver recommended the removal of the sentence in Section 7.3.1 concerning the creation of passwords based on phrases, as such recommendation would be more appropriate in the IT password guidelines rather than in the policy itself.

It was moved and seconded (Earley/Holstein) to approve revised Institutional Policy GA-31: Acceptable Use of Information Technology Resources, with the additional revision recommended by Mr. Shawver to Section 7.3.1. Motion Carried

E. Institutional Policy PE-15: Classified Employee Salary Administration (repeal). Mr. Fred Earley reported the Institutional Policy Committee reviewed the policy to be repealed with Mr. Jeffrey Shawver noting that a classified employee salary administration is no longer needed as all classified staff converted to staff in March 2018. Mr. Earley stated the committee recommends to the full Board the repeal of Institutional Policy PE-15.

It was moved and seconded (Earley/Miller) to repeal Institutional Policy PE-15: Classified Employee

Salary Administration as presented.

Motion Carried

F. Institutional Policy ST-10: Determination of Residency and Appeals (revised). Mr. Fred Earley reported the Institutional Policy Committee reviewed the revisions to the policy. Revisions include the HEPC requirements and classification of residency change. It is hopeful the revisions will clarify the process for the applicants and students. Mr. Earley stated the committee recommends to the full Board approval of the revised Institutional Policy ST-10.

It was moved and seconded (Earley/Manchin) to approve Institutional Policy ST-10: Determination of Residency and Appeals as presented.

Motion Carried

G. Institutional Policy ST-13: Student Professionalism (repeal). Dr. John Garlitz reported the Academic Committee recommends the repeal of Institutional Policy ST-13 as presented.

It was moved and seconded (Schreiber/Garlitz) to repeal Institutional Policy ST-13: Student Professionalism as presented.

Motion Carried

VII. Reports

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

1. Committee Reports

- a) *Academic Committee*. No other reports.
- b) *Finance & Audit Committee*. No other reports.
- c) *Institutional Policy Committee*. No other reports.

B. President of WVSOM

a) President's Update (Dr. Adelman)

- Dr. Adelman reported on the annual meeting of the American Association of Colleges of Osteopathic Medicine (AACOM) and asked Marilea Butcher, Vice President for Administrative Affairs and Director of Communications, to provide a list of awards presented to WVSOM. The awards included 1st place for Advertising (Center for Rural & Community Health Prescription Opioid Campaign), 2nd place for Advertising (Presidential Search Materials), 3rd place for Annual Report 2016-17, 1st place for the WVSOM Magazine (Summer) 2017, and 2nd place for Recruitment for Viewbook. Ms. Butcher reported WVSOM was very pleased to be recognized in these categories.
- Dr. Adelman reported on the recent Human Gift Registry Memorial Service held on Friday, May 11, 2018.
- Dr. Adelman provided a graduation update reporting there were 188 graduates that walked across the stage and over 2,000 family and guests on campus.
- Dr. Adelman reported on the Employee Recognition Celebration at which time achievements of our employees are recognized and retirees are honored. Dr. Adelman reported that there were 10 individuals retiring and stated that Cheryl Baker, Board Liaison, will retire at the end of June with 43 years of service. Dr. Manchin then made a statement regarding his time and positive experience with Cheryl Baker while he was a student. He stated that as a student of WVSOM's first class, it was very difficult to know what the outcome would be and he thanked Cheryl

for all of the support that she has given the school since its beginning. Dr. Manchin finished by quoting his father to “take inventory” of where we are right now, and commended Cheryl for her hard work and dedication to get WVSOM where it is now.

- Dr. Adelman reported on the upcoming CME Summer Seminar in Myrtle Beach on June 13-17, 2018.
- Dr. Adelman noted the latest WVSOM Magazine (winter) was distributed at the meeting.
- Dr. Adelman provided an update on *Abra* reporting they will begin recording the next Season on July 9, 2018 and reported that Dr. Charles Davis will be a guest on this episode. Dr. Adelman also mentioned that *Abra* has received nominations for two episodes in the Regional Emmy’s this year. Dr. Adelman thanked the Board members who are sponsors.
- Dr. Adelman noted the Board members’ birthdays for this meeting included Sherri Miller, David Ramsey and Fred Earley.
- Dr. Adelman stated this is his final President’s report to the Board. He thanked the Board for the privilege of working with them and for their support over the years.

b) Finance (Mr. Ware)

a. 2018 Financial Update. Mr. Larry Ware reviewed the financial data and reported the financial information presented is through April 30, 2018. Mr. Ware reported the benchmark is at 83% with an estimated uncommitted balance as of June 30, 2018 of \$46,393,514. WVSOM continues to work within its approved budget.

VIII. Board Items

A. Approval of Proposed Schedule of 2018-2019 Meeting.

Dr. Charles Davis reported the list of proposed Board meeting dates has been revised to recommend Friday, September 28, 2018 instead of September 21, 2018. Dr. Michael Adelman reported that the Thursday date in January was recommended and would permit Board members to participate in the Mid-winter Conference on Friday. The list now includes the following dates:

Friday, September 28, 2018
 Friday, November 2, 2018
 Thursday, January 24, 2019 (Charleston)
 Friday, March 8, 2019
 Friday, May 3, 2019 (conference call)
 Friday, June 7, 2019

It was moved and seconded (Holstein/Manchin) to approve the 2018-2019 meeting dates as presented. Motion Carried

B. Approval of Graduates (June 30-September 30, 2018).

Dr. Craig Boisvert presented the list of graduates who have successfully completed all requirements for graduation, approved by the Student Promotions Committee, and approved by the Faculty.

It was moved and seconded (Miller/Schreiber) to approve the graduates (June 30-September 20, 2018) as presented. Motion Carried

C. Approval of Professor Emeriti Status.

Dr. Craig Boisvert reported Robert Fisk, Ph.D. was nominated by his peers, approved by the faculty and the Faculty Council, and is recommended to receive Professor Emeritus status. Dr. Boisvert provided an update on Dr. Fisk reporting he began at WVSOM 40 years ago in the Anatomy Department and most recently has served as the Director of the Exam Center and National Boards.

It was moved and seconded (Schreiber/Earley) to grant Professor Emeritus status to Robert Fisk, Ph.D. Motion Carried

D. President Emeritus Employment Agreement.

Chair Davis reported this item will be discussed in Executive Session.

E. Discussion/Approval of Tuition Waivers.

Dr. Craig Boisvert reported WVSOM is losing in-state students to either Marshall University or West Virginia University due to no tuition waivers offered.

Mr. Larry Ware reported that the federal government moved to direct student loans with financial aid and of the \$700,000 available in the med loan program, \$600,000 was awarded. Mr. Ware recommended that WVSOM take money from the campus contribution to the med loan program for the next four years to fund tuition waivers. Mr. Ware reported that there is a line item on the financial form of \$200,000 for med loan.

Mr. Ware stated the Dean would have discretion in the number and amount of waivers each year up to \$50,000.

It was moved and seconded (Holstein/Earley) to accept this proposal for tuition waivers. Motion Carried

F. Annual Report by Staff Chair.

Ms. Joyce Martin, Staff Chair, provided the annual report by reviewing the legislative bills that allowed WVSOM to change its policies and the merger from classified employees to all staff. Ms. Martin reported that in April, the committee began working on its by-laws and each group has a representative(s). She reported that House Bill 4251 allows Sherri Miller to remain on the Board of Governors as the Staff Representative. Ms. Martin reviewed the budget as of May 31, 2018 at \$3,710.40 noting several fundraisers were held throughout the year. Ms. Martin reported on the special fundraiser for Anna Marie Counts that raised \$1,454 and the bench purchased in her honor has been placed outside of the quad near the parade field, which is the location Anna Marie enjoyed.

Ms. Martin thanked the Board for the tuition assistance which helps in furthering staff education and reviewed the awards for the past year. Ms. Martin reported donations are provided yearly to each of the county high schools for project graduation as well as monetary gifts for the Halloween Costume party, gifts to employees retiring, hospitalized or having new babies, and Adopt A Knight Holiday Program.

Ms. Martin reviewed the upcoming goals of revising staff policies for tuition and donations, fundraisers, community outreach, explore new staff employee mentor program and participate in WVSOM policy committee and work groups.

IX. Board Education

Rebecca Morrow, Ph.D., Assistant Dean for Student Affairs/Title IX Coordinator, provided an update on the Department of Student Affairs. Dr. Morrow reviewed the areas that Student Affairs oversees at WVSOM including student success and concerns, ASPIRE learning specialists, diversity-related grants and programming, and student activities. Dr. Morrow reviewed other aspects of the Department such as the Student Admissions Leadership Team (SALT) established in 2014. SALT is a program where WVSOM students take applicants to lunch during their interview process and provides feedback to the Admissions Office. WVSOM students are also very involved in TOUCH hours regarding community service.

The one-half 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.

X. 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 (Holstein/Earley) to move into Executive Session at 1:30 pm. Only members of the Board of Governors, President Adelman, Dr. Craig Boisvert, Jeffrey Shawver, and Larry Ware remained.

XI. Actions Emanating from Executive Session

The Board of Governors returned to regular meeting session at 2:20 pm. No items were brought forth.

XII. Information Gathering

No items were brought forth.

XIII. Next Meeting Date

The next scheduled Board meeting will be held on Friday, September 28, 2018.

XIV. Adjournment

It was moved and seconded (Earley/Schreiber) to adjourn. The motion carried and the Board meeting adjourned at 2:25 pm.

Approved on September 28, 2018



Cheryl D. Schreiber
Secretary

/ccb