

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Thursday, January 24, 2019 – 12:00 pm
Location: BrickStreet Insurance, Elk Room,
400 Quarrier Street, Charleston, WV**

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. The WVSOM mission statement was read by Board Vice Chair, Dr. Robert Holstein.

Members Present:

Charles Davis, D.O., Chair	Sherry L. Miller
Robert Holstein, D.O., Vice Chair	Gary L. Poling, D.O.
Cheryl Schreiber, Secretary	David Ramsey (teleconference)
Gregory A. Burton	COL David C. Romine, D.O., MPH
J. Fred Earley, II, J.D.	Loc Tran
John Garlitz, D.O.	

Others in Attendance:

James W. Nemitz, Ph.D., President	Debbie Green, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

II. Introductions

Chair Davis introduced and welcomed new Board member, COL David C. Romine, D.O., MPH.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Garlitz/Schreiber) to approve the minutes of the November 2, 2018 regular meeting as presented. Motion Carried

V. Agenda Order

At the direction of the Chair, a change was made to the agenda order to allow Auditor's Presentation (Item VIII.A) followed by Economic Impact Study (Item VIII.B).

Marie Long introduced herself and Whitney Merrill from the auditing firm of Suttle & Stalnaker. Ms. Long provided a PowerPoint presentation reporting on the financial statements including the independent auditor's report-unmodified opinion; management's discussion and analysis; statement of net position; statement of revenues, expenses and changes in net position; statement of cash flow; notes to financial statement; required supplementary information; independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.

Suttle & Stalnaker has conducted WVSOM's audit for 13 years. Ms. Long reported the School had no material weaknesses and is very timely in providing requested information.

Dr. Edward Bridges introduced Tom S. Witt, Ph.D., Chief Economist, Witt Economics LLC. Each Board member received a copy of the report entitled "Economic Impact of the West Virginia School of Osteopathic Medicine FY2018" via Dropbox. Dr. Witt provided a PowerPoint presentation on the study which indicated it was an update of the FY2012 report. The study focused on the economic contributions of students, faculty and staff; the West Virginia School of Osteopathic Medicine; the Robert C. Byrd Clinic; the WVSOM Foundation; the WVSOM Alumni Association; and the Mountain State Osteopathic Postdoctoral Training Institutions. Economic impacts were estimated using the IMPLAN Modeling Software and the results were presented in 2017 dollars (inflation adjusted) and conservative. Dr. Witt stated WVSOM is a mainstay of the Greenbrier County economy and also has an impact throughout West Virginia through its statewide campus. The total effect of WVSOM on the West Virginia Economy FY2018 is over \$53 million.

During the Academic Committee report, Dr. John Garlitz, Chair, requested to vote on Approval of Graduates (Item VIII.E) approved by the Student Promotions Committee and the faculty. Chair Davis agreed to the request.

It was moved and seconded (Garlitz/Tran) to approve the graduates as presented.

Motion Carried

Dr. Garlitz also requested to vote on Approval of Professor Emeritus Status (Item VIII.F) of David Brown, Ph.D. during the Academic Committee report. The request was granted by Chair Davis.

It was moved and seconded (Garlitz/Holstein) to grant Professor Emeritus status to David Brown, Ph.D.

Motion Carried

VI. Rules

- A. Institutional Policy GA-10: Standing Boards, Committees or Councils (revised). Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed the policy. Mr. Earley deferred to Jeffrey Shawver for further explanation of the revisions. Mr. Shawver stated the key revision of the policy included the addition of two committees. Mr. Earley recommended the policy to the full Board as presented.

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

Motion Carried

- B. Institutional Policy GA-11: Record Retention (new). Mr. Fred Earley reported the committee reviewed the policy and recommended it to the full Board with one revision. The Institutional Policy Committee requested Mr. Shawver provide a draft of the record retention schedule to the committee for review prior to the July 1, 2019 implementation date. The policy involves finalizing a record retention schedule on campus to ensure all departments are consistent with one another.

It was moved and seconded (Garlitz/Earley) to approve Institutional Policy GA-11: Record Retention as presented with the one revision. Motion Carried

VII. Reports

- A. Chair of the Board of Governors. Dr. Charles Davis stated he would like the Board to consider changing the start times of future committee and regular Board meetings. He proposed future committee meetings begin at 8 am and the regular Board meeting at 9:30 am. Discussion followed. Greg Burton suggested a start time of 9:00 am for committees and 10:00 am for the regular Board meeting to allow Board members who reside in Charleston adequate time to commute to Lewisburg.

It was moved and seconded (Romine, Garlitz) to approve future Board of Governors committee meetings to begin at 9:00 am and future regular Board meetings to begin at 10:00 am.

1. Committee Reports.

- a. Academic Committee. Discussed under Agenda Item V.
- b. Finance & Audit Committee. Mr. Greg Burton, Chair of the Finance & Audit Committee, stated there was no meeting due to lack of quorum. The committee members present met for discussion and WVSOM financials look good.
- c. Institutional Policy Committee. No other reports.

B. President of WVSOM.

1. President's Update – Dr. Nemitz.

- Dr. Nemitz reported in early January he completed his goal to visit all the statewide campus sites. Dr. Nemitz's plan for 2019 is to focus on visits to statewide campus students and WVSOM alumni.
- Dr. Nemitz reported the Grand Affair raised \$15,600 in funds for student scholarships. Dr. Nemitz stated there is contemplation to move the Grand Affair to the WVSOM Conference Center to lower expenses and provide increased revenue for the event.
- Dr. Nemitz reported student clubs have remained active with various events including a dinner for veterans, Heart of the Holidays, and a fundraiser for the upcoming international mission trip.
- Dr. Nemitz thanked Dr. Boisvert for hosting a thanksgiving dinner for students on Wednesday, November 21, 2018.
- Dr. Nemitz reported students and employees enjoyed holiday events including the Student Leadership Holiday Dinner, Holiday Party sponsored by the Office of the President and Dean and the WVSOM Holiday Luncheon sponsored by Human Resources.
- Dr. Nemitz commended the WVSOM Foundation for initiating fundraising opportunities including the Day of Giving Campaign and the End of the Year Campaign.
- Dr. Nemitz reported the WVSOM Alumni Association is preparing for the Mid-Winter CME which begins Friday, January 25, 2019. Dr. Nemitz stated he has

encouraged the Foundation and Alumni Association to work together during events and the Foundation will be hosting a reception during the Mid-Winter CME.

- Dr. Nemitz reported WVSOM will undergo a comprehensive Higher Learning Commission accreditation visit on May 6 – 8, 2019. School officials have been preparing for the accreditation visit for over one year. Dr. Nemitz requested some Board members be available to participate on May 6, 2019 either by phone or in person.
- Dr. Nemitz attended the WVOMA meeting in November 2018 and will participate in the Alumni Association's Mid-Winter CME conference January 25 – 27, 2019.
- Dr. Nemitz participates in the Greenbrier Valley Chamber of Commerce and the Greenbrier County Schools Foundation. The Greenbrier Valley Economic Development Corporation recently used the WVSOM Conference Center for their meeting.
- Dr. Nemitz addressed the growing opioid crisis in West Virginia and WVSOM's efforts to combat the epidemic. Dr. Drema Mace, Executive Director of the Center for Rural and Community Health, has been successful in obtaining grant funds to publish and distribute Opioid Awareness Toolkits for various West Virginia counties. SAMSHA wants the entire state to receive the toolkits and Dr. Mace is working county by county to produce the toolkits. Mr. Fred Earley suggested an upcoming Board education topic on how medical education and training has evolved to address the opioid crisis.

2. Legislative Update – Dr. Nemitz.

- Dr. Nemitz reported School leadership has been working on WVSOM's legislative agenda since December. WVSOM asked Governor Justice for a \$2 million increase in the school's budget and the Governor has placed the increase in his proposed budget; however, the budget still needs approval by the House and Senate. Dr. Nemitz, Jeffrey Shawver and Bill Perry (legislative consultant) met with the Finance Chairs of the Senate and House and they are both supportive of the \$2 million budget increase.
- Dr. Nemitz reported Monday, January 28, 2019 is Higher Education Day at the Capitol. WVSOM leadership and a student will attend meetings with various legislative leaders.
- Dr. Nemitz attended the State of the State Reception and sat with Delegate Joe Ellington.
- Dr. Nemitz reported he has been actively pursuing a good relationship with the Governor.
- Dr. Nemitz reported WVSOM is partnering with Marshall University to request funds from the pop tax be reallocated to all three medical schools. Currently, WVU is receiving all the funds.

3. Blue Ribbon Commission Update – Dr. Nemitz.

- Dr. Nemitz reported the Blue Ribbon Commission has mostly completed the tasks the Governor assigned to it. A new funding formula was dismissed so the funding formula will remain unchanged. A suggestion was made to eliminate HEPC and replace it with an Office of Post-Secondary Education. Dr. Nemitz stated WVSOM is protected from many of these decisions because it is an exempt institution.

4. Collaborative Update – Dr. Nemitz.
 - Dr. Nemitz reported continued interactions with Concord, Bluefield State and Marshall University.
5. Finance – Mr. Larry Ware.
 - a. First Budget Draft FY 2019-2020. Mr. Ware reviewed the proposed FY 2019-2020 budget which includes a 3% salary increase for employees and a 5% tuition increase for the incoming class. Mr. Ware reported the proposed budget does not reflect the \$2 million appropriation to the base proposed by the Governor. Dr. Gary Poling requested Mr. Ware provide information at the March meeting regarding the amount of scholarship dollars available for first-year students (especially in-state students). Dr. Robert Holstein requested Mr. Ware provide a proposed budget at the March meeting which would only raise out-of-state student tuition but not in-state student tuition. Mr. Ware agreed to provide information for both requests and stated the proposed budget is a first draft and he will have better numbers in March.
 - b. FY 2018-2019 Financial Update. Mr. Ware presented the financial data as of December 31, 2018. Mr. Ware reported WVSOM is operating within its approved budget. Mr. Ware reviewed the ratio analysis provided by the West Virginia Higher Education Policy Commission with comparisons of higher education institutions in the State. WVSOM's ratios were excellent in all categories.
 - c. Beautification Project. Mr. Ware reviewed the site plan for the beautification project. Mr. Ware stated next steps in the project are as follows: move the wall back in front of the Main Building and create a sidewalk; replace the staircase and sidewalks going down to the flagpole; and increase visitor and handicap parking. Dr. Holstein requested an artist's rendition of the site plan so the proposed changes could be better viewed by Board members. Mr. Loc Tran suggested WVSOM purchase a digital sign off of Route 219 to be more visible to the public and have the capability to list multiple campus events.
 - d. Tuition & Fee Waivers. Mr. Ware reviewed the first semester graduate teaching assistant tuition and fee waivers.

VIII. Board Items

- A. Auditor's Presentation (Suttle & Stalnaker). Discussed under Agenda Item V.
- B. Economic Impact Study (Tom Witt, Ph.D. of Witt Economics, LLC). Discussed under Agenda Item V.
- C. Institutional Strategic Planning Dates. Dr. Nemitz reported WVSOM's previous Institutional Strategic Plan is complete and new planning should begin. Dr. Nemitz proposed to have a brainstorming session with Board participation on March 9, 2019 because Board members will already be in Lewisburg for the March 8, 2019 Board meeting. The brainstorming session would begin at 8 am and last until approximately noon. The Board members agreed to participate.

- D. **New Academic Program – Masters of Medical Education.** Dr. Nemitz introduced the next agenda item by stating the Board previously put the item on hold due to the change in WVSOM Presidency. Dr. Nemitz stated the proposed program would allow non-matching students to retain eligibility to match again. Dr. Craig Boisvert provided a PowerPoint presentation detailing information on the proposed master's degree program. Chair Davis asked Dr. Boisvert if an 85 average was required for entrance into the program. Dr. Boisvert stated WVSOM faculty requested an 85 average be an admission requirement because students in the program will be used to tutor second-year medical students. Discussion followed. Dr. Boisvert requested Board approval to move forward to proceed and develop the program.

It was moved and seconded (Garlitz, Miller) to grant approval to proceed and develop the Masters of Medical Education program. Additional discussion followed.

Motion Carried

- E. **Approval of Graduates.** Discussed under Agenda Item V.
- F. **Approval of Professor Emeritus Status.** Discussed under Agenda Item V.

IX. Board Education

Dr. Jandy Hanna, Ph.D., MSB, Associate Dean for Research and Sponsored Programs, provided an update on the Research Department. Dr. Hanna reported the last research update to the Board was in 2014/2015. Dr. Hanna provided a PowerPoint presentation which included the following: WVSOM's infrastructure and resources; types of research and scholarly activity; student involvement (and resources); conference presentations by faculty and students; publications by faculty and students; and intramural and external funding. Dr. Hanna stated WVSOM has had an increase in research and scholarly activity as well as conference presentations because students want to list those accomplishments on their CV's for residency applications.

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**
No executive session was held.
- XI. **Actions Emanating from Executive Session**
No executive session was held.
- XII. **Information Gathering**
No items were brought forth.
- XIII. **Next Meeting Date**
The next scheduled Board meeting will be held on Friday, March 8, 2019 on the WVSOM Campus in the Conference Center located in the WVSOM Student Center. The committee meetings will begin at 9:00 am and the regular Board meeting will begin at 10:00 am. The institutional strategic plan brainstorming session will begin at 8:00 am on March 9, 2019.

XIV. Adjournment

It was moved and seconded (Garlitz, Poling) to adjourn. The motion carried and the Board meeting adjourned at 3:12 pm.

Approved on March 8, 2019



Cheryl D. Schreiber

Secretary

/dg