

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Friday, June 7, 2019 – 9:00 a.m.
Location: Room #4, John Manchin, II, DO Conference Center
Clinical Evaluation Center

Committee Members Present

Fred Earley, J.D., Chair (telephonically)
Robert Holstein, D.O.
Sherri Miller

Guests Present

Jeffrey Shawver, J.D.
Marly Dunbar
Brian Lutz, J.D.
Edward Bridges, Ph.D.
Charity Richmond

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Fred Earley, at 9:00 a.m. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. March 8, 2019

It was moved by Sherri Miller, and seconded by Dr. Holstein, to approve the minutes of the Institutional Policy Committee meeting held on March 8, 2019, with the revision of a typographical error regarding the day of the last meeting.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy PE-11: Faculty and Staff Development (*repealed*)

Jeffrey M. Shawver, J.D., General Counsel and Vice President of Legal and Governmental Affairs, presented to the Committee to be repealed Institutional Policy PE-11: Faculty and Staff Development, which went out for a 30-day comment period. PE-11 is no longer needed as a WVSOM policy, as the requirements of Section 2.2 are already in the Faculty Handbook at Section 2.1.3.5 and the requirements of Section 2.3 as related to Staff are already in Institutional Policy PE:01: Employees at Section 14.

Committee members asked questions regarding maintenance of policies on campus and their history.

It was moved by Dr. Holstein, and seconded by Sherri Miller, to repeal Institutional Policy PE-11: Faculty & Staff Development and to present the policy for repeal.

Motion Carried Unanimously.

- b) Update on Schedule for Institutional Policy GA-11: Record Retention
Dr. Edward Bridges, Vice President for Admin/External Relations, presented to the Committee the current draft Schedule for Institution Policy GA-11: Record Retention. The Schedule was presented for information purposes only.

Committee members asked questions regarding specific sections of the record retention Schedule.

- c) 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 Committee Meeting Date

The next regularly scheduled Institutional Policy Committee meeting will be determined by the Board upon approval of the 2019-2020 Board of Governors meeting schedule.

V. Adjournment

It was moved by Dr. Holstein, and seconded by Sherri Miller, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:15 a.m.

Approved on September 27, 2019.


Fred Earley, Chair