

**West Virginia School of Osteopathic Medicine  
Board of Governors – Regular Meeting  
Friday, March 8, 2019  
Location: John Manchin, II D.O. Conference Center, Room #2  
Clinical Evaluation Center**

**I. Call to Order, Roll Call/Quorum, and Mission Statement**

Meeting was called to order at 10:00 am by Chair, Dr. Charles Davis. Roll call was taken by Board Vice Chair, Dr. Robert Holstein. A quorum was present. The WVSOM mission statement was read by Dr. Holstein.

**Members Present:**

Charles Davis, D.O., Chair	John Garlitz, D.O.
Robert Holstein, D.O., Vice Chair	Gary L. Poling, D.O.
Gregory A. Burton (teleconference)	David Ramsey (teleconference)
J. Fred Earley, II, J.D.	Steven Sarver

**Others in Attendance:**

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

**II. Introductions**

Dr. Craig Boisvert introduced the new Associate Dean for Preclinical Education, Dr. Roy Russ.

**III. Public Comment**

No public comments were given.

**IV. Approval of Minutes**

It was moved and seconded (Garlitz/Poling) to approve the minutes of the January 24, 2019, regular meeting as presented. Motion Carried

**V. Agenda Order**

No changes were made to the agenda.

**VI. Rules**

A. Institutional Policy R-08: Sponsored Program Administration (new). Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed the policy and recommended it to the full Board as presented. Mr. Earley asked Jeffrey Shawver to provide further explanation of the policy. Mr. Shawver stated the policy defines the scope and responsibility of each person/department who signs and approves during the grant process. The policy puts current practice into writing.

It was moved and seconded (Earley/Garlitz) to approve Institutional Policy R-08: Sponsored Program Administration 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. Dr. John Garlitz, Chair of the Academic Committee, requested to vote on Approval of Graduates (Item VIII.C) approved by the Student Promotions Committee and the faculty. Chair Davis agreed to the request.

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

Dr. Garlitz also requested to vote on Approval of Professor Emeritus Status (Item VIII.D) and Chair Davis granted the request. Dr. Boisvert reported George Boxwell, D.O. and Helen Baker, Ph.D. were nominated by peers and approved by the faculty and the Faculty Council to receive Professor Emeritus status. Dr. Boisvert agreed with the nominations.

It was moved and seconded (Garlitz/Earley) to grant Professor Emeritus status to George Boxwell, D.O.  
Motion Carried

It was moved and seconded (Holstein/Garlitz) to grant Professor Emeritus status to Helen Baker, Ph.D.  
Motion Carried

- 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 of WVSOM financials.
- c. Institutional Policy Committee. Mr. Fred Earley, Chair of the Institutional Policy Committee, stated there were no other reports.

### B. President of WVSOM.

#### 1. Administration.

- a. President's Update – Dr. James Nemitz.
  - Dino Beckett, D.O. has agreed to be the 2019 Commencement Speaker.
  - Dr. David Romine resigned from the Board of Governors due to military obligations. WVSOM is looking for a new member to fill the vacancy.
  - The current legislative session will end on March 9, 2019, at midnight. The \$2 million state allocation increase to the WVSOM base is still in the budget.
  - PEIA proposed to create a "Rainy Day Fund" which would cost WVSOM a \$400,000 assessment fee. WVSOM advocated against the proposal and PEIA has decided to look for another source for the "Rainy Day Fund".
  - A special legislative session will occur to determine salary increases for state employees; however, WVSOM has already allocated funds for employee salary increases in the FY 2019–2020 draft budget that will be presented by Mr. Ware.
  - The Campus Carry bill was defeated in the Senate during committee.
  - Events have included: MidWinter CME with 334 attendees; Alumni After Hours in Martinsburg; Higher Education Day; WVSOM Day; D.O. Day on the Hill.

- Meetings have included interactions with: HEPC & Assembly of Presidents; U.S. Senator Shelley Moore Capito; Dr. John Gimpel of NBOME; AACOM Governmental Relations representatives.
- Collaborations have included: Dr. Bonny Copenhaver, President of New River Community and Technical College; Dr. Martin Roth, President of University of Charleston; Debrin Jenkins, Executive Director of West Virginia Rural Health Association, who would like to host the National Rural Health Association Meeting in 2021 on WVSOM's campus.
- Community outreach events have included: Rural Practice Day; Loving Our Mission Week; Apprentice Day for high school students from 12 West Virginia counties; Mini Med School; Celebrate Osteopathic Medicine Week. WVSOM students have been active in the community through various student club activities.
- Dr. Nemitz hosted a luncheon on campus for community leaders and is planning to host a second luncheon at the end of March.
- Dr. Nemitz stated he has been accepted in the 2019 Leadership West Virginia class.
- Upcoming meetings that Board of Governors members are invited to attend include: Institutional Strategic Planning on March 9, 2019, in the Clinical Evaluation Center Grand Hall and a luncheon with Higher Learning Commission officials on May 6, 2019.

2. Finance – Mr. Larry Ware.

- a. FY 2018-2019 Financial Update. Mr. Ware presented the financial data as of January 31, 2019, and stated WVSOM is operating within the approved budget with no concerns at this time.
- b. Beautification Project. Mr. Ware presented a colorized rendering of the Beautification Project to the Board per request during the January meeting. Mr. Ware stated the alumni bricks that were removed during construction of the Student Center will be relocated to the flagpole area in front of the Main Building. Discussion continues regarding digital signage options at the front corner of WVSOM campus by Lee Street. Mr. Ware estimates to have a completed design ready for Board approval at the June meeting and the majority of construction to occur in the fall.

**VIII. Board Items**

- A. Approval of Budget FY 2019-2020. Mr. Ware reviewed the FY 2019-2020 Budget Proposal and budget scenarios and is seeking budget approval in order to meet the May 1, 2019, budget deadline. After a lengthy discussion of the various budget scenarios, Mr. Ware recommended to amend the budget with no tuition increase for the upcoming fiscal year. Dr. Boisvert made a recommendation to the Board to consider finalizing FY 2020-2021 tuition rates and increases, if applicable, at the June meeting in order to give interviewing candidates accurate tuition rate information.

It was moved and seconded (Holstein/Garlitz) to approve the Budget FY 2019-2020 to include a 3.0% salary increase or as mandated by the State of West Virginia to all WVSOM employees

employed as of April 30, 2019, with an effective date of July 6, 2019, and no tuition increase for students.

Motion Carried

- B. Approval of Architectural Firm for Testing Center Project. Mr. Ware requested Board approval to proceed in negotiating an agreement with ZMM for engineering and architectural design services in relation to the Testing Center not to exceed 7% of project costs.

It was moved and seconded (Garlitz/Earley) to approve Testing Center project negotiations with ZMM as presented.

Motion Carried

- C. Approval of Graduates. Discussed under Agenda Item VII.

- D. Approval of Professor Emeritus Status. Discussed under Agenda Item VII.

- E. Opioid Presentation. Dr. Drema Mace, Ph.D., Executive Director, Center for Rural & Community Health, provided an update and PowerPoint presentation on WVSOM's role in the West Virginia substance use epidemic. Dr. Mace's presentation included the following topics: The Center for Rural and Community Health's (CRCH) approach to substance use prevention, treatment and recovery; substance use curriculum content for WVSOM medical students throughout all four years of medical training; graduate and continuing medical education offered concerning pain management and opioid use and abuse; expanded replication of the Prescription Opioid and Heroin Awareness Toolkit to 28 West Virginia counties and Washington, DC; research partnerships; community engagement opportunities and projects; current and potential CRCH funding.

The one-half hour Opioid Presentation held today will be submitted to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

#### **IX. Board Education**

Dr. Edward Bridges, Ph.D., Vice President for Administration and External Relations provided a PowerPoint presentation on the upcoming Higher Learning Commission (HLC) accreditation visit on May 6 – 7, 2019. Dr. Bridges presented topics that included: Differences between institutional and programmatic accreditation; timeline for the HLC site visit in May; responsibilities of Board of Governors members during the site visit; HLC's criteria for accreditation and requirements.

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 potential real property.

It was moved and seconded (Holstein/Garlitz) to move into Executive Session at 12:32 pm. Only members of the Board of Governors, President Nemitz, Jeffrey Shawver and Larry Ware remained.

**XI. Actions Emanating from Executive Session**

The Board of Governors returned to regular meeting session at 1:03 pm. One item emanating from the Executive Session that required action from the Board is as follows: The acquisition of real estate.

It was moved and seconded (Sarver/Holstein) to approve the proposal regarding property acquisition.  
Motion Carried

**XII. Information Gathering**

No items were brought forth.


**XIII. Next Meeting Date**

The next scheduled Board meeting will be held on Friday, May 3, 2019, at 10:00 am via conference call.

**XIV. Adjournment**

It was moved and seconded (Garlitz/Earley) to adjourn. The motion carried and the Board meeting adjourned at 1:07 pm.

Approved on May 3, 2019

  
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Cheryl D. Schreiber  
Secretary

/dg