

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, June 7, 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 Board 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	Sherri L. Miller
Robert Holstein, D.O., Vice Chair	Gary L. Poling, D.O.
Cheryl Schreiber, Secretary	David Ramsey
Gregory A. Burton (teleconference)	Steven Sarver
J. Fred Earley, II, J.D. (teleconference)	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

There were no introductions.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Ramsey/Garlitz) to approve the minutes of the May 3, 2019, regular meeting as presented. Motion Carried

V. Election of Officers

Board Member, Dr. John Garlitz, presented a slate of officers for nomination for FY 2019-2020 as follows:

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

Chair Davis recognized the nominations from Dr. Garlitz 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. Mr. Loc Tran nominated Mr. Steven Sarver as Chair. Chair Davis asked Mr. Sarver if he accepted the nomination of Chair. Mr. Sarver accepted the nomination.

A roll call vote was taken for the Board Chair position. Secretary Schreiber called on each Board member individually to vote for Board Chair with the following results: Burton - Sarver, Davis - Davis, Earley - Sarver, Garlitz - Davis, Holstein – Davis, Miller – Sarver, Poling – Davis, Ramsey – Sarver, Sarver – Sarver, Schreiber – Davis, Tran – Sarver (6 Sarver, 5 Davis).

Motion Carried

Chair Davis asked if there were any additional nominations for Vice Chair or Secretary. There were none.

Chair Davis called for a voice vote to elect Dr. Holstein as Vice Chair. The Board voted unanimously. Motion Carried

Chair Davis called for a voice vote to elect Mrs. Schreiber as Secretary. The Board voted unanimously. Motion Carried

VI. Agenda Order

No changes were made to the agenda.

VII. Rules

A. Institutional Policy PE-11: Faculty and Staff Development (repealed). Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed the policy to be repealed. Requirements of the policy are already in the Faculty Handbook and Institutional Policy PE-01: Employees. Mr. Earley stated the committee recommended the repeal of Institutional Policy PE-11 to the full Board as presented.

It was moved and seconded (Earley/Ramsey) to repeal Institutional Policy PE-11: Faculty and Staff Development as presented. Motion Carried

B. Institutional Policy E-12: Grading Scale (revised). Dr. Garlitz, Chair of the Academic Committee, reported the committee reviewed the revisions of the policy and recommended to the full Board approval of the revisions.

It was moved and seconded (Garlitz/Ramsey) to approve Institutional Policy E-12: Grading Scale as presented. Motion Carried

C. Institutional Policy E-18: Examination Policy (revised). Dr. Garlitz reported the committee reviewed the revisions to the policy. In addition to the revisions discussed in committee, Dr. Gary Poling, member of the Academic Committee, recommended “physician assistant” be added to the language in Section 5.1 as eligible to sign a medical excuse. Dr. Garlitz requested the additional revision be added to the policy with the other revisions and stated the committee recommended all the revisions to the full Board for approval.

It was moved and seconded (Garlitz/Tran) to approve Institutional Policy E-18: Examination Policy as presented with the additional revision. Motion Carried

D. Institutional Policy E-19: Academically at Risk (revised). Dr. Garlitz reported the committee reviewed the revisions to the policy including Section 5, which states it is the student’s responsibility to keep his or her current mailing address on file with WVSOM and check his

or her WVSOM email account at least every two business days. Dr. Garlitz recommended to the full Board approval of the revisions.

It was moved and seconded (Garlitz/Tran) to approve Institutional Policy E-19: Academically at Risk as presented. Motion Carried

- E. Institutional Policy E-22: Accommodations for Examinations (revised). Dr. Garlitz reported the committee reviewed the revisions to the policy which adds the language that third and fourth-year students must apply with the Associate Dean for Predoctoral Education for new accommodations not previously requested in the first or second years. Dr. Garlitz reported the committee recommended to the full Board approval of the revisions.

It was moved and seconded (Garlitz/Tran) to approve Institutional Policy E-22: Accommodations for Examinations as presented. Motion Carried

- F. Institutional Policy ST-01: Academic and Professional Standards (revised). Dr. Garlitz reported the committee reviewed the revisions to the policy which include clarification of Section 7.2. Dr. Garlitz reported the committee recommended to the full Board approval of the revisions.

It was moved and seconded (Garlitz/Tran) to approve Institutional Policy ST-01: Academic and Professional Standards as presented. Motion Carried

- G. Update on Schedule for Institutional Policy GA-11: Record Retention (informational item). Mr. Earley introduced Dr. Edward Bridges, Vice President for Administration and External Relations, for an update on Institutional Policy GA-11: Record Retention. Dr. Bridges presented the draft record retention schedule set to be implemented on July 1, 2019. The draft schedule was requested at the January 24, 2019, Board meeting. The Board did not have any questions regarding the document and no additional Board action was needed.

VIII. Reports

- A. Chair of the Board of Governors. Chair 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.

1. President's Update – Dr. Nemitz.

- Graduation – On May 25, 2019, WVSOM had its largest graduating class of 199 students. Facts about the Class of 2019 include: 99% match rate, 62% in primary care residencies, 15,000 recorded volunteer hours, \$21,000 in funds raised for nonprofits.
- Employees – The employee celebration was June 6, 2019, in which seven retirees and four Professor Emeriti were honored. WVSOM currently has 290 employees.
- Higher Learning Commission Visit on May 6-7, 2019 – The HLC final report was received on June 7, 2019, which was a clean report. All criteria were met and no

monitoring report was required. Additional information has been requested regarding the proposed master's program and will be provided to HLC. The HLC report will be placed in Dropbox for review.

- Legislative – WVSOM continues to look for additional funds to offset the state-mandated salary increase of \$2,379 for all employees. The raise is only partially funded by the state.
- Higher Education Policy Commission – Dr. Sarah Tucker has been appointed Interim Chancellor after Dr. Carolyn Long's resignation. A national search for a permanent Chancellor will begin in the fall of 2019. HEPC has received a request from The University of Leicester (located in England) to allow students to complete their clinical rotations at Wheeling Hospital. The University of Leicester recruits American-born students to their medical school. The students would attend classes in England for their first two years of medical training and complete their clinical rotations in the United States. The University of Leicester has requested Wheeling Hospital allow 30 rotating students in 2022 with a potential increase to 60 and then to 180. The Chancellor asked for comment on this and Dr. Nemitz prepared a response asking HEPC to deny the request. The request is on the HEPC meeting agenda scheduled for June 14, 2019, in Charleston. Representatives from The University of Leicester and Wheeling Hospital will speak at the HEPC meeting. Dr. Nemitz will speak against the request at the HEPC meeting. Dr. Shapiro of Marshall University is also anticipated to speak against the request and possibly Dr. Marsh from West Virginia University. WVSOM has a lot of concerns about the Wheeling market being flooded with the University of Leicester students which will affect the ability to train medical students in the northern panhandle. Discussion followed.
- Collaborations – WVSOM continues to look for opportunities to expand clinical rotations/sites. Dr. Nemitz recently met with the Interim President of Bluefield State College, Dr. Robin Capehart, and Dr. Kendra Boggess, President of Concord University, regarding possible collaborations. Season 7 of *Abracadabra* will be filming on the campus of Concord University this summer. WVSOM is collaborating on various projects in the Lewisburg and White Sulphur Springs areas and Dr. Nemitz will keep the Board updated as developments occur. All of the MSOPTI/GME programs have received initial accreditation.
- Dr. Nemitz acknowledged Dr. Robert Holstein as the WVSOM Alumni Association's Alumni of the Year. Dr. Holstein was named Alumni of the Year at the MidWinter CME Conference in January.
- Recent events include: Alumni After Hours in Morgantown, AAO Meeting, Spring Awards, Bluefield State Gala, CAMC Foundation Gala, local community leader luncheon, HLC annual conference and AACOM conference. Of note, Dr. Nemitz recently visited with Dr. O.J. Bailes and his wife for their 73rd wedding anniversary.
- Upcoming events include: Summer Seminar in Myrtle Beach, Alumni weekend on August 22 – 24, 2019, Convocation/White Coat on August 24, 2019, WVOMA Conference on September 26 – 29, 2019, and Hospital Day on September 27, 2019. WVSOM is rebranding The Grand Affair as the WVSOM Gala which will be held on campus also on September 28, 2019.

2. Finance – Mr. Larry Ware.
 - a. FY 2018-2019 Financial Update. Mr. Ware reviewed the financial statement ending April 30, 2019. WVSOM is operating within its approved budget with no concerns to report at this time. Dr. Nemitz commented that during the HLC visit in May the chair of the evaluation team reported WVSOM has the strongest financial composite index score he has ever seen as an HLC evaluator.
 - b. Tuition & Fee Waivers. Mr. Ware reviewed the 2018-2019 academic year graduate teaching assistant tuition and fee waivers. Mr. Ware stated these numbers remain consistent from year to year.

IX. Board Items

- A. Approval of Proposed Schedule of 2019-2020 Meetings. Chair Davis asked Dr. Nemitz to review the list of proposed Board meeting dates for the upcoming year. The list includes the following preferred dates:

Friday, September 27, 2019
Friday, November 15, 2019
Thursday, January 23, 2020 (Charleston)
Friday, March 20, 2020
Friday, May 1, 2020 (conference call)
Friday, June 5, 2020

Discussion followed and the Board agreed with the proposed dates.

- B. Proposed Tuition Rates FY 2020-2021 (informational item). Mr. Ware reported the proposed tuition rates were discussed by the Finance & Audit Committee. Dr. Boisvert previously suggested it would be very helpful to be able to tell potential candidates what the incoming tuition rate would be. Mr. Ware stated it is difficult to come up with the tuition rates for next year due to unfunded mandates by the State of West Virginia. An alternative would be to issue a statement that if there is a rate increase, it would be no more than 5%. The Finance & Audit Committee requested Mr. Ware prepare different scenarios on rate increases for the next Board meeting for a more in-depth discussion. Mr. Ware reported WVSOM has had two tuition increases over the past 10 years, one technology fee increase and one remediation fee increase. The average debt for WVSOM 2019 graduating seniors was less than \$230,000. One of the financial goals for WVSOM was to create an investment pool of \$40 million so tuition waivers could be increased for the coming year. WVSOM has reached that target and in the next budget year plans to increase tuition waivers. Discussion followed on the following topics: Providing waivers for in-state students versus out-of-state students (of which only 10% remain in West Virginia) and reducing operating expenses and increasing revenue to enable a tuition decrease.

For the Dean's purpose to notify potential candidates of tuition rates, Mr. Ware proposed WVSOM issue a statement that the Board is considering a tuition increase but it will be no more than 5%. Chair Davis asked for a consensus of the Board to issue the statement and the Board unanimously agreed.

- C. Approval of Graduates. Dr. Craig Boisvert presented the list of graduates who will successfully complete all requirements for graduation, have been approved by the Student Promotions Committee, and approved by the faculty.

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

- D. Annual Report by Staff Chair. Ms. Joyce Martin, Staff Chair, provided the FY 2018-2019 report to the Board. Topics included: Officers currently on Staff Council and constituency groups they represent, accomplishments of Staff, budget ending May 31, 2019, fundraisers, tuition assistance provided to 11 Staff employees, donations and gifts, and Staff goals for FY 2019-2020. Ms. Martin thanked the Board of Governors for their leadership, support and dedication to the entire WVSOM community over the past year.

X. Board Education

Mary L. Essig, MLS, Library Director, provided an update to familiarize the Board regarding the James R. Stookey Library resources. The last library update was in March 2015. Ms. Essig reported the following information during the presentation: Library Hours, location, library and book collections available both on campus and at Statewide Campus/MSOPTI sites, e-resources, and general search and access tools.

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.

- XI. **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.

- XII. **Actions Emanating from Executive Session**
No executive session was held.

XIII. Information Gathering

Dr. Nemitz acknowledged Loc Tran for his dedicated service to the Board as student representative over the past year. His replacement will be Jubel Puthusseril who begins service to the Board effective July 1, 2019. Dr. Nemitz also thanked Dr. Davis for his dedicated service as Board Chair and welcomed Mr. Sarver as the new Chair for the upcoming fiscal year.

During the Board Education presentation, more study space for students was mentioned. Ms. Schreiber asked Mr. Ware to provide information if additional space could be utilized in the library or elsewhere on campus for student study space. Mr. Ware stated a current project for 24-hour study space in the library is underway and will be completed in September. Mr. Ware is also considering other ways to use the “old clinic space” as well which is currently underutilized.

Dr. Poling requested the Board receive regular updates on the Robert C. Byrd Clinic. Dr. Nemitz stated Scot Mitchell has accepted the position of CEO of the Robert C. Byrd Clinic. Mr. Mitchell is a West Virginian and will be arriving July 15, 2019. He is currently the CEO of a hospital system in Alaska. Dr. Nemitz commended Mr. Ware as doing a remarkable job stabilizing the Robert C. Byrd Clinic since Jim Graeca’s resignation 17 months ago. Mr. Ware noted accomplishments over

the past year including: Achievement of Rural Health Clinic designation; conversion of electronic health records to Athena; recruiting successes including hiring a full-time physician and finding replacements for the Director of Clinical Services position, care coordinator and nursing staff. Chair Davis requested Mr. Mitchell provide an update to the Board in the fall of 2019 once he has become acclimated to his position at the Robert C. Byrd Clinic.

XIV. Next Meeting Date

The next scheduled Board meeting will be held on September 27, 2019, in the John Manchin, II, D.O., Conference Center. The committee meetings will begin at 9:00 am and the regular Board meeting will begin at 10:00 am.

XV. Adjournment

It was moved and seconded (Miller/Ramsey) to adjourn. The motion carried and the Board meeting adjourned at 11:39 am.

Approved on September 27, 2019



Cheryl D. Schreiber

Secretary

/dg