

**West Virginia School of Osteopathic Medicine  
Board of Governors – Regular Meeting  
Friday, November 15, 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, Steven Sarver. 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:**

Steven Sarver, Chair	Sherri L. Miller
Robert Holstein, D.O., Vice Chair	Gary L. Poling, D.O. (arrived at 10:13 am)
Cheryl Schreiber, Secretary (teleconference)	Jubel Puthusseril (teleconference)
J. Fred Earley, II, J.D.	
John Garlitz, D.O.	

**Members Absent:**

Gregory A. Burton	David Ramsey
Charles Davis, 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 (Garlitz/Holstein) to approve the minutes of the September 27, 2019, regular meeting as presented. Motion Carried

**V. Agenda Order**

No changes were made to the agenda.

**VI. Rules**

There were no policies presented.

**VII. Reports**

A. Chair of the Board of Governors. Chair Sarver discussed his vision for WVSOM with the Board. He reported he likes to view things in an "action plan world" and believes WVSOM should be prepared for potential State budget cuts. In order for WVSOM to maintain momentum, Mr. Sarver would like to see WVSOM focus on the following three action items

in 2020: Fundraising, continued pursuit of new applicants and development of new programs.

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. Administration.

a. President's Update.

- The Greenspace Project on campus is currently ongoing and has been well received by the community.
- The ribbon cutting for the Clingman Center for Community Engagement occurred on October 29<sup>th</sup>. Governor Justice attended the event and press coverage was picked up nationally by AACOM.
- On September 28<sup>th</sup>, WVSOM Hospital Day and the WVSOM Gala were hosted on campus. The Gala is WVSOM's premiere fundraising event for student scholarships. Over \$35,000 was raised in student scholarship dollars at the Gala.
- On October 10<sup>th</sup>, the West Virginia Rural Health Association recognized two members of the campus community. Dr. Bob Foster received the "Outstanding Rural Health Provider" award and Dimitri Tito, OMS-IV, received the "Outstanding Rural Health Student of the Year" award.
- On October 28<sup>th</sup> – 30<sup>th</sup>, Dr. Drema Mace participated in the Milken Institute Future of Health Summit, in which health care leaders from around the world gathered to confront health challenges by matching human, financial and educational resources with innovative and impactful ideas. Dr. Mace was able to share with the summit participants a hub-and-spoke model to address the substance use epidemic in West Virginia's Raleigh and Greenbrier Counties.
- On November 25<sup>th</sup>, WVSOM will sign a general Memorandum of Understanding with Marshall University at 10 am at Marshall's South Charleston campus. The MOU will open the door for more specific agreements with Marshall. Press will be on site to cover the event. WVSOM has been focused on strengthening relationships with institutions in the southern part of West Virginia; however, ongoing collaborations with institutions in the northern part of the State still continue.
- Also on November 25<sup>th</sup> after the MOU signing, Dr. Nemitz will give a presentation about WVSOM to the Charleston Rotary at noon, attend a computer center ribbon cutting at Logan Memorial Hospital at 3 pm and attend a dinner with CAMC folks in the evening.
- The World Rural Health Association Conference was on October 11<sup>th</sup> – 15<sup>th</sup> in Albuquerque, NM. WVSOM had two presentations at this national meeting.
- COM Day on the Hill was October 17<sup>th</sup>. Dr. Nemitz, Dr. Boisvert, Dr. Edward Bridges and one of WVSOM's students were able to meet with Senator Manchin, Senator Capito, Congresswoman Miller and staffers for Congressman McKinley and Congressman Mooney. The main focus of the meetings was the

potential reauthorization of the Higher Education Act during the next session which could affect the financial aid for our students.

- On October 18<sup>th</sup> and 19<sup>th</sup> several Abra Live performances were given to elementary school-aged children in the Toledo, OH area.
- Leadership West Virginia was on our campus to tour WVSOM in October. Dr. Nemitz has participated in Leadership West Virginia as a member of the Class of 2019 and his last session will be November 21<sup>st</sup> – 23<sup>rd</sup> in Charleston.
- The AOA OMED Conference was in October. During the conference, WVSOM hosted a very successful alumni event. Cybersecurity was an important topic at the conference and WVSOM was recognized as the only osteopathic school to address this issue on its webpage.
- Recent WVSOM staff activities include Halloween activities and the Holiday Expo.
- The Greenbrier Military School Alumni Association had its reunion recently on campus.
- The Greenbrier Valley Chamber of Commerce Business After Hours event was hosted by WVSOM on November 6<sup>th</sup>.
- The WVSOM Veterans' Dinner was held in the Conference Center on November 8<sup>th</sup>.
- The Higher Education Policy Commission recently held its CFO Meeting in the Conference Center on November 14<sup>th</sup> and 15<sup>th</sup> and will be having its next HEPC meeting and Board of Governors Summit on campus on December 5<sup>th</sup> and 6<sup>th</sup>.

## 2. Finance.

- a. FY 2019-2020 Financial Update. Mr. Larry Ware reviewed the financial statement ending September 30, 2019. WVSOM continues to operate within its approved budget with no concerns to report at this time.

On October 31<sup>st</sup>, HEPC Interim Chancellor Tucker asked all the higher education institutions to prepare for a mid-year appropriation reduction of up to 4.6% as well as a reduction of the base for the same amount in the upcoming fiscal year. The monetary impact to WVSOM of a 4.6% budget reduction would be \$441,435. If the budget cut is realized, Mr. Ware will attempt to minimize the impact on campus programs by identifying big ticket items that can be reduced as part of the budget process and whatever is remaining would be allocated across the board to spending units.

## VIII. Board Items

- A. Approval of Graduates. Dr. Robert Pepper presented the list of graduates for approval 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/Miller) to approve the graduates as presented.  
Motion Carried

- B. Annual Report by Faculty Council Chair. Peter Ward, Ph.D., Faculty Council Chair, reported WVSOM faculty members have been active over the past year in the following areas:

- **Teaching activities:**
  - Delivering D.O. curriculum throughout Years 1-4 (including electives)
  - Ongoing review of Existing Curriculum and Assessment of the Curriculum
  - Investigation of New Degree Programs
  - OPP faculty are involved in a 40-hour, hands-on, introduction and refresher course on OMT. Complementary videos are being created for Continuing Medical Education.
- **Research and Scholarly activities:**
  - Authored peer-reviewed papers with student co-authors
  - Presented posters
  - Contributed to textbooks
  - Spoke at professional conferences
- **Service activities:**
  - Participation in a variety of health programs
  - Participation in student club activities and events
  - Service in state and national medical and health organizations

At the conclusion of Dr. Ward's report, Mr. Sarver requested that Marketing draft a brochure to be presented at the January Board of Governors meeting to showcase the faculty's research achievements. The brochure could be used as a tool in fundraising as well as admissions.

Dr. Nemitz commended the faculty on all of their hard work and dedication to WVSOM.

- C. **President Emeritus Update.** Dr. Michael Adelman updated the Board on his activities since becoming President Emeritus in July 2018 which include:
- Worked on white paper regarding opportunities for collaboration with Concord University and Bluefield State College.
  - Worked with President Nemitz – providing advice and counsel as requested.
  - Actively involved in reviewing WVSOM's HLC accreditation documentation and helped to provide a mock accreditation visit.
  - Provided leadership mentoring for a WVSOM Staff Member at the request of HR.
  - Obtained new funding and secured continued funding for Abracadabra seasons six and seven.
  - Attended NETA Meeting to promote Abracadabra nationally.
  - Transferred Abracadabra production facilities from Beckley PBS to Concord University.
  - Wrote, produced and directed the majority of episodes for Abracadabra seasons six and seven.
  - Worked with Marketing to produce advertising pieces promoting Abracadabra.
  - Performed Abra Live shows for over 1500 elementary-aged children during this past year.

To conclude his presentation, Dr. Adelman played a clip of the drug safety episode in Abracadabra season six which will be submitted for a regional Emmy.

- D. **Action Plan for New Complementary Programs.** Dr. Edward Bridges, Ph.D., reviewed the Action Plan for New Complementary Programs that was requested by Chair Sarver at the September 27<sup>th</sup> Board meeting. Topics discussed included: How to build the infrastructure

for graduate programs including governance, administrative needs and technology; required planning for specific programs including market research, a feasibility study, financial projections, curriculum creation and preparation of accreditation documentation; how to apply for accreditation; and potential new programs for WVSOM.

An approximate timeline to build a new program infrastructure with required planning is 1 to 1 ½ years. In addition to that, the accreditation timeline (from submission of the application to approval) to add a lower degree program is nine months.

Potential new programs that WVSOM is currently considering include: M.S. in Medical Education, Master's Program in Acupuncture and other complementary programs (Physician's Assistant, M.S. in Biomedical Sciences and graduate Anatomy degrees). WVSOM is also currently collaborating with other institutions regarding potential degree offerings.

Board discussion followed the presentation. Mr. Earley asked Dr. Bridges if WVSOM plans to move forward with adding one degree program or several programs at once. Dr. Bridges stated once the Higher Learning Commission (HLC) accreditation is approved on one lower degree program another site visit may not be required and the accreditation process would be less vigorous. The most feasible plan would be to pursue adding one lower degree program to build the required infrastructure and doing it well. Dr. Poling commented it is important to choose a program that is in high demand (like a PA program). Dr. Poling also stated it is important to treat a new program as an investment and to be willing to put money into the program by having a feasibility study to determine what the best option is. Dr. Nemitz stated WVSOM is definitely pursuing online degree options. Currently, WVSOM is not approved by HLC to deliver an online degree program and will require another level of approval from HLC in order to offer online degrees. Dr. Nemitz also stated that the Commission on Osteopathic College Accreditation (COCA) will also evaluate any new degrees offered to ensure that they do not affect the osteopathic medical education program so COCA will need to "sign off" on any new programs as well. Continued topics of discussion followed including: Using the M.S. in Biomedical Sciences as a "feeder" program into WVSOM's osteopathic medical education program and the fiduciary responsibility of WVSOM to not overextend financially by exploring other programmatic options at a time when State budget cuts are likely.

Continued exploration of adding new complementary programs will continue.

- E. Creation of a WVSOM Research Corporation. Jeffrey Shawver reviewed the memorandum to the Board of Governors dated November 15, 2019, regarding creation of a WVSOM Research Corporation. The research corporation would receive and administer funds awarded by external agencies for research and other activities and will be responsible for helping protect intellectual property through patents, copyrights, and licensing agreements for start-up companies based on WVSOM research. Benefits of a research corporation as well as structure were discussed. If the Board consents to pursue the research corporation concept, WVSOM administration will form an ad hoc institutional committee to work through the desired structure and scope of the corporation, including gathering information on costs. The ad hoc committee, through the General Counsel, will provide the Board updates on status. Once the entity is formed and while corporate policies and procedures are being developed and IRS designation is being obtained, the ad hoc committee will work

with the Board's Institutional Policy Committee to draft an overarching agreement between WVSOM and the corporation as required by WV Code. This agreement will ultimately require Board approval.

Though no official action is required by the Board at this time, WVSOM administration requests the Board's consent to pursue the creation of the research corporation, ultimately leading to an agreement between the Board and the corporation, which must be approved by the Board.

The Board had no objections to the proposed WVSOM Research Corporation.

**IX. Board Education**

- A. ASPIRE. Ginger M. Conley, MA, LPC and Kelley S. Sills, MA, provided an update to the Board regarding the ASPIRE Department. Julianna Quick was unable to participate in the presentation due to illness.

Various academic and counseling services provided to WVSOM students include: Test analysis; test taking strategies; performance enhancement; time management; active learning/study skills; academic risk support; mental health concerns; stress management; test anxiety; sleep issues; and relationship problems.

ASPIRE offers a tutoring program which allows 2<sup>nd</sup> year students to participate as work study students and helps prepare tutors for board prep.

Additional programs offered through the ASPIRE department include: COMSAE and COMLEX Prep Tracks; the Self-Aware Integrated Learning (SAIL) Program; and the Question, Persuade, Refer (QPR) Program.

The ASPIRE Department is also actively involved in campus wellness initiatives including: Art studios for students, staff and spouses; yoga and meditation groups for students, staff and spouses; African drum circle with Greenbrier Academy for Girls; student support lunches; mindfulness meditation room; and workshops.

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**

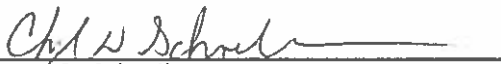
The next scheduled Board meeting will be held on Thursday, January 23, 2020, at Encova

Insurance (formerly BrickStreet Insurance). The committee meetings will begin at 9:00 am and the regular Board meeting will begin at 10:00 am.

**XIV. Adjournment**

It was moved and seconded (Earley/Garlitz) to adjourn. The motion carried and the Board meeting adjourned at 12:29 pm.

Approved on January 23, 2020

  
Cheryl D. Schreiber  
Secretary  
/dg