

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Thursday, January 23, 2020 – 9:00 a.m.
Location: Elk Room, Encova Insurance, 400 Quarrier Street,
Charleston, WV

Committee Members Present

Fred Earley, J.D., Chair
Randall Belt, D.O.
Robert Holstein, D.O.
Sherri Miller

Guests Present

Jeffrey Shawver, J.D.
Edward Bridges, Ph.D.
Marilea Butcher
Debbie Green
Jandy Hanna, Ph.D.
Daniel Rubin

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Fred Earley, at 9:03 a.m. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. September 27, 2019

It was moved by Dr. Holstein, and seconded by Sherri Miller to approve the minutes of the Institutional Policy Committee meeting held on September 27, 2019.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy R-06: Time and Effort Reporting (*revised*)

Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee the Institutional Policy R-06: Time and Effort Reporting to be revised, which went out for a 30-day comment period. Mr. Shawver stated the proposed revisions bring the policy more in agreement with federal grant requirements. The federal grant requirements include certification of time to meet the grant reporting requirements and not exact specified time reporting.

It was moved by Sherri Miller, and seconded by Dr. Holstein to approve the revision of Institutional Policy R-06: Time and Effort Reporting and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

b) **Research Corporation Update.**

Jeffrey Shawver stated WVSOM Administration is currently identifying individuals to serve on a committee in order to strategically move forward with the creation of a WVSOM Research Corporation. Mr. Shawver stated no time restraint or outside approval is needed for the creation of a research corporation except for IRS approval at the appropriate time. Dr. Edward Bridges stated the WVSOM Research Corporation will be a business entity and WVSOM wants to ensure it is created properly.

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 Meeting Date

The next regularly scheduled Institutional Policy Committee meeting will be held on Friday, March 20, 2020 in the Alumni Center at the WVSOM campus.

V. Adjournment

It was moved by Sherri Miller, and seconded by Dr. Holstein to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:11 a.m.

Approved on June 5, 2020


Fred Earley, Chair