

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, March 20, 2020
Location: Alumni Boardroom, WVSOM Campus**

**THIS MEETING WAS A CONFERENCE CALL DUE TO GOVERNOR JUSTICE'S
DIRECTIVE OF NO IN-PERSON MEETINGS GREATER THAN 10 PEOPLE DUE TO
COVID-19.**

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

Meeting was called to order at 10:11 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	J. Fred Earley, II, J.D. (teleconference)
Robert Holstein, D.O., Vice Chair (teleconference)	John Garlitz, D.O. (teleconference)
Cheryl Schreiber, Secretary (teleconference)	Sherri L. Miller (teleconference)
Randall Belt, D.O. (teleconference)	Gary L. Poling, D.O. (teleconference)
Gregory A. Burton (teleconference)	Jubel Puthusseril (teleconference)
Charles Davis, D.O. (teleconference)	David Ramsey (teleconference)

(Of note, Jubel Puthusseril was present for the entire call; however, she was unable to be heard prior to Executive Session due to technical difficulties. Her vote on board action items has been recorded in the minutes.)

Members Absent:

None

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 (Schreiber/Ramsey) to approve the minutes of the January 23, 2020, regular meeting as presented. Motion Carried

V. Agenda Order

No changes were made to the agenda.

VI. Reports

A. Chair of the Board of Governors. Chair Sarver had no report.

1. Committee Reports.

- a. Academic Committee. Dr. John Garlitz, Chair of the Academic Committee, stated the committee did not meet and there was no report.
- b. Finance & Audit Committee. Mr. Greg Burton, Chair of the Finance & Audit Committee, stated the Finance & Audit Committee did meet to discuss the following agenda items: FY 2019-2020 Financial Update; Discussion of FY 2020-2021 Budget; and Discussion of Potential Real Property Purchase.
- c. Institutional Policy Committee. Mr. Fred Earley, Chair of the Institutional Policy Committee, stated the committee did not meet and there was no report.

B. President of WVSOM.

1. Administration.

a. President's Update.

- COVID-19 response - Administration has been involved in daily messaging to students, faculty, and staff regarding WVSOM's COVID-19 response initiatives. WVSOM's accrediting bodies have approved modification of the curriculum and WVSOM will begin to deliver the curriculum online for 1st and 2nd year students. Rotations for 3rd and 4th year students have been suspended and WVSOM is offering online alternatives that have been approved by WVSOM's accrediting bodies. Governor Justice has been very directive regarding higher education and wants higher education institutions to remain open with essential employees keeping the campuses operational. Employees with non-essential duties have been allowed to work from home. Human Resources has created an approval and monitoring process for the work from home requests. WVSOM's goal is to keep the campus open; however, campus restriction to the general public will begin at the end of the day on March 20, 2020. Campus events are being either cancelled, postponed or will be virtual. A decision regarding Graduation will be made in April. The WVSOM website has a "Coronavirus Updates" page which may be accessed for further details regarding WVSOM's COVID-19 response. Dr. Nemitz stated he is very proud of the WVSOM campus community for working together to address the COVID-19 challenges.
- New Programs - WVSOM is moving forward regarding new programs. A consultant has been hired to perform market analysis and a feasibility study for potential new programs identified by faculty. The consultant will also look at the feasibility of offering WVSOM's osteopathic medical education program at an additional location. Finally, the consultant will perform a new economic impact study with the purpose of capturing the impact WVSOM graduates have on the State's economy.
- Fundraising – WVSOM has two new yearly scholarships which are \$10,000 each. NIP credits raised \$71,250 and WVSOM's end of the year campaigns raised approximately \$100,000.
- WVSOM is working on a campaign to raise visibility in the Charleston area and more information will be provided in the future on that campaign.

- Student Activities – The residency match is currently underway and as of the end of the day on March 19, 2020, WVSOM only had five unmatched students. WVSOM is working with these unmatched students to get them placed. Admissions recently had a deadline for 2nd deposits for the incoming Class of 2024 and everything is on track for the upcoming academic year.
- Legislative - The State of West Virginia is operating on a flat budget and WVSOM did not have a cut in appropriations. WVSOM published a new State legislative booklet that included outcomes and economic impact. WVSOM leads in all the categories that are required for State reporting. WVSOM is the leading producer of physicians in the State and also leads in production of rural and primary care physicians in the State.
- WVSOM News and Events – Dr. Nemitz congratulated Board of Governors member, Dr. Charles Davis, who was honored as the Distinguished Alumnus of the Year at the MidWinter CME in Charleston, WV. WVSOM Day was held at the State Capitol on March 3, 2020. Due to lack of legislative interest in these types of events and ongoing construction in the capitol, WVSOM will not host WVSOM Day next year. WVSOM will continue to work with legislators on a one-on-one basis. Recent campus activities include the following: State of the School address presented by Dr. Nemitz on March 9, 2020; Opioid Educational Series for students, faculty, staff, and the community; International Festival; and WVSOM Follies.
- Higher Education Policy Commission – The Presidents of State higher education institutions are meeting regularly to deal with COVID-19 response issues. Meetings regarding the Higher Education Funding Formula have been postponed to later in the year.
- Faculty Accomplishments – Dr. Nemitz congratulated Dr. Peter Ward, anatomy professor and Faculty Council Chair at WVSOM, who was recently recognized as one of five finalists for the Faculty Merit Foundation’s Professor of the Year award.

2. Finance.

- a. FY 2019-2020 Financial Update. Mr. Larry Ware, Vice President for Finance and Facilities, reviewed the financial statement ending January 31, 2020. WVSOM continues to operate within its approved budget with no concerns to report at this time. WVSOM has an uncommitted balance of \$56,369,412. Mr. Ware anticipates the uncommitted balance will go down by the next Board of Governors meeting based on increased costs that will be incurred related to COVID-19 as well as the market downturn. Mr. Burton expressed thanks to Mr. Ware for his diligence in preparation of the FY 2019-2020 budget and also the FY 2020-2021 budget during these unprecedented times.

VII. Board Items

- A. Approval of Budget FY 2020-2021. Mr. Ware presented the FY 2020-2021 Budget Proposal to the Board. At the direction of the Finance & Audit Committee during the January 2020 meeting, Mr. Ware included in the budget proposal an increase to tuition by \$1,000 for all in-state and out-of-state incoming students. The increase will generate approximately \$200,000 in additional revenue for the next fiscal year and \$800,000 over the course of the next four

years. Also, the Federal Award for Work Study was lower than expected and has been updated in the budget proposal. The federal government based the award on the prior year's usage and there was no concern with the decrease. Mr. Ware is seeking approval of three Resolutions for the FY 2020-2021 Budget. After discussion, Chair Sarver stated the Board would vote on each Resolution individually.

1. Resolution to approve the Proposed FY 2021 Budget. The Board had discussion regarding the Resolution and the proposed tuition increase. Dr. Garlitz stated WVSOM Faculty is opposed to the tuition increase.

It was moved and seconded (Burton/Ramsey) to approve the Proposed FY 2020-2021 Budget as recommended by Mr. Ware to include the \$1,000 tuition increase for all incoming in-state and out-of-state students. Dr. Garlitz asked for a roll call vote with the following results: Belt – for, Burton – for, Davis – against, Earley – for, Garlitz – against, Holstein – for, Miller – for, Poling – against, Puthusseril – against, Ramsey – for, Sarver – for, Schreiber – for. The results were 8-4 in favor of the Resolution.

Motion Carried

2. Resolution to provide a 2.0% salary increase to all WVSOM employees, including the president, employed as of April 30, 2020, with an effective date of July 4, 2020.

It was moved and seconded (Burton/Holstein) to approve the second Resolution as recommended by Mr. Ware. There was no discussion.

Motion Carried

3. Resolution to provide equity adjustments as identified by Human Resources and approved by the president.

It was moved and seconded (Burton/Garlitz) to approve the third Resolution as recommended by Mr. Ware. There was no discussion.

Motion Carried

- B. Review of the WVSOM Mission Statement. Dr. Edward Bridges, Vice President for Administration and External Relations, stated WVSOM policy requires the Institutional Mission Statement be reviewed every five years. An Institutional Strategic Planning Session was held in March 2019 and following that meeting it was recommended that no changes be made to the WVSOM Mission Statement. Administration recommends a motion by the Board to maintain the WVSOM Mission Statement with no changes.

It was moved and seconded (Holstein/Ramsey) to approve and maintain the WVSOM Mission Statement as recommended. There was no discussion.

Motion Carried

- C. Approval of Institutional Strategic Plan. Dr. Bridges presented the Institutional Strategic Plan to the Board. WVSOM Administration solicited feedback from the local community and the WVSOM community. Based on the feedback, Administration is proposing three changes to the Strategic Plan. Dr. Bridges reviewed the proposed changes and WVSOM Administration recommended the Institutional Strategic Plan to the Board for approval.

It was moved and seconded (Earley/Schreiber) to approve the Institutional Strategic Plan with the proposed changes. There was no discussion.

Motion Carried

- D. President Evaluation and Contract. Chair Sarver stated this board item would be discussed during Executive Session.
- E. Approval to Purchase Real Property. Mr. Ware requested approval from the Board to move forward with the purchase of 176 GMS Drive, Lewisburg, WV, at a purchase price of \$176,500.00. The property adjoins other properties that WVSOM owns and is identified in the campus Facilities Master Plan as a property to be obtained when available. As required, appraisals were completed on the property to establish the offer price.

It was moved and seconded (Ramsey/Miller) to approve the purchase of 176 GMS Drive, Lewisburg, WV, as proposed. There was no discussion. Motion Carried

VIII. 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

Steven Sarver, 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 personnel, potential real property and legal matters.

It was moved and seconded (Garlitz/Miller) to move into Executive Session at 11:01 am.

Only members of the Board of Governors, President Nemitz, Jeffrey Shawver, Leslie Bicksler, and Larry Ware remained for the discussion of personnel and legal matters and only Jeffrey Shawver and Leslie Bicksler remained for the President's evaluation and contract discussion.

IX. Actions Emanating from Executive Session

The Board of Governors returned to regular meeting session at 12:05 pm. There was one item emanating from the Executive Session requiring action from the Board which was the approval of the President's Evaluation and Contract.

It was moved and seconded (Holstein/Garlitz) to approve the President's Evaluation and Contract as discussed during Executive Session. There was no discussion.

Motion Carried

X. Information Gathering

Dr. Poling requested that at the next 1-2 meetings the following topics be discussed: student professionalism and board scores, the Robert C. Byrd Clinic, and admissions information including MCAT scores and grades.

XI. Next Meeting Date

The next scheduled Board meeting will be held on Friday, May 1, 2020, via conference call.

XII. Adjournment

It was moved and seconded (Burton/Ramsey) to adjourn. The motion carried and the Board meeting adjourned at 12:09 pm.

Approved on May 1, 2020

A handwritten signature in cursive script, appearing to read "Cheryl D. Schreiber", is written over a solid horizontal line.

Cheryl D. Schreiber

Secretary

/dg