

West Virginia School of Osteopathic Medicine-Board of Governors  
**Institutional Policy Committee**  
Thursday, January 26, 2023 – 1:00 pm  
Location: Embassy Suites, Conference Room 226,  
300 Court Street, Charleston, WV

**Committee Members Present**

Randall Belt, D.O., Chair  
Todd Smith, D.O. (telephonically)  
Marly Dunbar (telephonically)

**Guests Present**

Jeffrey Shawver, J.D.  
Cheyanne Alexander  
Debbie Green

**I. Call to Order/Roll Call**

The Institutional Policy Committee was called to order by Chair, Dr. Randall Belt, at 1:03 pm. Roll call was taken and a quorum was present.

**II. Approval of Minutes**

a. November 4, 2022

It was moved by Marly Dunbar, and seconded by Dr. Smith, to approve the minutes of the Institutional Policy Committee meeting held on November 4, 2022.

Motion Carried Unanimously.

**III. Committee Items**

a) Institutional Policy E-37: Merit Pay Determination for First Year Faculty  
(*repealed*)

Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee the proposed policy for repeal: Institutional Policy E-37: Merit Pay Determination for First Year Faculty. Mr. Shawver stated that the proposed policy was no longer needed. WVSOM received a West Virginia Higher Education Policy Commission exception from the West Virginia Legislature several years ago which allowed WVSOM and its governing board to determine its own personnel matters. The faculty as a whole determined they wanted across-the-board raises versus a competitive, merit-based system. The Faculty Senate, Faculty Chair and Faculty Board of Governors representative agreed that the proposed policy was no longer needed. The policy before the Committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Marly Dunbar, and seconded by Dr. Smith, to repeal Institutional Policy E-37: Merit Pay Determination for First Year Faculty and to present the policy to the Board of Governors for repeal.

Motion Carried Unanimously.

b) Institutional Policy GA-10: Standing Boards, Committees or Councils (*revised*)

Jeffrey Shawver presented to the Committee proposed revisions to Institutional Policy GA-10: Standing Boards, Committees or Councils. Mr. Shawver reviewed the minor but substantive proposed changes and stated that the proposed policy revisions included striking the Budget Committee and Equal Opportunity and Affirmative Action Committee which were inactive committees. Institutional Policy GA-10: Standing Boards, Committees or Councils also reflects the committee that is needed for determination of the curriculum and other matters related to the Masters in Biomedical Sciences program which is on the main Board of Governors meeting agenda for approval later today as required by the Higher Learning Commission. The policy before the committee was circulated for the required 30-day comment period.

It was moved by Marly Dunbar, and seconded by Dr. Smith, to approve the revised Institutional Policy GA-10: Standing Boards, Committees or Councils, and present the revised policy to the Board of Governors for full approval.

Motion Carried Unanimously.

c) Institutional Policy PE-02: Faculty (*revised*)

Jeffrey Shawver presented to the Committee proposed revisions to Institutional Policy PE-02: Faculty. Mr. Shawver reviewed the proposed changes to 6.3, 6.4 and 6.5 which states upon a promotion in rank the faculty member will receive an increase of 10% to their base salary which is not a new standard but was not previously delineated in WVSOM policy. The policy before the committee was circulated for the required 30-day comment period. No comments were received. The faculty have reviewed the proposed changes with no controversy.

It was moved by Marly Dunbar, and seconded by Dr. Smith, to approve the revised Institutional Policy PE-02: Faculty, and present the revised policy to the Board of Governors for full approval.

Motion Carried Unanimously.

d) 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.

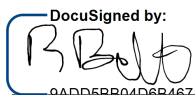
**IV. Next Meeting Date**

The next regularly scheduled Institutional Policy Committee meeting will be held on Friday, March 24, 2023 at the Clinical Evaluation Center Grand Hall on the campus of WVSOM in Lewisburg, WV.

**V. Adjournment**

It was moved by Marly Dunbar, and seconded by Dr. Smith, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 1:15 pm.

Approved on March 24, 2023.

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Dr. Randall Belt, Chair