

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Thursday, January 23, 2020
Location: Encova Insurance, Kanawha Room, 400 Quarrier Street,
Charleston, WV**

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

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

Dr. James Nemitz welcomed Dr. Randall Belt to the Board of Governors. Dr. Belt was appointed by Governor Justice to the WVSOM Board of Governors in November 2019 and is a 1998 graduate of WVSOM.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Schreiber/Earley) to approve the minutes of the November 15, 2019, regular meeting as presented. Motion Carried

V. Agenda Order

At the direction of the Chair, a change was made to the agenda order to allow the Auditor's Report to the Governing Board (Item VIII.A) followed by the Testing Center Update (Item VIII.B).

Marie Long of Suttle & Stalnaker provided a PowerPoint presentation reporting on the financial statements including the independent auditor's report-unmodified opinion; management's discussion and analysis; statement of net position; statement of revenues, expenses and changes in net position; statement of cash flow; notes to financial statement; required supplementary

information; and independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.

Ms. Long reported WVSOM had no material weaknesses and is very timely in providing requested information. Ms. Long described WVSOM as a "gem in our state".

Adam Krason and Rodney Pauley of ZMM Architects & Engineers provided a Testing Center Update to the Board of Governors. ZMM's presentation included review of the site plan; floor plan; exterior and interior renderings; and proposed construction schedule from May 2020 to April 2021. ZMM estimated the cost of the Testing Center to be \$5.75 – 6 million; however, Larry Ware, Vice President of Finance & Facilities, estimated the project to be \$8 – 8.5 million with the addition of 800 square feet to the structure and additional parking.

VI. Rules

- A. Institutional Policy E-24: Dismissal (revised). Dr. John Garlitz, Chair of the Academic Committee, reported the committee reviewed the revisions to the policy and recommended approval of revised Institutional Policy E-24 to the full Board as presented.

It was moved and seconded (Garlitz/Miller) to adopt the revisions of Institutional Policy E-24: Dismissal as presented. Motion Carried

- B. Institutional Policy E-27: Graduation Requirements (revised). Dr. Garlitz reported the Academic Committee reviewed the revisions to the policy and recommended approval of revised Institutional Policy E-27 to the full Board as presented.

It was moved and seconded (Garlitz/Earley) to adopt the revisions of Institutional Policy E-27: Graduation Requirements as presented. Motion Carried

- C. Institutional Policy R-06: Time & Effort Reporting (revised). Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the committee reviewed the revisions to the policy and recommended approval of revised Institutional Policy R-06 to the full Board as presented.

It was moved and seconded (Earley/Ramsey) to adopt the revisions of Institutional Policy R-06: Time & Effort Reporting as presented. Motion Carried

VII. Reports

- A. Chair of the Board of Governors. Chair Sarver encouraged the Board to be "hungry" to increase WVSOM's portfolio in every facet.

1. Committee Reports.

- a. Academic Committee. Dr. Garlitz stated that in addition to the two academic policies already discussed, the committee reviewed the graduates to be approved.
- b. Finance & Audit Committee. Mr. Greg Burton, Chair of the Finance & Audit Committee, stated Mr. Ware presented the WVSOM 2019-2020 financial report and proposed 2021 draft budget to the committee. The Finance & Audit Committee

discussed the potential need to increase tuition for the 2021 fiscal year and made a recommendation for Mr. Ware to include a \$1,000 increase in tuition in the 2021 draft budget. The committee would like the full Board to discuss an increase in tuition at the March meeting.

- c. Institutional Policy Committee. Mr. Earley stated that in addition to a discussion regarding Institutional Policy R-06, the Institutional Policy Committee received a brief update regarding the creation of a WVSOM Research Corporation. More information in regards to progress of the research corporation will be provided at future meetings.

B. President of WVSOM.

1. Administration.

a. President's Update.

- Dr. Nemitz recognized Dr. Randall Belt and Cheryl Schreiber as having upcoming birthdays.
- The Greenspace Project in front of the Main Building is underway and will provide a "new look" to the front of WVSOM.
- The Commission on Osteopathic College Accreditation (COCA) mid-cycle report was approved and the next visit is scheduled for October 2022.
- Collaboration efforts continue and WVSOM signed a Memorandum of Understanding (MOU) with Marshall University in November 2019. Dr. Nemitz had positive meetings with three Wheeling area hospital CEOs in December 2019. The University of Charleston is interested in forming a partnership with WVSOM to offer a 10% discount for their online Masters in Business Administration (MBA) program which would be offered to alumni, students and employees.
- Research efforts continue and WVSOM is in the process of filing a patent based on Dr. Tony Liu's cancer research. Dr. Liu is working in collaboration with CTSI, a fellow collaborator at WVU, and the WVU Research Corporation. WVSOM has also recently signed a research agreement with Aviagen, one of the world's leading producers of turkeys.
- Dr. Drema Mace, Vice President for Community Engagement & Development, has identified three potential new revenue sources for WVSOM which include: the development of the relationship with the Milken Institute; the recent meeting with the Federal Reserve Chairman of Richmond and his interest in distributing funds to Greenbrier County; and the opioid settlement money through the Attorney General's office. WVSOM has entered into a MOU with the Attorney General's office and Dr. Mace has been asked to develop the process of how to distribute the \$136 million in opioid settlement money the State has recently received. Dr. Mace will be working in the Attorney General's office in Charleston two days a week as she develops the process of how to get those funds to the medical schools and communities in the State.
- WVSOM has recently been contacted by two companies regarding medical marijuana licenses. WVSOM is exploring those opportunities and the license applications are due in February. Dr. Holstein expressed concerns regarding medical marijuana and requested scientific data regarding legitimacy. Chair

Sarver and Mr. Burton concurred. Dr. Nemitz stated WVSOM has made no decisions regarding medical marijuana and is currently doing its due diligence and researching the matter.

- The State of West Virginia currently anticipates a “flat” budget year with no budget cuts; a few months ago the State was anticipating a mid-year budget cut. Discussion with legislators to add to WVSOM’s State allocation continues. Dr. Nemitz has been working with the Higher Education Policy Commission (HEPC) and the Council of Presidents (COP) on development of a Funding Formula for Higher Education; however, currently the Funding Formula does not apply to medical schools and is geared more towards undergraduate institutions. Dr. Nemitz attended the State of the State address in Charleston as a guest of House Finance Chair, Eric Householder, earlier in the month. WVSOM and Marshall University have been collaborating on legislative agenda “common ground”. Bray Carey from Governor Justice’s office was recently on the campus of WVSOM and was very impressed with the facilities.
- Recent events include: the fall admissions open house; Thanksgiving dinner for WVSOM students who were unable to return home for the holiday; Charleston Rotary presentation; ribbon cutting for new computer lab at Logan Regional Hospital; several HEPC meetings held on campus in November and December; and staff holiday activities.
- Dr. Nemitz is scheduling engagement meetings with each department on campus to discuss how best to move forward. The meetings are a part of the “What’s Next, WVSOM” campus initiative.
- Upcoming events include: the MidWinter CME beginning January 24, 2020; WVSOM Day at the Capitol on March 3, 2020 and the next Board of Governors meeting on WVSOM campus in the Alumni Center on March 20, 2020.

2. Finance.

- a. FY 2019-2020 Financial Update. Mr. Larry Ware reviewed the financial statement ending November 30, 2019. WVSOM continues to operate within its approved budget with no concerns to report at this time. Mr. Ware stated WVSOM had a good investment year. WVSOM has an uncommitted balance of \$56,233,069 which does not include the cost of the Testing Center.
- b. Draft 2021 Budget Proposal. Mr. Ware reviewed the proposed FY 2020-2021 budget with the Board. The draft budget proposed the current tuition rates to stay the same; however, the Finance & Audit Committee asked for a revision to include a flat rate tuition increase of \$1,000 for incoming students. Questions were raised concerning WVSOM’s uncommitted balance and the possibility of using some of the funds for additional tuition waivers as an incentive for qualified applicants. Mr. Ware stressed to the Board that WVSOM’s uncommitted balance should be treated as “reserve” funds and not “free and clear” funds. Items that may need to be drawn from the uncommitted balance are as follows: the Testing Center costs, start-up costs of new programs; deferred maintenance of campus facilities which is always self-funded; and potential State budget cuts. Mr. David Ramsey urged the Board not to assume the State budget will be “flat” next year and to prepare for potential budget cuts. Continued discussion followed among the Board members concerning ways to attract qualified applicants and Dr. Craig Boisvert, Vice President

of Academic Affairs and Dean, will address those topics during his COMLEX board education presentation.

VIII. Board Items

- A. Auditor's Report to the Governing Board. Discussed under Agenda Item V.
- B. Testing Center Update. Discussed under Agenda Item V.
- C. Approval of Graduates. Dr. Craig Boisvert 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/Burton) to approve the graduates as presented.
Motion Carried

- D. Update on Marketing Materials. Marilea Butcher distributed several marketing materials to the Board members including a new research opportunities brochure that was requested by Chair Sarver at the November 15, 2019 meeting; quick reference guide used by Admissions; WVSOM view book; and WVSOM 2018-2019 Annual Report. Ms. Butcher indicated that in addition to the research brochure, the Annual Report details campus research activities. The Marketing Department is currently working with the Office of Research and Sponsored Programs on a research brochure for faculty recruitment.
- E. Strategic Planning Update. Dr. Edward Bridges provided an update to the Board regarding WVSOM's Strategic Planning process. Administration would like to provide a draft strategic plan at the March Board meeting for review and to be voted on. The draft strategic plan will be provided to the WVSOM community and any written comments received will be summarized, and the administrative opinions addressing those comments and any recommended revisions to the draft strategic plan will be submitted to the Board of Governors for consideration and final approval. Also during the March meeting, the Board would need to do a formal review of the WVSOM Mission Statement which is required for accreditation every five years. Once the Institutional Strategic Plan is finalized, departments and groups across campus will create goals for their areas in alignment with the new strategic plan including milestones, deliverables and timelines to meet their goals.

IX. Board Education

- A. COMLEX. Dr. Craig Boisvert, Vice President for Academic Affairs and Dean, provided a comprehensive presentation to the Board regarding COMLEX. Issues discussed included: performance; attempts to improve Board scores; and factors that predict Board scores. The following information was provided to Board members:
 - First & Second year GPA is predictive of COMLEX Level 1 Board success
 - COMSAE tests correlate to COMLEX success for Level 1 and Level 2 CE
 - COMATS are predictive of COMLEX Level 2 CE Board success
 - OSCEs are predictive of COMLEX Level 2 PE success
 - Undergraduate GPAs are predictive of WVSOM first year GPAs
 - Undergraduate Science GPAs are more predictive than overall GPAs
 - MCATs are predictive of COMLEX 1 Board success

An in-depth discussion followed the presentation regarding best practices for retaining quality applicants that will produce successful board scores.

The one 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**
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 (Burton/Garlitz) to move into Executive Session at 12:56 pm. Only members of the Board of Governors, President Nemitz, Jeffrey Shawver and Larry Ware remained.

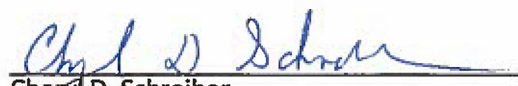
- XI. Actions Emanating from Executive Session**
The Board of Governors returned to regular meeting session at 1:39 pm. No items emanating from the Executive Session required action from the Board.

- XII. Information Gathering**
No items were brought forth.

- XIII. Next Meeting Date**
The next scheduled Board meeting will be held on Friday, March 20, 2020, in the Alumni Center Boardroom on the campus of WVSOM. 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 (Garlitz/Earley) to adjourn. The motion carried and the Board meeting adjourned at 1:40 pm.

Approved on March 20, 2020


Cheryl D. Schreiber
Secretary
/dg