

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, June 17, 2022
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 10:01 am by Board Chair, Dr. Robert Holstein. Roll call was taken by Board Secretary, Marlena Dunbar. A quorum was present. The WVSOM mission statement was read by Ms. Dunbar.

Members Present:

Robert Holstein, D.O., Chair	Frederick Morgan, D.O.
Marlena Dunbar, Secretary	Gary Poling, D.O.
Abdulrahman Al Halak (teleconference)	Steven Sarver (joined teleconference at 10:03 am)
Thomas Cole	Todd Smith, D.O. (teleconference)
Sharon Hall	Peter Ward, Ph.D. (teleconference)

Members Absent:

Randall Belt, D.O., Vice Chair	Gregory Burton
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Others in Attendance:

James W. Nemitz, Ph.D., President	Debbie Green, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

II. Introductions

None.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Cole/Ward) to approve the minutes of the May 6, 2022 regular meeting as presented. All Board members voted unanimously in favor of approving the minutes.
Motion Carried

V. Election of Officers

Ms. Dunbar presented a slate of officers for nomination for FY 2022-2023 as follows:

Chair, Dr. Robert Holstein
Vice Chair, Dr. Randall Belt
Secretary, Marlena Dunbar

Questions and discussion followed regarding terms of Board officers and the nomination process. Jeffrey Shawver referred Board members to the Board Operating Procedures revised by the Board of Governors in January 2021. Chair Holstein read Article 2.2 entitled Election and Term of the Board Operating Procedures. Mr. Shawver stated the Board revised the Operating Procedures to ensure continuity of leadership. No other nominations were made.

Chair Holstein called for a voice vote to elect the slate of officers nominated for FY 2022-2023 as presented. The following board members voted in favor of the proposed officer nominations: Mr. Al Halak, Mr. Cole, Ms. Dunbar, Ms. Hall, Dr. Holstein, Dr. Morgan, Dr. Poling, Dr. Smith and Dr. Ward. The following board members voted against the proposed officer nominations: Mr. Sarver. The following board members were not present to vote: Mr. Burton and Dr. Belt. The majority of the voting board members voted in favor of the proposed officer nominations.

Motion Carried

VI. Agenda Order

Chair Holstein requested a change to the agenda order to move Approval of Proposed Meeting Schedule for 2022-23 (Item IX.A.) and Approval of Graduates (Item IX.B.) before Rules (Item VII.). There were no objections from the Board.

Approval of Proposed Meeting Schedule for 2022-2023. Chair Holstein reviewed the list of proposed Board meeting dates for the upcoming year. The finalized list included the following dates:

September 9, 2022
November 4, 2022
January 26, 2023 (Charleston, WV)
March 24, 2023
April 21, 2023 (teleconference)
June 16, 2023

It was moved and seconded (Hall/Dunbar) to approve the proposed meeting schedule as presented. There was no discussion. All Board members voted unanimously in favor of the proposed meeting schedule.

Motion Carried

Approval of Graduates. Dr. Linda Boyd, Vice President for Academic Affairs & Dean, presented the list of graduates for approval who will successfully complete all requirements for graduation, have been approved by the Student Promotions Committee, and also approved by the faculty.

It was moved and seconded (Hall/Ward) to approve the graduates as presented. All Board members voted unanimously in favor of approving the graduates.

Motion Carried

VII. Rules

A. E-41: Faculty Recusal from Student Grading, Promotion, and Investigation (new). Jeffrey Shawver explained new Institutional Policy E-41: Faculty Recusal from Student Grading, Promotion, and Investigation, reviewed the summary of comments received during the 30-day comment period, and discussed the proposed revisions and responses to the comments received. Mr. Shawver explained the new policy will appropriately document WVSOM's compliance with COCA accreditation standards. Mr. Shawver stated the purpose of E-41, under COCA accreditation standards, is to ensure clinical faculty do not treat a student medically as their physician and then grade them in order to avoid the appearance of a conflict of interest.

Questions and discussion followed regarding the proposed new policy and revisions.

It was moved and seconded (Dunbar/Cole) to adopt new Institutional Policy E-41: Faculty Recusal from Student Grading, Promotion, and Investigation as presented. The following board members voted in favor of adopting new policy E-41: Mr. Al Halak, Mr. Cole, Ms. Dunbar, Dr. Holstein, Dr. Morgan, Dr. Poling, Mr. Sarver, Dr. Smith and Dr. Ward. The following board members voted against adopting new policy E-41: Ms. Hall. The following board members were not present to vote: Mr. Burton and Dr. Belt. The majority of the voting board members voted in favor of adopting new policy E-41.

Motion Carried

- B. PE-02: Faculty (revised). Jeffrey Shawver explained the proposed revisions to Institutional Policy PE-02 are based on COCA accreditation standards and approval of the revised policy will keep WVSOM in compliance with the accreditation standards.

It was moved and seconded (Dunbar/Hall) to adopt the revisions of PE-02: Faculty as revised. Questions and discussion followed. All Board members voted unanimously in favor of revised policy PE-02.

Motion Carried

VIII. Reports

- A. Chair of the Board of Governors. Chair Holstein reported that on behalf of the Board of Governors, he sent letters to Senator Joe Manchin, Senator Shelley Moore Capito and Governor Jim Justice in response to their recognition of the osteopathic profession.

Senators Manchin and Capito cosponsored a resolution declaring April 18 - 24, 2022 as National Osteopathic Medicine Week. Governor Justice likewise proclaimed April 18 - 24, 2022 as Osteopathic Physicians Week in West Virginia.

On behalf of the Board of Governors, Dr. Holstein delivered greetings to the WVSOM Class of 2022 at Commencement on May 28, 2022.

1. Committee Reports.
 - a. Academic Committee. The Academic Committee did not meet on June 17, 2022.
 - b. Finance & Audit Committee. The Finance & Audit Committee did not meet on June 17, 2022.
 - c. Institutional Policy Committee. The Institutional Policy Committee did not meet on June 17, 2022.

- B. President of WVSOM.

1. Administration.
 - a. President's Update. President Nemitz provided an update on the following topics:
 - COVID Response. WVSOM continues to monitor for COVID and quarantine as needed. WVSOM is experiencing nationwide workplace challenges including staffing issues, resignations, recruitment and retention, compensation concerns and inflation concerns. Administration is exploring ways to improve employee morale.
 - Legislature/Higher Education. The majority of institutions in West Virginia raised tuition to cover State-mandated employee raises; however, WVSOM did

not raise tuition. A federal appropriation request for a research facility addition has been made by Senator Manchin and Congresswoman Miller for \$325,000; Senator Capito requested \$10 million for WVSOM.

- WVSOM had an in-person graduation on May 28, 2022 with no restrictions. The Class of 2022 had 197 graduates which was the second largest class in WVSOM history.
- Graduate Medical Education. The Class of 2022 had a residency match rate of 99%. A self-reported poll of the Class of 2022 indicated that 60% of the class got their first residency choice and when polled 88% reported they got their first, second or third choice of residency. A total of 46 graduates are entering residencies in West Virginia and 56% of the class are entering primary care residencies.
- Center for Rural and Community Health (CRCH). President Nemitz informed the Board that the Attorney General has asked Dr. Drema Hill, Vice President for Community Engagement & Development, to be directly involved in the distribution of West Virginia's opioid settlement funds. Dr. Hill has been working closely with the Attorney General over the last several years to help develop the opioid settlement fund distribution plan. WVSOM is entering into an agreement with the Attorney General's office and they will pay for 60% of Dr. Hill's time to allow her to assist the Attorney General on this project. The other 40% of her time will be paid by WVSOM and will focus on the CRCH. Because of Dr. Hill's additional responsibilities, President Nemitz has taken over supervision of the Foundation and Alumni Association and he stated he is very appreciative of all the work Dr. Hill has done with these departments. Dr. Hill's involvement in the opioid settlement funds project provides excellent visibility for WVSOM and is a win-win situation for the State of West Virginia. CTSI was renewed which provides \$332,000 per year for the next five years but also strengthens our relationship with WVU and Marshall University.
- Marketing & Communications. President Nemitz stated that the Marketing Department continues to raise WVSOM's visibility in the State. Dr. Nemitz distributed copies of the West Virginia Executive magazine to each Board member which has several pieces on WVSOM and in that magazine, President Nemitz was recognized as a "Class of 2022 Sharp Shooter" which brings excellent visibility to WVSOM.
- Research & Sponsored Programs. President Nemitz provided information to the Board via the Board's OneDrive account on recent grant requests.
- Staff. Scott Maxwell will provide a report on Staff later in the meeting.
- Faculty. President Nemitz provided faculty tenure information to the Board. The Faculty have undertaken new curriculum development and have done an incredible job on this project. President Nemitz stated Crystal Boudreaux, Ph.D., Biomedical Sciences Department faculty member, was selected as one of the "Generation Next: 40 Under 40" awardees by The State Journal. The Clinical Sciences Department is gaining two new pathologists and a psychiatrist. WVSOM's residency program at Greenbrier Valley Medical Center is producing strong leaders which are populating other osteopathic schools.
- Students. President Nemitz stated student activities are listed on the President's Report in the Board's OneDrive account.
- WVSOM Events. President Nemitz highlighted WVSOM's award ceremonies including Spring Awards which awarded \$465,316 and Graduation Awards which

awarded \$50,350. Admissions hosted its first Accepted Students Day which was a great event. The annual employee celebration was held on June 3, 2022 to recognize employees for their achievements and honor retirees for their years of service.

- State & National Events. The Alumni Association held its Summer Seminar in Myrtle Beach earlier this month and has also hosted multiple alumni events in various states.
 - Future Events. WVSOM continues to host 50th anniversary events in various locations since March. President Nemitz distributed a 50th anniversary pin to each Board member. During the State Fair, WVSOM will host “WVSOM Day” on August 18, 2022. President Nemitz has been asked to speak at the West Virginia Chamber of Commerce’s Annual Meeting and Business Summit on August 31, 2022. The AOA COCA site visit is scheduled on September 21 – 23, 2022. President Nemitz stated the Board will receive a presentation on accreditation at the September meeting for Board education.
 - Recognition of Service to the WVSOM Board of Governors.
 - Abdulrahman Al Halak – Mr. Al Halak has served the Board for the past year as student representative.
 - Greg Burton – Mr. Burton’s term expires on June 30, 2022. Mr. Burton has chaired the Finance & Audit Committee and guided WVSOM financially along with Mr. Ware. In addition, Mr. Burton helped spearhead the tuition discounting program that is currently in place at WVSOM.
 - Steve Sarver – Mr. Sarver’s term expires on June 30, 2022. Mr. Sarver served the Board as Board Chair for two years and has provided leadership to move WVSOM forward in new programs and fundraising.
 - Board of Governors Member Birthday. Ms. Sharon Hall’s birthday was recognized.
- i. Fundraising Update. President Nemitz stated that a fundraising report was placed in the Board’s OneDrive account and asked Andrew Ickes to provide a verbal report to the full Board. Mr. Ickes stated the Foundation is updating the method of tracking fundraising progress at the request of Mr. Greg Burton at a previous Board meeting. The new tracking system is a breakdown of cash, planned gifts and pledges. FY 2022 currently reflects totals as follows: cash received \$417,191.89, planned gifts \$2,900,000 and pledges \$260,000. Mr. Ickes is expecting manageable growth in the coming fiscal years.

Questions and discussion followed. Mr. Ickes stated an additional \$50,000 - \$100,000 which is not reflected on the fundraising report is anticipated to be received either in June or July.

Dr. Ward stated the FY 2022 fundraising total is a stark difference from previous years. Mr. Ickes stated the main difference is the \$2,900,000 received in planned gifts which is an irrevocable gift in the form of an annuity. The Foundation is working to maintain consistency in the future, even with changing market conditions. Moving forward, Mr. Ickes will show the pledge payments on fundraising documentation for accountability.

President Nemitz stated the changes in WVSOM's fundraising strategy have been very strategic and a team effort. President Nemitz is very optimistic about the current direction of the Foundation and Alumni Association.

- ii. **New Programs Update.** Dr. Linda Boyd provided an update to the full Board on new programs. Dr. Boyd announced that WVSOM has hired its inaugural Associate Dean for the Graduate Program of Biomedical Sciences, Dr. Timothy Garrow. Dr. Garrow is a Ph.D. and was very well received by WVSOM faculty and others involved in the hiring process. Administration believes that Dr. Garrow's collaborative nature will help to jump start the graduate program quickly. WVSOM is on track with the graduate program timeline previously presented to the Board of Governors. Administration anticipates a spring 2023 submission for HLC Accreditation, followed by student recruitment and the inaugural graduate class beginning in the fall of 2024.

President Nemitz stated that Dr. Garrow has a vision of growing programs at WVSOM and is excited to get started. Dr. Garrow will be introduced to the Board at a future meeting.

2. Finance.

- a. **FY 2021-2022 Financial Update.** Mr. Larry Ware, Vice President for Finance & Facilities, presented the financial statement ending May 31, 2022. The budget benchmark for usage is 92%. Actual revenues as of May 31, 2022 totaled \$45,972,657 which is 96% of the budget. WVSOM is still waiting for the last quarter State appropriation to meet target. Total operating expenses for the period is \$39,313,397 which is 76% usage. The line items that are over budget are IT related. WVSOM had to preorder computer supplies and equipment for the upcoming academic year due to anticipated supply chain issues. Total expenses for the period are \$44,108,598 which is 71% of budget.

Mr. Ware provided an update on the Testing Center project. The original expected substantial completion date of the Testing Center was August 31, 2022. The project has suffered many setbacks including COVID shutdowns, staffing shortages, and supply chain issues. The contractor's current deadline for substantial completion of the project is November 30, 2022. Mr. Ware will keep the Board updated if changes occur. The Main Building Roofing project has been completed which included a portion of building C, building B, the Student Center tower and the flat section of the library.

WVSOM continues to operate within its approved budget with no concerns at this time. No questions or concerns.

IX. Board Items

- A. Approval of Proposed Meeting Schedule for 2022-2023. Discussed under Agenda Item VI.
- B. Approval of Graduates. Discussed under Agenda Item VI.

X. Board Education

- A. Annual Staff Report. Scott Maxwell, Staff Chair, provided the FY 2021-2022 Staff Council

report to the Board. Mr. Maxwell reviewed the current Staff Council membership and the constituency groups they represent. Staff goals of 2021-2022 included:

- Involvement. Staff Council changed its bylaws to include a permanent representative of Statewide Campus.
- Functionality. Staff Council was concerned about the functionality of the bylaws and policies. Staff Council made it a goal to slowly address these gaps in the governing documents over the next two years including adding an Events Committee, removing unused and out of date clauses, and creating procedures regarding meeting set up and cancelation. Staff Council has presented changes to the donation policy which would make it a financial policy for all Staff-related expenditures. Finally, Staff created an archive of Staff and Classified minutes which are housed in the WVSOM Library and WVSOM share drive. The archive spans from 1994 – present.
- Morale. Staff Council monitors and advises Administration on the morale of the Staff. COVID and other stressors have caused low morale in recent years. Administration has made efforts to help. Staff Council has also attempted to boost morale by sponsoring tuition assistance, holiday events, a memorial event for a recently deceased friend and coworker, and community outreach projects.

Dr. Ward stated the Faculty believe the Staff at WVSOM is amazing and does a fantastic job. President Nemitz echoed Dr. Ward's comment and thanked Mr. Maxwell for his leadership.

Ms. Hall asked about contributing factors that have led to low Staff morale at WVSOM. Mr. Maxwell stated factors include: uncertainty of life in general since the pandemic started as well as financial stressors such as inflation.

The one-quarter 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.

XI. 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.

XII. Actions Emanating from Executive Session

No executive session was held.

XIII. Information Gathering

No items were brought forth.

XIV. Next Meeting Date

The next scheduled Board meeting will be held Friday, September 9, 2022, at 10:00 am in the Conference Center located in the Student Center on the campus of WVSOM.

XV. Adjournment

It was moved and seconded (Cole/Morgan) to adjourn. The motion carried and the Board meeting adjourned at 11:05 am.

Approved on September 9, 2022

Marlena Dunbar

Marlena R. Dunbar
Secretary
/dg