

West Virginia School of Osteopathic Medicine – Board of Governors  
**Institutional Policy Committee**  
Friday, March 24, 2023, 9:00 a.m.  
Location: Room 4, John Manchin, II, D.O., Conference Center  
Clinical Evaluation Center, WVSOM Campus

**Committee Members Present**

Randall Belt, D.O., Chair (telephonically)  
Tom Cole  
Marly Dunbar

**Guests Present**

Jeffrey Shawver, J.D.  
Leslie Bicksler

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

The Institutional Policy Committee was called to order by Chair, Dr. Randall Belt, at 9:00 a.m. Roll call was taken and a quorum was present.

**II. Approval of Minutes**

a. January 26, 2023

It was moved by Tom Cole, and seconded by Marly Dunbar, to approve the minutes of the Institutional Policy Committee meeting held on January 26, 2023.

Motion Carried Unanimously.

**III. Committee Items**

a) Institutional Policy PE-01: Employees (*revised*)

Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee Institutional Policy PE-01: Employees as revised. Mr. Shawver stated that the policy revisions were needed to ensure compliance with West Virginia statutory requirements and to remove outdated language. The revised policy before the Committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Tom Cole, and seconded by Marly Dunbar, to approve the revised Institutional Policy PE-01: Employees and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

- b) 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.

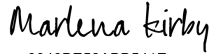
**IV. Next Meeting Date**

The next regularly scheduled Board of Governors meeting will be held on Friday, April 21, 2023, via telephone conference, for the approval of graduates. It is unlikely that an Institutional Policy Committee meeting will be held at that time.

**V. Adjournment**

It was moved by Tom Cole, and seconded by Marly Dunbar, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:05 a.m.

Approved on January 25, 2024

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Marlena R. Kirby, Chair