

West Virginia School of Osteopathic Medicine – Board of Governors

Institutional Policy Committee

Thursday, January 25, 2024, 9:00 a.m.

Location: Embassy Suites, Conference Room 225,
300 Court Street, Charleston, WV

Committee Members Present

Marly Kirby, Chair (telephonically)
Robert Holstein, D.O. (telephonically)
Todd Smith, D.O. (telephonically)

Committee Members Absent

Tom Cole

Guests Present

Jeffrey Shawver, J.D.
Debbie Green
Kathy Pauley

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Marly Kirby, at 9:01 a.m. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. March 24, 2023

It was moved by Dr. Holstein, and seconded by Marly Kirby, to approve the minutes of the Institutional Policy Committee meeting held on March 24, 2023.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy R-02: Allocation of Institutional Funds (*revised*)

Jeffrey Shawver, Vice President for Legal, Governmental & External Affairs and General Counsel, presented to the Committee Institutional Policy R-02: Allocation of Institutional Funds with proposed revisions. Mr. Shawver stated the policy revisions were needed in order to update language due to a change in supervision of the Office of Research & Sponsored Programs. The supervision has shifted to the Vice President for Academic Affairs & Dean since the position/department of Vice President for Administration & External Relations no longer exists. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Dr. Holstein, and seconded by Marly Kirby, to approve the revised Institutional Policy R-02: Allocation of Institutional Funds and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

b) Institutional Policy R-07: Export Control (*revised*)

Mr. Shawver presented to the Committee Institutional Policy R-07: Export Control with proposed revisions. As with the previous policy, Mr. Shawver stated the policy revisions were needed in order to update language due to a change in supervision of the Office of Research & Sponsored Programs. The supervision has shifted to the Vice President for Academic Affairs & Dean since the position/department of Vice President for Administration & External Relations no longer exists. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Dr. Holstein, and seconded by Marly Kirby, to approve the revised Institutional Policy R-07: Export Control and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

c) 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 29, 2024, at the Conference Center located in the WVSOM Student Center on the campus of WVSOM in Lewisburg, WV.

V. Adjournment

It was moved by Dr. Holstein, and seconded by Marly Kirby, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:08 a.m.

Approved on March 29, 2024

DocuSigned by:



3949BE52ABB541E...

Marlena R. Kirby, Chair