

West Virginia School of Osteopathic Medicine – Board of Governors  
**Institutional Policy Committee**  
Friday, March 28, 2025, 9:00 a.m.  
Location: Conference Center located in the  
WVSOM Student Center

**Committee Members Present**

Caitlyn Santer, D.O., Chair

Frederick Morgan, D.O. (Chair Belt appointed Dr. Morgan to this committee for the March 28, 2025, meeting only)

Marly Kirby

**Committee Members Not Present**

Tom Cole

**Guests Present**

Brian Lutz, J.D.

Savanna Lester

James Nemitz (for brief discussion)

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

The Institutional Policy Committee was called to order by Committee Chair, Dr. Santer, at 8:59 a.m. Roll call was taken, and a quorum was present.

**II. Approval of Minutes**

**A. November 1, 2024**

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to approve the minutes of the Institutional Policy Committee meeting held on November 1, 2024.

**Motion Carried Unanimously.**

**III. Committee Items**

**A. Institutional Policy PE-18: Dismissal of Senior Administrators (*revised*)**

Brian Lutz, General Counsel/Chief Legal Officer, presented to the Committee Institutional Policy PE-18: Dismissal of Senior Administrators with proposed revisions. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. The amount of time needed for notification of termination was questioned by Dr. Santer and discussed by the Committee. Dr. Nemitz was brought in to discuss, and a resolution to the notification of termination language was reached.

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to approve the revised Institutional Policy PE-18: Dismissal of Senior Administrators, with Committee revisions, and to present the revised policy to the Board of Governors for approval.

**Motion Carried Unanimously.**

**B. Institutional Policy GA-01: Governance and Administration (to be retitled as “Presidential Selection, Contracts, and Evaluation”) (*revised*)**

Mr. Lutz presented to the Committee Institutional Policy GA-01 Governance and Administration (to be retitled as “Presidential Selection, Contracts, and Evaluation”). The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. One comment was received regarding the order of succession after the president. The comment was addressed in an Administrative Opinion and no changes were made regarding the comment.

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to approve the revised Institutional Policy GA-01: Governance and Administration (to be retitled as “Presidential Selection, Contracts, and Evaluation”) and to present the revised policy to the Board of Governors for approval.

**Motion Carried Unanimously.**

**C. Institutional Policy SR-1: COVID-19 Response (*repealed*)**

Mr. Lutz presented to the Committee Institutional Policy SR-1: COVID-19 Response. The policy to be repealed before the Committee was circulated for the required 30-day comment period, and no comments were received. Mr. Lutz informed the Members that this was no longer applicable to WVSOM operations.

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to repeal the Institutional Policy SR-1: COVID-19 Response and to present the repealed policy to the Board of Governors for approval.

**Motion Carried Unanimously.**

**D. Institutional Policy GA-10: Standing Boards, Committees, or Counsels (*revised*)**

Mr. Lutz presented to the Committee Institutional Policy GA-10: Standing Boards, Committees, or Counsels. Revisions proposed to this policy were in response to West Virginia Governor Patrick Morrisey’s Executive Order No. 3-25 (and subsequent legislative actions pending enrollment in W.Va. Code). The policy with the proposed

revisions before the Committee was circulated for the required 30-day comment period.

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to approve the revised Institutional Policy GA-10: Standing Boards, Committees, or Counsels and to present the revised policy to the Board of Governors for approval.

**Motion Carried Unanimously.**

**E. Institutional Policy PE-01: Employees (*revised*)**

Mr. Lutz presented to the Committee Institutional Policy PE-01: Employees. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. Revisions proposed to this policy were in response to West Virginia Governor Patrick Morrisey's Executive Order No. 3-25 (and subsequent legislative actions pending enrollment in W.Va. Code).

It was moved by Ms. Kirby, and seconded by Dr. Morgan, 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.**

**F. Institutional Policy GA-15: Safety and Security (*revised*)**

Mr. Lutz presented to the Committee Institutional Policy PE-01: Safety and Security. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. Revisions proposed to this policy were in response to West Virginia Governor Patrick Morrisey's Executive Order No. 3-25 (and subsequent legislative actions pending enrollment in W.Va. Code).

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to approve the revised Institutional Policy GA-15: Safety and Security and to present the revised policy to the Board of Governors for approval.

**Motion Carried Unanimously.**

**G. Institutional Policy PP-02: Campus Parking (*revised*)**

Mr. Lutz presented to the Committee Institutional Policy PP-02: Campus Parking. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. Three comments were received. Mr. Lutz

discussed revisions to the parking tags, short-term parking, being able to identify permit, towing timelines, and long-term parking.

It was moved by Ms. Kirby, and seconded by Dr. Morgan, to approve the revised Institutional Policy PP-02: Campus Parking and to present the revised policy to the Board of Governors for approval.

**Motion Carried Unanimously.**

**H.** 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.

**Motion Carried Unanimously.**


**IV. Next Meeting Date**

The next regularly scheduled Institutional Policy Committee meeting will be held on Friday, June 13, 2025 at the John Manchin, II, D.O., Conference Center, Clinical Evaluation Center.

**V. Adjournment**

It was moved by Ms. Kirby, and seconded by Dr. Morgan to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:40 a.m.

Approved on June 13, 2025

Signed by:  
  
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Caitlyn Santer, D.O., Chair