

West Virginia School of Osteopathic Medicine – Board of Governors
Institutional Policy Committee
Friday, June 13, 2025, 9:00 a.m.
Location: Room 3, John Manchin, II, D.O., Conference Center
Clinical Evaluation Center

Committee Members Present

Caitlyn Santer, D.O., Chair
Marly Kirby
Tom Cole

Guests Present

Brian Lutz, J.D.
Savanna Lester
Shelly Gardner-Lutz
Deborah Bogan

I. Call to Order/Roll Call

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

II. Approval of Minutes

A. March 28, 2025

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the minutes of the Institutional Policy Committee meeting held on March 28, 2025.

Motion Carried Unanimously.

III. Committee Items

A. Institutional Policy F-11: Purchasing and Procurement (*new*)

Shelly Gardner-Lutz, Director of Contracts, presented to the committee Institutional Policy F-11: Purchasing and Procurement. The policy was circulated for the required 30-day comment period. Two comments were received. Ms. Gardner-Lutz described the policy and how/when bidding is needed per state requirements. There was discussion between Dr. Santer, Mr. Cole, and Ms. Gardner-Lutz.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the new Institutional Policy F-11: Purchasing and Procurement and to present the new policy to the Board of Governors for approval.

Motion Carried Unanimously.

B. Institutional Policy F-12: Contracts (*new*)

Shelly Gardner-Lutz presented to the committee Institutional Policy F-12: Contracts. The policy before the committee was circulated for the required 30-day comment period. One comment was received and administrative opinion was given by Mr. Lutz. Dr. Santer and Ms. Gardner-Lutz had discussion regarding the policy.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the new Institutional Policy F-12: Contracts and to present the policy to the Board of Governors for approval.

Motion Carried Unanimously.

C. Institutional Policy GA-02: Institutional Mission Statement (*revised*)

Mr. Lutz presented to the committee Institutional Policy GA-02: Institutional Mission Statement. The policy to be revised before the committee was circulated for the required 30-day comment period, and no comments were made. Mr. Lutz informed the members that this was also to be approved by COCA before implementation.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to revise the Institutional Policy GA-02: Institutional Mission Statement and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

D. Institutional Policy GA-21: Use of College Name and Stationery (*repealed*)

Mr. Lutz presented to the committee Institutional Policy GA-21: Use of College Name and Stationery. This policy was to be repealed after policy was deemed to be obsolete. The policy for repeal before the committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the repeal of Institutional Policy GA-21: Use of College Name and Stationery and to present the policy to the Board of Governors for repeal.

Motion Carried Unanimously.

E. Institutional Policy GA-22: Telephone Service – Long Distance Use (*repealed*)

Mr. Lutz presented to the committee Institutional Policy GA-22: Telephone Service – Long Distance Use. This policy was to be repealed after the policy was deemed to be obsolete. The policy for repeal before the committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the repeal Institutional Policy GA-22: Telephone Service – Long Distance Use and to present the policy to the Board of Governors for repeal.

Motion Carried Unanimously.

F. Institutional Policy GA-28: Discrimination in the Workplace and Educational Environment Prohibited (*revised*)

Mr. Lutz presented to the committee Institutional Policy GA-28: Discrimination in the Workplace and Educational Environment Prohibited. The policy with the proposed revisions before the committee was circulated for the required 30-day comment period. Two comments were made, and an administrative opinion was given by Mr. Lutz. Mr. Lutz explained to the members that the revisions to this policy were made so that the institution would stay in compliance with Governor Patrick Morrissey's Executive Order No. 3-25 and subsequent legislation.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the revised Institutional Policy GA-28: Discrimination in the Workplace and Educational Environment Prohibited and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

G. Institutional Policy GA-36: Core Values (*to be retitled "Values Statements"*) (*revised*)

Mr. Lutz presented to the committee Institutional Policy GA-36: Core Values (*to be retitled "Values Statements"*). The policy with the proposed revisions before the committee was circulated for the required 30-day comment period. Mr. Lutz explained that these changes were previously approved by the board at the last meeting as part of the strategic framework.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the revised Institutional Policy GA-36: Core Values (*to be retitled "Values Statements"*) and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

H. Institutional Policy GA-37: Vision Statements (*revised*)

Mr. Lutz presented to the committee Institutional Policy GA-37: Vision Statements. The policy with the proposed revisions before the committee was circulated for the required 30-day comment period. No comments were received. Mr. Lutz explained that these changes were previously approved by the board at the last meeting as part of the strategic framework.

It was moved by Ms. Kirby, and seconded by Mr. Cole, to approve the revised Institutional Policy GA-37: Vision Statements and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

I. Code of Conduct: *(new)*

Mr. Lutz presented to the committee the Code of Conduct. The Code of Conduct was circulated for the required 30-day comment period. No comments were made. After questions from Mr. Cole and Dr. Santer, Mr. Lutz asked Deborah Bogan, Institutional Compliance Officer, to explain the Code of Conduct to the members and how she expects it to be enforced and the type of conduct expected. A lengthy discussion took place between the committee, Ms. Bogan, and Mr. Lutz.

Ms. Kirby moved, seconded by Mr. Cole, to approve the Code of Conduct and present it to the Board of Governors for approval.

Motion Carried Unanimously.

J. 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. Dr. Santer requested that Ms. Gardner-Lutz provide the procedures to the new policies discussed and approved at the next meeting.

Motion Carried Unanimously.


IV. **Next Meeting Date**

The next regularly scheduled Institutional Policy Committee meeting will be determined based on the approval of the 2025-2026 meeting schedule at the regular Board of Governors meeting.

V. **Adjournment**

It was moved by Mr. Cole, and seconded by Ms. Kirby to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:32 a.m.

Approved on September 26, 2025

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Randall Belt, D.O., Chair