

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, September 26, 2025
Location: John Manchin, II, D.O. Conference Center, Room #2
Clinical Evaluation Center**

I. Call to Order, Roll Call/Quorum, and Mission Statement

The meeting was called to order at 10:00 a.m. by the board chair, Dr. Morgan. The board vice chair, Ms. Hall, took the roll call. A quorum was present. The WVSOM mission statement was read by Ms. Hall.

Members Present:

Frederick Morgan, D.O., Chair
Sharon Hall, Vice Chair
Jacob Bartlett, OMS-III
Randall Belt, D.O.
Dewayne Duncan

Courtney Eleazer, Ph.D.
Ryan Fitzwater, D.O. (arrived at 10:28 a.m.)
Scott Maxwell
Michael Muscari, D.O.
Norman Wood Jr, D.O.

Members Absent:

Caitlyn Santer, D.O., Secretary

Gary Poling, D.O.

Others in Attendance:

James W. Nemitz, Ph.D., President
Brian Lutz, J.D., General Counsel

Debbie Green, Scribe/Board Liaison

II. Introductions

President Nemitz introduced the new board members. Governor Morrissey appointed Dewayne Duncan and Dr. Norman Wood on August 26, 2025. Dr. Courtney Eleazer, Scott Maxwell, and Jacob Bartlett were elected to the Board of Governors by their constituency groups and began service on July 1, 2025. Justin McAllister was also reintroduced as WVSOM's new Vice President of Finance and Facilities and Chief Financial Officer, effective June 14, 2025.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Belt/Muscari) to approve the meeting minutes from June 13, 2025, as presented. Motion Carried

V. Agenda Order

There were no changes to the agenda order.

VI. Rules

A. DO-14: Promotion Requirement National Board Examination – Passage of COMLEX (*revised*).

B. GA-20: Graduation Dates (*revised*).

C. GP-12: Graduation Requirements *(revised)*.

Dr. Wood, acting on behalf of the Academic Committee, stated that the committee reviewed the proposed policies DO-14: Promotion Requirement for National Board Examination – Passage of COMLEX, GA-20: Graduation Dates, and GP-12: Graduation Requirements. The committee recommended the policies to the full board for approval. Questions and discussion followed.

It was moved and seconded (Belt/Muscari) to adopt the revisions of policies DO-14, GA-20, and GP-12 as presented. Motion Carried

D. GA-32: Information Security and Privacy *(revised)*.

E. PP-02: Campus Parking *(revised)*.

Dr. Belt, Chair of the Institutional Policy Committee, stated that the committee reviewed the proposed policies GA-32: Information Security and Privacy and PP-02: Campus Parking. The committee recommended the policies to the full board for approval.

It was moved and seconded (Belt/Muscari) to adopt the revisions of policies GA-32 and PP-02 as presented. Motion Carried

VII. Reports

A. Chair of the Board of Governors.

1. Committee Reports.

- a. Academic Committee. Dr. Wood stated that the Academic Committee met on September 24, 2025, and approved one student for graduation, as well as the policies already discussed. The committee also received an update on academic management software for Years 3 and 4. Three vendors were selected and thoroughly evaluated. Demonstrations were also provided to the Educational Resources Committee. The final recommendation of the proposed software vendor is scheduled to be submitted to Dean Boyd in October 2025. The committee also reviewed student testing data, including COMAT and COMLEX data.
- b. Finance and Audit Committee. Ms. Hall, Chair of the Finance and Audit Committee, reported that the committee reviewed the financial statements for year-end FY25 and year-to-date FY26. A report was provided on the Robert C. Byrd Clinic (RCBC), which showed that trends are moving in the right direction. Updates were provided on the science building project and the student housing feasibility study. The committee discussed WVSOM's financial support to RCBC and received a report from the RCBC Special Task Force, which is evaluating practice and physician compensation models and will present recommendations to the full board at the January 29, 2026, meeting. Ms. Hall also stated that dashboard development at WVSOM remains a work in progress. The committee will review dashboard samples at the November 7, 2025, meeting, with the goal of presenting a final version to the full board in January.

- c. Institutional Policy Committee. Dr. Belt reported that the committee met briefly and recommended approval of the two policies previously discussed.

B. President of WVSOM.

1. Administration.

- a. President's Update. The full report was placed in the board's Microsoft Teams account. President Nemitz provided the following highlights:
 - A "Dear Colleague" letter was sent to accrediting bodies, highlighting a federal initiative promoting the integration of comprehensive nutrition education in medical curricula. WVSOM is well-positioned for this initiative with the Finding Health curriculum.
 - The recent WVSOM Bio event was a success, featuring speakers from both federal and state leadership. Efforts are ongoing to attract biotech firms to the Greenbrier Valley, with the goal of establishing a new revenue stream for WVSOM.
 - WVSOM students who currently hold national leadership positions were highlighted.
 - The D.O. and Master of Science in Biomedical Sciences (MSBS) programs both had successful admissions cycles.
 - New information was recently released that ranks WVSOM 8th out of 45 schools nationally for COMLEX Level 2 performance.
 - Dr. Irene Smail was recognized for her recent publication in *Nature*.
 - The WVSOM fundraising event "Dancing with the D.O.'s" is scheduled for November 8, 2025.
 - Formal board education sessions will no longer be offered during board meetings. Board members were encouraged to utilize the training opportunities provided by the West Virginia Higher Education Policy Commission and the Association of Governing Boards.

2. Finance.

- a. FY 2024-2025 Financial Status as of June 30, 2025. Justin McAllister, Vice President of Finance and Facilities/Chief Financial Officer, stated that his focus is on ensuring WVSOM's financial strategies and infrastructure investments remain aligned with its mission now and into the future.

Mr. McAllister presented the year-end financial update, which showed \$52.9 million in revenues and \$53.6 million in expenses. Mr. McAllister stated that \$32.2 million was in cash at the state treasury and \$53.7 million has been invested in the Morgan Stanley account. This is a cash-basis financial report, which only includes revenues and expenditures through the State Treasury and does not include investment earnings from the Morgan Stanley account. Mr. McAllister reviewed a five-year comparative analysis of cash, revenues and expenses in the State Treasury as of June 30th. WVSOM has begun incorporating actuals into its budgeting process, a practice that is expected to continue moving forward.

- b. FY 2025-2026 Financial Status as of August 31, 2025. Year-to-date information showed \$22.3 million in revenues, \$8.7 million in expenses, \$45.9 million in the State Treasury, and \$54 million in the Morgan Stanley account.
- c. Facilities Update.
 - i. Science Building Project. The science building design phase is 90% complete, with construction expected to begin in April 2026.
 - ii. Deferred Maintenance Projects. Multiple projects are underway. A public-facing dashboard is now available on the WVSOM website, offering transparency and details of each project.

Additional financial topics included an ongoing feasibility study for student housing, which has attracted interest from both public and private partners. The board also received a summary of the goods and services donated by WVSOM to RCBC. No questions or discussion followed.

VIII. Board Items

- A. Approval of Graduates. Dr. Gail Swarm, Interim Senior Associate Dean of Academic Affairs, presented the graduate for approval, who has completed all graduation requirements, been approved by the Student Promotions Committee, and has also received faculty approval.

It was moved and seconded (Hall/Muscari) to approve the graduates as presented.
Motion Carried

- B. Approval of Board Operating Procedures. Brian Lutz, General Counsel and Chief Legal Officer, stated that a redlined document with the proposed revisions was circulated to the board at least 10 days in advance of the meeting, as required by Article 6 of the Board of Governors Operating Procedures.

Most updates to the document were made to align with recent legislative changes, along with a few other minor revisions. No questions or discussion followed.

It was moved and seconded (Muscari/Belt) to adopt the proposed revisions to the Board of Governors Operating Procedures as presented.
Motion Carried

- C. Annual Staff Report. Julie Stadtfeld, Staff Chair, provided the 2024-2025 Staff Council report to the board. Ms. Stadtfeld reviewed various staff updates, staff council representation, the mission and goals of staff council, and upcoming projects. Questions and discussion followed.

One-quarter hour of board education will be submitted for this report to the West Virginia Higher Education Policy Commission toward the training credit hours required for the Board of Governors.

- D. Updates on Office of Civil Rights Complaint and Potential WVSOM Housing Project. Chair Morgan stated this agenda item would be discussed in Executive Session (IX).

IX. 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

Chair Morgan stated the following: The West Virginia Open Governmental Proceedings Act (“Act”) permits state entities to go into Executive Session during a properly noticed meeting if a specific item on the entity’s posted agenda falls under one of the permitted exceptions to the requirements contained in the Act. On this meeting’s posted agenda, item: *Updates on Office of Civil Rights Complaint and Potential WVSOM Housing Project* falls under the Act’s exception for: *discussion of legal matters and discussion of potential real property*.

In accordance with the West Virginia Open Governmental Proceedings Act, the chair asked for a motion to go into Executive Session to discuss this agenda item.

It was moved and seconded (Belt/Hall) to move into Executive Session at 11:06 a.m.

Motion Carried

Chair Morgan will ask individuals other than board members to join Executive Session as needed.

The Board of Governors returned to open meeting session at 11:35 a.m.

X. Actions Emanating from Executive Session

Chair Morgan stated that only topics indicated before Executive Session were discussed. No items emanating from Executive Session required action from the board.

XI. Information Gathering

No items were brought forth.

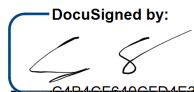
XII. Next Meeting Date

The next board meeting is scheduled for Friday, November 7, 2025, on the Lewisburg campus.

XIII. Adjournment

It was moved and seconded (Belt/Muscari) to adjourn. The motion carried, and the board adjourned at 11:37 a.m.

Approved on November 7, 2025

DocuSigned by:

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Courtney Eleazer, Ph.D., Secretary
/dg