

West Virginia School of Osteopathic Medicine – Board of Governors
Institutional Policy Committee
Friday, November 7, 2025, 9:30 a.m.
Location: Clinical Evaluation Center

Committee Members Present

Dewayne Duncan, Chair
Ray Joseph
Scott Maxwell
Gary Poling, D.O.

Guests Present

Brian Lutz, J.D.
Marly Kirby
Leslie Bicksler
Debbie Green

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Committee Chair, Mr. Duncan, at 9:31 a.m. Roll call was taken, and a quorum was present.

II. Approval of Minutes

A. September 26, 2025

It was moved by Mr. Joseph, and seconded by Mr. Duncan, to approve the minutes of the Institutional Policy Committee meeting held on September 26, 2025.

Motion Carried Unanimously.

III. Committee Items

A. Institutional Policy GA-23: Emergencies and Adverse Weather (*revised*)

Brian Lutz, General Counsel/Chief Legal Officer, presented to the Committee Institutional Policy GA-23: with proposed revisions. Mr. Lutz explained that the revisions included in this policy were prompted by recent scenarios WVSOM experienced relating to the need to close campus for weather and emergency purposes, and were added to provide further clarification in these scenarios. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. One comment was received, which was addressed in an Administrative Opinion provided by the Office of General Counsel, and did not require any additional changes to the policy.

It was moved by Mr. Joseph, and seconded by Mr. Duncan, to approve the revised Institutional Policy GA-23: Emergencies and Adverse Weather, 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.

Motion Carried Unanimously.

IV. Next Meeting Date

The next regularly scheduled Institutional Policy Committee meeting will be held on Thursday, January 29, 2026 at the Embassy Suites Charleston, Charleston, WV.

V. Adjournment

It was moved by Mr. Joseph, and seconded by Mr. Duncan to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:36 a.m.

Approved on January 29, 2026

Signed by:

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Dewayne Duncan, Chair