

West Virginia School of Osteopathic Medicine – Board of Governors  
**Institutional Policy Committee**  
Friday, November 1, 2024, 9:30 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.

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

The Institutional Policy Committee was called to order by Chair, Dr. Santer, at 9:03 a.m. Roll call was taken, and a quorum was present.

**II. Approval of Minutes**

A. June 21, 2024

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the minutes of the Institutional Policy Committee meeting held on June 21, 2024.

Motion Carried Unanimously.

**III. Committee Items**

A. Institutional Policy PE-02: Faculty (*revised*)

Brian Lutz, Interim General Counsel, presented to the Committee Institutional Policy PE-02: Faculty with proposed revisions. Mr. Lutz stated the policy revisions were needed in order to update language to include the necessary licensure and certification needed for faculty involved in the graduate program. 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 Mr. Cole, and seconded by Ms. Kirby, to approve the revised Institutional Policy PE-02: Faculty and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

B. Institutional Policy PP-03: Campus Use and Restrictions Including Deadly Weapons  
(revised)

Mr. Lutz presented to the Committee Institutional Policy PP-03: Campus Use and Restrictions Including Deadly Weapons with proposed revisions. Mr. Lutz stated the policy revisions were in response to pet containment on campus and needing more clarifying language on the responsibility of pet owners. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. One comment was received suggesting a more relaxed approach by allowing employees to bring animals in their offices. No changes were made to the policy in response thereto.

It was moved by Mr. Cole, and seconded by Ms. Kirby, to approve the revised Institutional Policy PP-03: Campus Use and Restrictions Including Deadly Weapons 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.

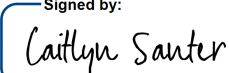
IV. **Next Meeting Date**

The next regularly scheduled Institutional Policy Committee meeting will be held on Thursday, January 30, 2025 at the Embassy Suites in Charleston, West Virginia.

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 9:40 a.m.

Approved on January 30, 2025

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