

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, September 11, 2020
Location: John Manchin, II, D.O., Conference Center, Room #1
Clinical Evaluation Center**

DUE TO COVID-19 RESTRICTIONS, ONLY BOARD MEMBERS AND ESSENTIAL PERSONNEL WERE ALLOWED TO ATTEND THIS MEETING IN PERSON. THE PUBLIC WAS INVITED TO ATTEND VIA TELECONFERENCE.

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

Meeting was called to order at 10:19 am by Board Chair, Steven Sarver. Roll call was taken by Board Secretary, Fred Earley. A quorum was present. The WVSOM mission statement was read by Board Vice Chair, Dr. Robert Holstein.

Members Present:

Steven Sarver, Chair	John Garlitz, D.O.
Robert Holstein, D.O., Vice Chair	Sherri Miller
J. Fred Earley, II, J.D., Secretary (teleconference)	Frederick Morgan, D.O.
Randall Belt, D.O.	Gary L. Poling, D.O.
Gregory Burton (joined teleconference at 10:28 am)	Todd Smith, D.O.
Aaron Byczynski	David Ramsey (teleconference)

Members Absent:

None

Others in Attendance:

James W. Nemitz, Ph.D., President	Debbie Green, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

II. Introductions

Dr. James Nemitz welcomed three new Board members to their first regular meeting of the WVSOM Board of Governors. Aaron Byczynski, OMS-III, replaced Jubel Puthusseril as the new student representative. Effective July 1, 2020, Governor Justice appointed Frederick Morgan, D.O., and Todd Smith, D.O., to the Board of Governors. Dr. Morgan is a 1991 WVSOM graduate and Dr. Smith is a 1997 WVSOM graduate.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Ramsey/Belt) to approve the minutes of the June 5, 2020, regular meeting as presented. Motion Carried

It was moved and seconded (Ramsey/Poling) to approve the minutes of the August 13, 2020, special meeting as presented. Motion Carried

V. Election of Officers

Discussed under Agenda Item VI.

VI. Agenda Order

At the direction of the Chair, a change was made to the agenda order to allow Election of Officers (Item V) after Rules (Item VII).

Dr. Robert Holstein, Vice Chair, stated "Mr. Chair, may I make a comment before we address the issue of election of Chair of the Board of Governors?" Chair Sarver allowed the comment. Dr. Holstein stated, "While I am deeply grateful to having been nominated for Chair of the Board of Governors of WVSOM, I will withdraw my name and decline the nomination at this time. I would like for us all to be unified in our ongoing support of Mr. Sarver in his continued service as Chair." Chair Sarver thanked Dr. Holstein for the comment and asked for a motion regarding election of Board Chair.

It was moved and seconded (Belt/Holstein) for Mr. Steve Sarver to continue service as Board Chair for an additional term of one year, ending June 30, 2021. Motion Carried

VII. Rules

A. Institutional Policy E-12: Grading Scale (revised). Chair Sarver stated this policy was before the Board at the June 5, 2020, Board meeting; however, the Board chose to address the policy revisions at a later meeting. The policy was circulated for the required 30-day comment period prior to the June Board meeting. Public comments were received and have been addressed in an administrative opinion attached to the draft policy.

Dr. John Garlitz, Chair of the Academic Committee, reported the committee reviewed the policy to be revised. The only item the committee approved was a clarification on the last section of the policy which is located on page 18. The clarification states an "R grade is allowed per semester in Year 1 and Year 2 and only one per academic year in Year 3. An R cannot be granted after the last retest period of the year. A retest and a remediation cannot occur in the same semester."

It was moved and seconded (Garlitz/Byczynski) to adopt the revision of Institutional Policy E-12: Grading Scale as presented. Dr. Gary Poling, member of the Academic Committee, stated the revision is a clarification on wording as stated above and not a vote on other changes within the policy. Motion Carried

VIII. Reports

A. Chair of the Board of Governors. Chair Sarver had no report.

1. Committee Reports.
 - a. Academic Committee. No other reports.
 - b. Finance & Audit Committee. No other reports.
 - c. Institutional Policy Committee. No other reports.

B. President of WVSOM.

1. Administration.

- a. President's Update. Dr. Nemitz congratulated Mr. Sarver on his re-election as Board Chair.
- COVID-19 Response:
 - WVSOM is currently in Phase III effective July 15, 2020, in which all employees were required to come back to work on campus. Students returned to campus the last week of July. Campus buildings are closed to the public and access is allowed by prox card only. WVSOM is following all the safety directives and quarantining procedures as mandated by Governor Justice and the CDC. Guests are only allowed on campus by appointment only.
 - Prior to returning to campus, students were tested upon arrival to Lewisburg with only one positive result. The individual was immediately isolated and there were no additional exposures. Lectures and some other classroom activities are virtual which is going well thanks to WVSOM's strong IT infrastructure. Hands-on labs with modifications continue in person, including anatomy, OPP and clinical skills. Dr. Nemitz commended the faculty and staff for providing a quality learning experience for the first and second-year students. The third and fourth-year students began rotations in June and July. No traditional audition rotations are allowed for fourth-year students due to COVID-19 according to a national agreement. Residency applications will be via paper review and virtual interviews. Another challenge includes testing sites being closed due to COVID-19 and unable to operate. Overall, WVSOM is meeting the challenges caused by COVID-19, and Dr. Nemitz commended the academic leadership for their detailed planning during the pandemic which has ensured a successful school year thus far.
 - The Center for Rural and Community Health has led WVSOM's COVID-19 response to the community.
 - Events:
 - Group events are currently being conducted virtually, or are cancelled or postponed.
 - White Coat/Convocation was postponed and a future date for that event is still to be determined.
 - WVSOM hosted a livestream presentation entitled "Meet the Class of 2024" to welcome the new students and introduce them to the WVSOM community.
 - The WVSOM Gala has been cancelled. Future fundraising events are to be announced.
 - The Alumni Association has been active in creating virtual CME events since the Summer Seminar was cancelled.
 - Future events include providing a Thanksgiving meal for employees and students and a holiday celebration.
 - Financial Impact of COVID-19:
 - The financial impact of COVID-19 was presented by Larry Ware in the Finance report.
 - WVSOM has received \$500,000 in federal CARES Act funding; half of that revenue goes to students and the other half goes to the institution.

Currently, the State allocation has not been cut; however, WVSOM is not receiving COVID funds from the State at this time.

- WVSOM spent \$53,000 to test students for COVID-19 upon return to Lewisburg. WVSOM was able to obtain a rapid testing machine thanks to Dr. David Webb, Clinical Sciences Assistant Professor and pathologist, which will give WVSOM the capability to perform spot/surveillance testing which is being discussed at the State level.
- Health Impact of COVID-19:
 - WVSOM is concerned regarding the mental health impact of COVID-19 on the WVSOM community and particularly the students. Dr. Roy Russ, Associate Dean of Preclinical Education, is leading an ad hoc committee to investigate the various issues facing students, faculty, staff, and administration.
- Accomplishments:
 - WVSOM has been recognized as a “Great College To Work For” for the eighth time based on employee feedback.
 - A WV-INBRE grant of approximately \$300,000 has been awarded to Dr. Crystal Boudreaux, Biomedical Sciences Assistant Professor, to study coronaviruses in general.
 - WVSOM, in partnership with the CRCH and Greenbrier County Health Alliance, received a \$100,000 grant from the Healthiest Cities and Counties Challenge.
- Initiatives/Collaborations:
 - Administration and student leadership are exploring how WVSOM should respond to the diversity issues being discussed at the national level. Plans for the group include conducting a climate survey and listening sessions, as well as offering educational opportunities.
 - WVSOM’s consultant continues to work on a market analysis and feasibility study for new programs as well as a new economic impact study.
 - Collaborations continue with the President and Provost at Bluefield State College.
 - WVSOM is entering into an agreement with WV Wesleyan for a pre-acceptance program and detailed media coverage is forthcoming.
- Projects:
 - The Greenspace project has been completed.
 - The Testing Center project is moving forward.
 - WVSOM is beginning to start a new Master Planning project since the current 10-year master plan is coming to a close.
 - Dr. Craig Boisvert has plans to retire and the institution will begin a national search for a new Academic Dean.
 - Plans are beginning for WVSOM’s 50th anniversary celebration which will occur in 2022.

2. Finance.

- a. FY 2019-2020 Financial Update. Mr. Larry Ware reviewed the financial statement and the uncommitted balance ending June 30, 2020, was \$62,891,547. WVSOM continues to operate within its approved budget with no concerns to report at this

time. Mr. Ware stated capital projects in various stages of development totaling approximately \$10 million will be presented to the Board for consideration over the course of the 2020-2021 fiscal year. Suttle & Stalnaker, WVSOM's auditing firm, has completed the audit and WVSOM anticipates the report will arrive in November. Questions and discussion followed.

- b. FY 2020-2021 Financial Update. Mr. Ware presented the financial statement ending July 31, 2020. Questions and discussion followed. Mr. Burton commended Mr. Ware for his outstanding work on WVSOM's finances.

Finally, Mr. Ware reviewed a recap of the financial impact of COVID-19 to date. The net loss due to COVID-19 as of August 28, 2020, was \$299,571.60.

IX. Board Items

- A. Approval of Graduates. Dr. Craig Boisvert presented the list of graduates who will successfully complete all requirements for graduation, have been approved by the Student Promotions Committee, and also approved by the faculty.

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

- B. Annual Report on Educational Development Committee. Ms. Leslie Bicksler presented an overview for FY 2019-2020. WVSOM awarded \$19,617.98 to 12 employees for educational development and five degrees were awarded. Over the last 10 years, 56 staff members have been awarded funds totaling \$232,137.96 for educational development.

- C. Faculty Chair Update. Dr. Brian Griffith, Ph.D., presented a faculty update for FY 2019-2020. The update included:

- An overview of WVSOM faculty members
- The effect COVID-19 had on WVSOM's curriculum and modifications implemented including:
 - New 3-D anatomy software
 - New clinical labs experiences
 - Admissions interview modifications
 - New electives offered
- A list of faculty accomplishments in the last 1+ years including:
 - Research update
 - First2 Network summer research immersion program
 - Just Say Know Camp
 - Community Health Worker Program (CHERP) transition to online program
 - Pre-Osteopathic Medical Program improvements

The Faculty Chair Update will be submitted as one-quarter hour Board Education to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

X. Board Education

A. Admissions – Ronnie Collins, MBA, Director of Admissions. Mr. Collins provided an in-depth overview of the admissions process including:

- Application review process
- Interview process
- WVSOM Admissions metrics
- Comparisons by class year
- Class of 2024 profile
- Class of 2024 states represented
- Recommendations for re-applicants
- Recruitment efforts
- Social media platforms

Questions and discussion followed the presentation.

B. Dashboard Presentations.

1. WVSOM Alumni Association, Inc.

Ms. Shannon Warren updated the Board on Alumni Association activities over the past fiscal year which included:

- CME attendees and revenue
- Transition of Summer Seminar CME to virtual platform due to COVID-19
- Fundraising efforts
- Investments

Questions and discussion followed the presentation.

2. WVSOM Foundation, Inc.

Dr. Drema Mace provided a presentation to the Board regarding WVSOM Foundation activities during FY 2019-2020 which included:

- Fundraising pivot in March due to COVID-19
- Key communications
- Community outreach and physician support
- Social media outreach and results
- Student emergency fund overview
- Balanced scorecard review

Questions and discussion followed the presentation. Chair Sarver requested an additional presentation in November from both the Alumni Association and the WVSOM Foundation detailing the amount of money raised yearly for the last three years.

The one and one-half hour Board education held today will be submitted to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

XI. **Possible 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**

Steven Sarver, Chair, stated the following: In accordance with the West Virginia Open Governmental Proceedings Act exceptions for the following agenda items, do I hear a motion to go into executive session to consider matters concerning personnel, potential real property and legal matters.

It was moved and seconded (Miller/Holstein) to move into Executive Session at 12:46 pm. Only members of the Board of Governors, President Nemitz, Jeffrey Shawver and Larry Ware remained.

XII. Actions Emanating from Executive Session

The Board of Governors returned to regular meeting session at 1:31 pm. No items emanating from the Executive Session required action from the Board.

XIII. Information Gathering

Mr. Earley recommended considering a more structured approach to how the Board of Governors selects and fills the officer positions. Mr. Earley stated many boards have a nominating committee for a more formalized, structured succession plan. Mr. Earley suggested having Jeffrey Shawver and other Board of Governors members investigate how similar boards operate in that capacity and determine if WVSOM would like to adopt a similar practice. Chair Sarver agreed and suggested that Mr. Earley, Jeffrey Shawver, and Dr. Holstein devise recommendations for discussion at a future meeting.

Mr. Earley also stated that the Board of Governors has a resolution in place regarding delegation of authority for the President. The document details a spending authorization limit of \$100,000 for the President. Mr. Earley suggested the Board consider updating the document to an appropriate authorization amount that the President can spend without having to call a special Board meeting. Chair Sarver agreed and suggested that Mr. Earley, Jeffrey Shawver, and Mr. Burton devise recommendations for discussion at a future meeting. Mr. Shawver stated the group will need to analyze expenditures from the Business Office to determine an appropriate spending authorization limit.

XIV. Next Meeting Date

The next scheduled Board meeting will be held on Friday, November 6, 2020, at 10:00 am in the John Manchin, II, D.O., Conference Center, Room #1, located in the Clinical Evaluation Center on the campus of WVSOM.

XV. Adjournment

It was moved and seconded (Earley/Poling) to adjourn. The motion carried and the Board meeting adjourned at 1:36 pm.

Approved on November 6, 2020



J. Fred Earley, II

Secretary

/dg