

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, January 22, 2021
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 10:00 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	Sherr Miller
Robert Holstein, D.O., Vice Chair (teleconference)	Frederick Morgan, D.O. (teleconference)
J. Fred Earley, II, J.D., Secretary (teleconference)	Gary Poling, D.O. (teleconference)
Randall Belt, D.O.	David Ramsey (teleconference)
Gregory Burton (teleconference)	Todd Smith, D.O. (teleconference)
John Garlitz, D.O.	

Members Absent:

Aaron Byczynski

Others in Attendance:

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

II. Introductions

There were no introductions.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Holstein/Earley) to approve the minutes of the November 6, 2020, regular meeting as presented. Motion Carried

V. Agenda Order

At the direction of the Chair, a change was made to the agenda order to allow the Auditor's Report to the Governing Board (Item VII.A).

Marie Long of Suttle & Stalnaker provided a PowerPoint presentation reporting on the financial statements including the independent auditor's report-unmodified opinion; management's discussion and analysis; statement of net position; statement of revenues, expenses and changes

in net position; statement of cash flow; notes to financial statement; required supplementary information; and independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards. Questions and discussion followed.

Mr. Greg Burton thanked Mr. Ware, his team, and President Nemitz for all the work completed on the audit. President Nemitz thanked Ms. Long for her report.

VI. Reports

A. Chair of the Board of Governors. Chair Sarver had no other 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.
 - COVID-19 Response.
 - Vaccines: The State of West Virginia is controlling distribution; currently there is a shift in how the State is distributing vaccines; WVSOM employee and student vaccinations are coordinated by Leslie Bicksler (employees) and Associate Deans/Dean (students).
 - CRCH: Currently the CRCH is assisting the Greenbrier County Health Department with registering and scheduling community members to be vaccinated; Dr. Mace, Courtney Hereford, and Julian Levine are spearheading this effort.
 - Testing: All 1st and 2nd year students were tested upon return to Lewisburg; WVSOM is complying with State-mandated weekly surveillance testing; WVSOM is unsure how long surveillance testing will be required.
 - Stress Relief Task Force: Representatives from the student body, administration, faculty, and staff have joined forces to assist students with pandemic-related stress.
 - Safety: Directives are still in place including a mask mandate, social distancing, room occupancy restrictions, travel restrictions, and quarantining.
 - Graduation.
 - WVSOM purchased graduation regalia for all upcoming 2021 graduates; Administration is currently reaching out to the class regarding input on graduation festivities; a decision regarding graduation will be made in late February/early March.
 - Dean's Search.
 - WVSOM has several strong candidates with experience; on-campus interviews will begin the week of January 25, 2021; Leslie Bicksler is leading the Dean's Search Committee.

- Legislative.
 - The legislative session begins February 3, 2021; Governor Justice's inauguration is January 22, 2021; meetings with local legislators and WVSOM administration are ongoing; no cuts for higher education are anticipated so far.
- HEPC Health Sciences Report.
 - WVSOM is the leader again in all three categories (overall return to the state, primary care, and rural placement).
- Admissions.
 - The incoming class is currently at a total of 174 with 30 from West Virginia compared to last year's total of 118 with 15 from West Virginia.
- Faculty/Staff Achievements.
 - Delivery of the Curriculum: WVSOM continues to deliver the curriculum via live-streaming lectures, virtual team-based learning sessions, and other application exercises in addition to in-person labs/activities and standardized patient encounters as safety permits.
 - OPP Department: Student OMM Clinic began this week with community members and WVSOM employees.
- Research and Grants.
 - Recent publications were submitted by four faculty members and one staff member.
 - Grants were recently awarded totaling \$26,456 by two faculty members and one staff member.
 - Grant submissions are currently in review or pending by five faculty members and four staff members.
- Student Achievements.
 - In addition to their medical studies, WVSOM students have been involved in a variety of community outreach efforts including: tutoring K-12 students with virtual learning; community outreach program, ex. grocery drop-off; reaching out to seniors, ex. 400 handmade cards.
 - Fundraising: Student clubs have raised \$3,550 for non-profit organizations.
 - Research: WVSOM students have recently submitted five publications.
 - During the WVSOM Alumni Association Mid-Winter CME in January 2021, 18 student posters and 13 resident posters were submitted.
 - During the WVOMA conference in December 2020, 38 student posters and 6 live presentations were presented.
- Alumni Association.
 - The Alumni Association Mid-Winter Conference was held virtually Thursday, January 21, 2021, to Sunday, January 24, 2021.
- Foundation.
 - WVSOM is currently working on several new scholarships for students which are being sponsored by alumni.
- Fundraising.
 - Dr. Drema Mace has moved her office to the Alumni Center to oversee Foundation operations since Heather Antolini is retiring.
- Upcoming Events.
 - Rural Practice Day will be held virtually on January 29, 2021.

- The next Board of Governor's meeting will be March 26, 2021, which will be held in the Conference Center/Student Center.
2. Finance.
- a. FY 2020-2021 Financial Update. Mr. Larry Ware presented the financial statement ending November 30, 2020. WVSOM continues to operate within its approved budget with no concerns at this time. Questions and discussion followed.
 - b. Draft 2022 Budget Proposal. Mr. Ware reviewed the proposed FY 2021-2022 budget with the Board. Income and expense highlights are listed below.

Income Highlights:

1. State appropriations are expected to remain unchanged from FY 2020-21 levels.
2. The proposed tuition and fee rates for FY 2021-2022 are unchanged from FY 2020-2021 levels.
3. A conservative approach was used in the estimation of revenue and fees using class levels and historical collection rates.

Expense Highlights:

1. The proposed FY 2021-2022 Operating Expenses are decreased by 3% from the FY 2020-2021 budget level.
2. The proposed expenses decrease creates a salary increase pool of 3% with a January 2022 implementation date.
3. One-time expense items of \$180,000.00 are included.

Mr. Ware stated he will seek a motion for approval of the proposed budget at the March 26, 2021, Board of Governors meeting. Questions and discussion followed.

VII. Board Items

- A. Auditor's Report to the Governing Board. Discussed under Agenda Item V.
- B. Approval of Graduates. Dr. Craig Boisvert presented the list of graduates for approval 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/Belt) to approve the graduates as presented.

Motion Carried

- C. Acceptance of Bid for Testing Center Construction. Mr. Ware reported WVSOM conducted a Request for Bid process to find a vendor to construct a new Testing Center building. The site location is the parking area between the Clinical Evaluation Center and the Tech building. Four vendors submitted bid proposals. Mr. Ware requested Board of Governors approval to proceed in negotiating an agreement with DCI/Shires, Inc., in an amount not to exceed \$9,940,000, to complete the New Testing Center Project. Questions and discussion followed.

It was moved and seconded (Garlitz/Ramsey) to proceed in negotiating an agreement with DCI/Shires, Inc., as the apparent low bidder, in an amount not to exceed \$9,940,000 to complete the New Testing Center Project. Motion Carried

- D. Approval of Resolution on President's Delegated Authority. Jeffrey Shawver, Vice President for Legal Affairs & General Counsel, stated the redline and clean versions of the Resolution were previously circulated for review via email and Dropbox to Board members. Mr. Shawver reviewed the redline version of the document based upon changes discussed at the November 6, 2020, Board of Governors meeting. The most notable changes to the document included: increasing the President's spending authority to a \$250,000 cap without prior Board approval and including language that stated the Resolution should be reviewed at regular intervals of every three years. Mr. Shawver asked Fred Earley to address the Resolution, given his recommendations and prior work on the matter. Mr. Earley had no additional comments but thanked Mr. Shawver for his work on this document.

It was moved and seconded (Earley/Burton) to approve the Resolution on President's Delegated Authority as presented. There was no discussion. Motion Carried

- E. Approval of Board of Governors Operating Procedures. Mr. Shawver stated the Operating Procedures were circulated to Board members at least 10 days prior via email and Dropbox, as required by the Bylaws for any amendment approval. Mr. Shawver reviewed the redline version of the document based upon changes discussed at the November 6, 2020, Board of Governor's meeting. The most notable changes to the document included: placing a term limit of two consecutive one-year terms for the Chair and Vice Chair roles; allowing minutes of the regular meeting and committee meetings to be signed electronically by the Secretary; and clarifying the language regarding the updated Resolution on President's Delegated Authority. Because Dr. Holstein was serving as current Vice Chair of the Board of Governors, Dr. Holstein recused himself from voting on the revised Board of Governors Operating Procedures.

It was moved and seconded (Earley/Garlitz) to approve the Board of Governors Operating Procedures as presented. Mr. Shawver stated that once the Operating Procedures are approved by the Board that the changes will be effective immediately.

Motion Carried

President Nemitz thanked Mr. Earley, Dr. Holstein, Mr. Burton and Mr. Shawver for their work on these documents. Chair Sarver concurred.

- F. Tripp Umbach Report. Dr. Edward Bridges, Vice President for Administration & External Relations, introduced Paul Umbach, Founder and President of the Tripp Umbach consulting firm. Dr. Bridges stated WVSOM has asked Tripp Umbach to focus on three areas: preparation of a new economic impact study for WVSOM; evaluation of new degree programs; and evaluation to determine the feasibility of expanding the D.O. program.

Mr. Umbach presented a PowerPoint presentation to the Board of Governors entitled "Roadmap for the Future: Moving the West Virginia School of Osteopathic Medicine Forward to Meet the Health Needs of West Virginia."

Mr. Umbach stated the following key findings were identified during his firm's research:

- WVSOM is an important economic driver of the West Virginia economy.
- West Virginia has a growing physician shortage.
- Developing an additional osteopathic medical school campus in Charleston should be further explored.
- Developing additional Graduate Medical Education (GME) opportunities/residency training in West Virginia is needed.
- Collaboration with other higher education and health care institutions should be pursued.

Next, Mr. Umbach discussed program expansion opportunities including: undergraduate pipeline programs, a postbaccalaureate premedical program, certificate programs, master's degree programs, and doctoral programs.

The next slide of the presentation detailed the program vision estimated timeframe.

Timeline recommendations included:

- Eight years to fully develop all recommended programs.
- Development of a postbaccalaureate premedical program and certificate programs to increase the participation of West Virginia students in osteopathic medicine by 2022.
- Growth of the postbaccalaureate premedical program as WVSOM moves forward to establishing an additional campus as early as the fall of 2023.
- Regional accreditation as a health science institution can be established in 2023, allowing for master's and additional doctoral degrees to be added by 2028.

Additional recommendations included:

- Developing and implementing a system for tracking practice locations of graduates.
- Evaluating the need and opportunity to expand GME.
- Developing a marketing strategy for new programs. Marketing campaigns must highlight the growing needs of health care professionals by aligning the history and qualifications of WVSOM while providing excellence in education and training. Marketing campaigns must market and promote the flexible coursework and the willingness to adjust for individuals, especially in newly developed programs.
- Developing stronger statewide relationships with established public and private colleges and universities to achieve a stronger pipeline of West Virginia students into WVSOM's osteopathic medicine and new programs.
- Expanding osteopathic medicine by creating an additional medical school campus in Charleston to meet current and future workforce needs in the State.

Economic impact included the following data:

- The total economic impact of WVSOM in Greenbrier County accounts for \$112.8 million.
 - \$75.3 million in direct impacts
 - \$37.4 million in indirect/induced impacts
- WVSOM's operations had a total annual economic impact of \$133.6 million to the State.
 - \$86.9 million in direct impacts
 - \$46.7 million in indirect/induced impacts
- Expected program expansion by 2030 will increase the total economic impact of WVSOM to the state to \$214.3 million.

Economic impact on jobs/taxes included the following data:

Employment/Jobs

- In 2020, WVSOM's presence supports 756 jobs throughout West Virginia.
 - 289 in direct employees
 - 467 in indirect/induced employees
- WVSOM in Greenbrier County employs 619 employees.
 - 246 directly
 - 373 indirectly
- By 2030, program expansion will result in support of 1,152 total jobs throughout West Virginia.

Tax Impact

- In FY 2020, WVSOM generated \$7.5 million in direct and indirect/induced tax payments for the State and \$6.2 million for Greenbrier County.
- By 2030, program expansion will increase the total tax impact of WVSOM for the State to \$11.6 million.

WVSOM has the potential to successfully add new programs to its current curriculum and to create an additional campus in partnership with an established partner by focusing on primary care and funneling a strong pipeline of students to the program. The medical school will need to secure public and private support and participation from multiple education, health care, and industry partners. Key factors for success included:

- A well-established faculty, a firm budget, and strong curriculum.
- Integrated GME programs with clinical partners.
- Ongoing demonstration of economic impact and return on investment.
- Ongoing development of community health improvement programs.
- Strong clinical education partnerships with hospitals and other clinical partners.
- The development of appropriate facilities to deliver the medical education program.
- The recruitment of high-quality faculty and students.
- Updated facilities and technology that support student achievement.

Questions and discussion followed the presentation.

VIII. 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

No executive session was held.

IX. Actions Emanating from Executive Session

No executive session was held.

X. Information Gathering

No items were brought forth.

XI. Next Meeting Date

The next scheduled Board meeting will be held on Friday, March 26, 2021, at 10:00 am in the Conference Center located in the WVSOM Student Center.

XII. Adjournment

It was moved and seconded (Garlitz/Miller) to adjourn. The motion carried and the Board meeting adjourned at 12:37 pm.

Approved on March 26, 2021

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J. Fred Earley, II
Secretary
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