

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, March 26, 2021
Location: Conference Center located in the WVSOM Student 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 10:01 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	Sherry Miller
J. Fred Earley, II, J.D., Secretary	Frederick Morgan, D.O. (teleconference)
Randall Belt, D.O.	Gary Poling, D.O.
Gregory Burton (teleconference)	David Ramsey (teleconference)
Aaron Byczynski (teleconference)	Todd Smith, D.O. (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

President Nemitz introduced Mr. Paul Umbach, founder and President of Tripp Umbach. Mr. Umbach currently serves as a consultant for WVSOM. President Nemitz also introduced President Robin Capehart of Bluefield State College. Both Mr. Umbach and President Capehart will present to the Board of Governors regarding new programs later in the Board agenda.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

Chair Sarver asked if any Board members had revisions to the January 22, 2021 meeting minutes as presented.

Dr. Robert Holstein stated he had a correction to the January 22, 2021 minutes under Approval of Board of Governors Operating Procedures (Item VII.E). Dr. Holstein would like the following statement added to the minutes: "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."

There were no objections by Board members to adding the statement to the January 22, 2021 minutes and there were no other revisions.

It was moved and seconded (Ramsey/Earley) to approve the revised minutes of the January 22, 2021 regular meeting as revised. Motion Carried

V. Agenda Order

No changes were made to the agenda.

VI. Rules

A. Institutional Policy ST-06: Proof of Inoculations/Health Form (revised). Chair Sarver stated Institutional Policy ST-06 will be tabled for this meeting. Administration is working on additional revisions, will circulate the policy for an additional comment period, and will bring the revised policy to the Board at a future meeting.

VII. Reports

A. Chair of the Board of Governors. Chair Sarver stated he is excited to have Mr. Umbach and President Capehart in attendance. Chair Sarver stated WVSOM Board members and Administration have been discussing collaboration with Bluefield State for several years. Chair Sarver stated he wanted the entire Board to meet President Capehart to discuss the possibility of moving forward in collaboration with Bluefield State in the future.

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 majority of employees and second, third and fourth-year students have been vaccinated; first-year students will be vaccinated before the end of the semester.
 - Delivery of the curriculum: In-person activities are resuming, including lectures; second-year OSCEs will be reintroduced in person.
 - Safety: Directives are still in place, including mask mandate, social distancing, room restrictions, and quarantining; out-of-state travel restrictions have been lifted.
 - Graduation: Administration is planning an in-person graduation ceremony on Saturday, May 29, 2021, with voluntary student participation, an open-air tent for graduates and essential staff, 2-3 guests per student in campus facilities to watch remotely; the Class of 2020 was also invited to participate in graduation and currently five graduates from the Class of 2020 are planning to participate; all COVID-19 safety directives will be followed.
 - Match results: WVSOM currently has a 95.5% match rate.

- New Vice President for Academic Affairs and Dean: Linda Boyd, D.O., will start employment at the end of June, 2021.
- Testing Center: Construction will begin in April, 2021.
- CRCH space renovation: Construction will be completed in May, 2021.
- Legislative: President Nemitz met with House and Senate leadership and hospital partners (Charleston Area Medical Center, West Virginia University Medicine and Mountain Health System) to discuss issues important to medical schools and hospitals; tax bills are a current legislative focus; the West Virginia Higher Education Policy Commission anticipates a cut to higher education funding.
- Marketing and Communications: Several WVSOM publications have recently been produced including the Annual Report and the WVSOM Magazine; the osteopathic profession recently published an insert which was distributed in USA Today and WVSOM had an ad in that publication; WVSOM transformed data from the Tripp Umbach report into a graphic detailing the 2020 total economic impact of WVSOM across West Virginia; WVSOM has an important announcement regarding the US News and World Report rankings which will be shared publicly next week.
- Admissions: Currently, WVSOM has received 188 second deposits (38 deposits from West Virginians and 150 deposits from out-of-state applicants); last year at this time WVSOM had received 178 second deposits (29 deposits from West Virginians and 149 deposits from out-of-state applicants).
- Collaborations: WVSOM continues to have ongoing discussions with Bluefield State College regarding their vision and recently toured the Bluefield Regional Hospital Campus; administration continues to work with the Alliance for the Economic Development of Southern West Virginia which encompasses all of the higher education institutions across southern West Virginia.
- Center for Rural and Community Health (CRCH): The CHERP (Community Health Education Resource Person) online learning platform was recently launched; CRCH has been very involved in COVID response and vaccine distribution; WVSOM and CRCH continue to be involved in the State opioid response with in-person NADA (National Acupuncture Detoxification Association) and Chronic Pain Self-Management Master Training occurring in April and May, 2021 as well as Naloxone Training to students in February, 2021; CRCH is involved in the Developmental Disabilities Awareness Project; in April, 2021, CRCH will be presenting two national presentations at AACOM to discuss current projects and strategies.
- Faculty/Staff/Administration Achievements: Dr. Craig Boisvert was recently inducted into the second class of the West Virginia Health Care Hall of Fame; Leslie Bicksler is in the current Leadership West Virginia Class of 2021; President Nemitz was invited to join the Leadership West Virginia Board of Directors; Chris Pankey, Ph.D. was awarded a First2 Network grant which funds an immersive research experience for undergraduate students over the summer; four faculty and one staff member have been published; two faculty and one staff member have received grant awards totaling

\$26,456; five faculty and four staff members have grant submissions in review or pending.

- Student Achievements: The first-year class president, faculty and alumni have collaborated to begin virtual Grand Rounds at WVSOM; 50 first and second-year students are assisting K-12 students with virtual learning; students are involved in community outreach programs including grocery drop-off, coordinating an Easter egg hunt and reaching out to seniors by making 400 handmade cards; student clubs have fundraised \$3,550 for non-profit organizations; five student research articles have been published; student clubs and organizations have hosted over 25 lectures or labs; students have been involved in attending various educational workshops on opioids, LGBTQ and developing effective allyship.
- Alumni Association: A decision has not yet been made as to whether the WVSOM Summer Seminar will be an in-person or virtual event.
- WVSOM Foundation: A consultant has been hired to develop a prospect list; an institutional grant writer has been hired; the Development Director position will be posted soon; new Foundation board members have joined the board.
- Upcoming Events: President Nemitz will present the virtual State of the School presentation on Wednesday, March 31, 2021 at noon which will be taped and available for viewing, Board of Governors members are able to watch the presentation and use it as Board education; the virtual Spring Awards Ceremony will take place on Thursday, April 1, 2021 at 2:00 pm in which 43 students will receive awards totaling \$346,814; Dr. Manchin will be inaugurated as Glenville State College president on April 9, 2021 and President Nemitz will attend the ceremony; the date for an in-person White Coat Ceremony for the Class of 2024 will be announced soon; the next Board of Governors meeting will be May 7, 2021 via teleconference.

2. Finance.

- a. FY 2020-2021 Financial Update. Mr. Larry Ware presented the financial statement ending February 28, 2021. WVSOM continues to operate within its approved budget with no concerns at this time.

VIII. Board Items

- A. Approval of Budget FY 2021-2022. Mr. Ware presented the FY 2021-2022 Budget Proposal to the Board at the January 22, 2021 meeting. There were no additional questions.

Mr. Ware is seeking approval of the following three resolutions for the FY 2021-2022 budget:

1. Resolution to approve the Proposed FY 2021-2022 Budget.
2. Resolution to provide a 3.0% salary increase to all WVSOM employees, including the president, employed as of October 31, 2021, with an effective date of January 1, 2022.
3. Resolution to provide equity adjustments as identified by Human Resources and approved by the president.

It was moved and seconded (Ramsey/Garlitz) to approve the three resolutions as presented for the FY 2021-2022 budget. President Nemitz pointed out there would be no tuition increase for students. Motion Carried

- B. Acceptance of Bid – Building B & Library Building Roof Replacement Project. Mr. Ware reported that WVSOM conducted a request for bid process to find a vendor to replace the roofs of the Building B section of the Main building, the Library flat roof section, the Main Building tower roof along with replacing two existing HVAC units on the Main Building. The project includes the removal of the existing roofing, insulation, flashing, and coping and installing a new EDM roof membrane along with new insulation and coping. The approximate square feet of area to be replaced is 23,150.

Steps followed to date are as follows:

- February 23, 2021 and March 2, 2021 – Solicitations for interested vendors in the Charleston Gazette, Register-Herald, and WV Daily News. Direct notices were sent to vendors that had previously expressed an interest in the project along with posting to the contractor association web site.
- March 3, 2021 – Mandatory pre-bid meeting was held with interested vendors with a walk through of the project area; interested vendors received a project manual that included bidding requirements along with project blueprints; process and procedural questions were directed to Contracts Officer, Betty Baker, while technical questions were directed to Rodney Pauley, ZMM's representative.
- March 19, 2021 - Formal proposals were due. Of the eight vendors that attended the mandatory pre-bid meeting, three vendors submitted bid proposals.

Mr. Ware asked the Board to accept the lowest bid from Sutter Roofing & Metal in an amount not to exceed \$1,095,000 to complete the project.

It was moved and seconded (Ramsey/Earley) to proceed in negotiating an agreement with Sutter Roofing & Metal as the apparent low bidder, in an amount not to exceed \$1,095,000, to complete the Main Building Roof Replacement Project. Motion Carried

- C. Approval of Professor Emeriti Status – Craig Boisvert, D.O. Dr. Andrea Nazar listed many of Dr. Boisvert's accolades which include direct and uninterrupted service to WVSOM since 1988. A very abbreviated review of highlights from this period include attaining tenure at WVSOM in 1993 and being promoted to Professor in 1996. Dr. Boisvert attained the achievement of Fellowship in ACOFP in 1992. Dr. Boisvert has served as the Vice President of Academic Affairs and Dean at WVSOM since 2014 which was preceded by service as the Associate Dean of Predoctoral Education from February 2013 to July 2014. Dr. Boisvert also served as Chair of the Clinical Science Department from 2003-2013. Dr. Boisvert has a long history of service to the osteopathic profession, a legacy of high-quality teaching and curricular development at WVSOM, and a long list of scholarly activity.

Dr. Nazar reported that Dr. Boisvert was nominated by peers and unanimously approved by the faculty and the Faculty Council to receive Professor Emeritus status.

It was moved and seconded (Garlitz/Holstein) to approve Dr. Craig Boisvert for Professor Emeriti status. Motion Carried

- D. New Program Review. President Nemitz began the discussion by stating his three-fold vision for implementing new programs at WVSOM which is as follows: (1) create a post baccalaureate program to prepare applicants for professional school, (2) expand WVSOM's clinical capacity in West Virginia and growing the D.O. program, and (3) create new programs independently and/or collaboratively with other higher education institutions. President Nemitz encouraged Board members to listen to the information presented, ask questions, and let Administration know how they would like to move forward regarding new programs.

Next, President Nemitz introduced Mr. Paul Umbach of Tripp Umbach consulting firm to share his insight on how WVSOM can move forward with new programs.

Mr. Umbach reviewed again with the Board key findings from the Tripp Umbach analysis which included the following information:

- WVSOM is an important economic driver of the West Virginia economy.
- West Virginia has growing physician and health professional shortages.
- There is a need to expand graduate medical education/residency training in West Virginia.
- WVSOM should identify collaborative partners with West Virginia higher education and healthcare institutions.
- WVSOM should develop an additional osteopathic medical school campus in Charleston.

Next, Mr. Umbach discussed further program expansion opportunities. Mr. Umbach stated that WVSOM is at the right place at the right time to expand. Mr. Umbach stated program growth will be accomplished through strong partnerships with West Virginia higher education and healthcare institutions. Also, through the addition of online programs, WVSOM will have greater access to recruit students from all over the world which could be an anchor for southern West Virginia for higher education. Mr. Umbach stated that over the next year he anticipates analyzing which steps WVSOM should take both individually and collaboratively.

Mr. Umbach introduced President Capehart of Bluefield State College to discuss his vision for potential collaborative opportunities with WVSOM. President Capehart discussed West Virginia's shortages in healthcare and the need for additional healthcare professionals. President Capehart stated that he believes a joint venture with WVSOM and Bluefield State will create an organizational structure that will meet the needs of both institutions and address the workforce needs of West Virginia.

Questions and discussion followed. Key points made during the discussion included:

- Mr. Umbach stated that WVSOM's strong history, alumni base and financial position are strengths for the institution.
- Mr. Umbach stated structural work needs to be completed to build an infrastructure in order to add additional programs.
- President Nemitz stated the vision of adding new programs begins with a post baccalaureate program which can be placed under the umbrella of WVSOM's existing

D.O. program because it funnels directly to the D.O. program. Expansion of the D.O. program will follow the addition of a post baccalaureate program.

- President Nemitz stated online delivery is important as well as building relationships with collaborative partners in order to deliver curriculum at brick and mortar locations statewide.
- Mr. Ramsey encouraged the Board to decide WVSOM's strategy and to narrow down the top five priorities of WVSOM in regards to new programs. Also, he encouraged the idea of being inclusive in partnerships so WVSOM is able to work with multiple higher education institutions across the State.
- President Nemitz stated his goal in 10 years is to have viable programs that are meeting the healthcare needs of West Virginia while maintaining the identity of WVSOM with the premiere program still being the D.O. program.
- President Nemitz stated next steps include: Directing Dr. Edward Bridges to create a business plan for a post baccalaureate program; analyzing the clinical rotation capacity in the Charleston, WV market; and continuing conversations to narrow down WVSOM's top five choices for new programs and identifying collaborative partners based on the choices.
- Chair Sarver encouraged the Board not to spend too much time on analysis and to focus on action.
- Dr. Poling encouraged the Board to pursue the post baccalaureate program to increase the applicant pool of West Virginians for the D.O. program.

It was moved and seconded (Garlitz/Holstein) to allow President Nemitz to move forward in exploring the post baccalaureate program. Motion Carried

Discussion continued following the motion. Mr. Earley, Mr. Ramsey and Mr. Burton gave input concerning next steps including continued focus by the Board on narrowing down the top five goals moving forward. President Nemitz stated that Dr. Edward Bridges will lead the administrative team toward next steps regarding the post baccalaureate program. President Nemitz is looking to redistribute the responsibilities for Dr. Bridges to allow him more time to focus on new program responsibilities.

IX. Board Education

A. Office of Assessment & Educational Development. Dr. Machelie Linsenmeyer, Associate Dean, provided an in-depth presentation to educate Board members on the Office of Assessment & Educational Development (OAED). Dr. Linsenmeyer discussed the following topics:

- OAED Mission and Vision
- Main Areas of OAED
- OAED Staff
- Office of National Boards and Exam Center Responsibilities
- Accreditation & Continuous Quality Improvement (CQI) Responsibilities
- Medical Education & Educational Support
- Faculty Development
- Academic Technology
- Instructional Design and Educational Support
- Institutional Assessment

President Nemitz stated WVSOM has an excellent assessment team lead by Dr. Linsenmeyer which is critical to the success of WVSOM.

The 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.

X. 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.

XI. Actions Emanating from Executive Session

No executive session was held.

XII. Information Gathering

No items were brought forth.

XIII. Next Meeting Date

The next scheduled Board meeting will be held on Friday, May 7, 2021, at 10:00 am via conference call.

XIV. Adjournment

It was moved and seconded (Burton/Earley) to adjourn. The motion carried and the Board meeting adjourned at 12:42 pm.

Approved on May 7, 2021

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J. Fred Earley, II
Secretary
/dg