

**West Virginia School of Osteopathic Medicine
Board of Governors – Regular Meeting
Friday, September 10, 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 10:16 am by Board Chair, Dr. Robert Holstein. Roll call was taken by Board Secretary, Marlana Dunbar. A quorum was present. The WVSOM mission statement was read by Board Vice Chair, Dr. Randall Belt.

Members Present:

| | |
|---------------------------------------|-----------------------------------------|
| Robert Holstein, D.O., Chair | Sharon Hall |
| Randall Belt, D.O., Vice Chair | Frederick Morgan, D.O. (teleconference) |
| Marlena Dunbar, Secretary | Gary Poling, D.O. |
| Abdulrahman Al Halak (teleconference) | Steven Sarver |
| Gregory Burton | Todd Smith, D.O. (teleconference) |
| Thomas Cole | Peter Ward, Ph.D. |

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

Chair Holstein introduced the following new Board of Governors members:

- Tom Cole was appointed by Governor Justice on August 9, 2021. Mr. Cole succeeded Fred Earley whose second term expired June 30, 2021.
- Sharon Hall was appointed by Governor Justice on August 9, 2021. Ms. Hall succeeded Dave Ramsey whose second term expired June 30, 2021.
- Marlana Dunbar was elected Staff Representative effective July 1, 2021 to replace Sherri Miller.
- Abdulrahman Al Halak was elected Student Representative effective July 1, 2021 to replace Aaron Byczynski.
- Dr. Peter Ward was elected Faculty Representative effective July 1, 2021 to replace Dr. John Garlitz.

Chair Holstein congratulated Dr. Randall Belt on his reappointment by Governor Justice for a second term on August 9, 2021.

President Nemitz introduced Dr. Linda Boyd, WVSOM's new Vice President for Academic Affairs and Dean.

III. Public Comment

There were no public comments.

IV. Approval of Minutes

It was moved and seconded (Ward/Belt) to approve the minutes of the June 18, 2021 regular meeting as presented. Motion Carried

V. Agenda Order

Chair Holstein requested a change to the agenda order to move the Facilities Master Plan Update (Item VIII.B) before Rules (Item VI). There were no objections from the Board.

President Nemitz introduced Adam Krason from ZMM Architects & Engineers who provided an update regarding WVSOM's new Facilities Master Plan. The master plan has 13 sections which include:

- Site and building assessments
- Potential property acquisition
- Maintenance and capital projects
- Impact on local community

Mr. Krason stated the master plan is not a static document and may be amended as needed.

During preparation of the master plan, ZMM initiated many discussions with key stakeholder groups and the following guiding principles were followed:

- WVSOM should maximize and maintain existing facilities since enrollment is limited by accreditation.
- Existing facilities can (initially) accommodate potential growth identified in the Tripp Umbach assessment.
- The new master plan should address the Science Building and Admissions Building which were uncompleted projects from the previous master plan.
- Long-term boundaries of the campus and completion of a loop road should be addressed.
- The master plan should contain sufficient details to function as a maintenance plan.
- A focus should be placed on sustainable design principles and reducing negative environmental impact on upcoming projects.

Questions and discussion followed. President Nemitz stated the master plan is a roadmap for the future and larger projects will be presented to the Board for approval.

It was moved and seconded (Hall/Ward) to approve the Facilities Master Plan as presented. Motion Carried

VI. Rules

A. Institutional Policy E-35: Promotion Requirement – OSCE (revised). Dr. Ward, Chair of the Academic Committee, reported the committee reviewed the revisions to the policy and recommended approval to the full Board as presented.

It was moved and seconded (Burton/Belt) to adopt the revisions of Institutional Policy E-35: Promotion Requirement – OSCE as presented.

Motion Carried

- B. Institutional Policy ST-06: Proof of Inoculations/Health Form (revised). Dr. Ward, Chair of the Academic Committee, reported the committee reviewed the revisions to the policy and recommended approval to the full Board as presented.

It was moved and seconded (Burton/Hall) to adopt the revisions of Institutional Policy ST-06: Proof of Inoculations/Health Form as presented.

Motion Carried

- C. Institutional Policy GA-01: Governance and Administration (revised). Dr. Belt, Chair of the Institutional Policy Committee, reported the committee reviewed the revisions to the policy and recommended approval to the full Board as presented.

It was moved and seconded (Ward/Burton) to adopt the revisions of Institutional GA-01: Governance and Administration as presented.

Motion Carried

- D. Institutional Policy GA-07: Role of the VP for Academic Affairs and Dean (repealed). Dr. Belt, Chair of the Institutional Policy Committee, reported the committee reviewed the policy to be repealed and recommended the repeal to the full Board as presented.

It was moved and seconded (Burton/Dunbar) to repeal Institutional GA-07: Role of the VP for Academic Affairs and Dean as presented.

Motion Carried

- E. Institutional Policy PE-04: Recruitment and Hiring (repealed). Dr. Belt, Chair of the Institutional Policy Committee, reported the committee reviewed the policy to be repealed and recommended the repeal to the full Board as presented.

It was moved and seconded (Burton/Ward) to repeal Institutional PE-04: Recruitment and Hiring as presented.

Motion Carried

VII. Reports

- A. Chair of the Board of Governors. Chair Holstein reviewed the committee structure and detailed the appointed chairs and committee members for each committee. The Board had no questions or concerns on committee assignments.

Chair Holstein read letters of appreciation that he composed to Dr. Nemitz and previous Board members for their service to WVSOM. The Board received copies of the letters and had no questions or concerns regarding the correspondence as presented.

Chair Holstein informed the Board he will be giving a presentation during the upcoming West Virginia Osteopathic Medical Association conference in November regarding the WVSOM Board of Governors. Chair Holstein would like to highlight each Board member to help D.O.'s from the state become acquainted with the Board members of WVSOM.

Chair Holstein updated the Board concerning the motion regarding the Coalition of Physician Accountability discussed at the June 18, 2021 Board meeting in which a motion was made for the Board Chair to draft letters to AACOM, AOA & NBOME requesting an

exception for “away” rotations for WVSOM students. Following the June 18, 2021 Board meeting, Chair Holstein met with Dr. Linda Boyd, Vice President for Academic Affairs & Dean, regarding the letters. Dr. Boyd stated the Board of Deans went to battle with the Coalition regarding travel rotations for osteopathic medical students and that conversation is ongoing. The Coalition also wanted to permanently mandate that all interviews for residency selection take place virtually; however, that decision was voted down due to the influence of osteopathic representation. Therefore, it was determined that letters to these institutions would have no impact at this time since the Board of Deans is addressing these issues with the Coalition. Questions and discussion followed.

B. Committee Reports.

- a. Academic Committee. Dr. Ward stated the Academic Committee met to discuss Institutional Policies E-35 and ST-06 and the approval of graduates. No other items were discussed.
- b. Finance & Audit Committee. Mr. Burton stated the Finance & Audit Committee met for discussion and an investment update will be presented to the full Board at the November 5, 2021 Board meeting.
- c. Institutional Policy Committee. Dr. Belt stated the Institutional Policy Committee met to discuss Institutional Policies GA-01, GA-07 and PE-04. No other items were discussed.

C. President of WVSOM.

1. Administration.

- a. President’s Update. President Nemitz welcomed the new Board members and thanked all the Board members for their service to WVSOM.

President Nemitz stated Dr. Linda Boyd is becoming acclimated to her role of Vice President of Academic Affairs & Dean. Dr. Boyd has expertise in developing new programs and a commitment to wellness and osteopathic medicine.

President Nemitz informed the Board an agreement has been signed with Ms. Linda Arnold to become WVSOM’s new Interim Vice President for Integrative Marketing & Chief Communication Officer. Ms. Arnold is an expert in marketing and communications and is the founder and former CEO of the Arnold Agency, a multi-state marketing and communications company. Ms. Arnold is well known in public relations in West Virginia. President Nemitz will introduce Ms. Arnold to the Board at the November 5, 2021 Board meeting.

WVSOM’s IT department recently launched a new website which utilizes dynamic elements such as video. The Media Services department has increased the production of video elements that have been used at national conferences and on the new WVSOM website. President Nemitz played two short videos for the Board to illustrate the recent work of WVSOM’s Media Services department. President Nemitz shared his vision to raise WVSOM’s visibility via marketing, video production and the updated website which is critical to increasing the applicant pool, marketing new programs, developing relationships with legislators, and increasing fundraising efforts through the WVSOM Foundation.

President Nemitz updated the Board members on the following topics:

- **Academics**
 - More normal start to the academic year
 - 214 students in the Class of 2025
 - In-person lectures, labs and activities with modifications
- **COVID**
 - Faculty/student vaccination rate - high 90% range; staff vaccination rate – almost 90%
 - Continued monitoring, testing and quarantining
 - Protocols continue including mask wearing, social distancing, good hygiene and campus buildings closed to public access
 - External events currently allowed on campus
- **Faculty**
 - Clinical faculty - adjusting to meet the acute needs in the community due to the COVID surge by extending clinic hours
 - Non-clinicians - providing coverage for academic duties
- **Staff**
 - Stuff the Bus campaign – 3,386 items donated to Community in Schools who partnered with the Family Refuge Center on the project
- **WVSOM Foundation**
 - Andrew Ickes hired as the new Development Officer and to be introduced to the Board at the November 5, 2021 meeting
 - Dwayne Duncan appointed as the new WVSOM Foundation board chair
 - Plans underway for fundraising activities
- **New Programs**
 - Post-baccalaureate master’s program – Dr. Edward Bridges and Dr. Linda Boyd are moving forward to hire someone to create the academic program
 - Accreditation – seeking approval to offer online programs and master’s degree programs
 - Collaboration opportunity – continued discussion with Bluefield State College
- **Center for Rural and Community Health**
 - New grant funding sources - Community Care Corp Grant to provide \$120,000 to assist seniors and adults with disabilities and their caregivers with daily activities and the Southern West Virginia Collegiate Peer Recovery Support Network to provide \$41,573 to facilitate recovery and intervention services to students and community members throughout Southern West Virginia
 - State Opioid Response funds have been renewed with a \$20,000 increase for a total of \$377,000
 - Youth Opioid toolkits completed and statewide distribution using grant funds
- **WVSOM Building Projects**
 - Testing Center project – delays encountered
 - Alumni Tower maintenance project – completed
 - Main Building roofing project - in progress and on schedule
 - Facilities Master Plan – approved by the Board

- Legislature
 - Dinner with House Finance Chair in Martinsburg – August 18, 2021
 - Higher Education Funding Formula meeting – September 16, 2021
- Recent WVSOM Events
 - White Coat Ceremony, Class of 2024 - May 21, 2021
 - Graduation, Class of 2021 - May 29, 2021
 - WVSOM employee celebration – June 15, 2021
 - Dr. Boisvert’s retirement, June 30, 2021
 - Convocation/White Coat Ceremony, Class of 2025, August 28, 2021 which included Narcan distribution at the ceremony
 - WVSOM Alumni Association CME/Alumni Weekend, August 26 – 28, 2021
- Upcoming WVSOM Events
 - Continuing medical education program titled “A Sutural Approach to Osteopathy in the Cranial Field” by Dr. Ed Stiles - September 24 – 26, 2021
 - WVSOM Gala – postponed
 - Mid-winter conference - planning for in-person event, January 28 – 30, 2022
- State and National Events
 - West Virginia Chamber of Commerce Business Summit, September 1 – 3, 2021
 - Met with Brad Smith, former CEO of Intuit and native West Virginian
 - Attended meetings for the Leadership West Virginia Board and the West Virginia Roundtable
 - Attended the West Virginia University Business Hall of Fame Induction; Mr. Burton was honored as an inductee
 - West Virginia Rural Health Association annual meeting - WVSOM to host this virtual event, October 20 – 22, 2021
 - American Osteopathic Association OMED virtual event - October 22 – 24, 2021
 - Greenbrier Military School Alumni Association Annual Reunion, October 14 - 2021, originally scheduled as in-person event in October but has been cancelled
 - WVSOM 50th Anniversary Celebration Steering Committee - planning to begin
- BOG Member Birthdays: Gary Poling, D.O., Robert Holstein, D.O., Tom Cole, Steve Sarver, Abdulrahman Al Halak, OMS III, and Fred Morgan, D.O.

Discussion followed regarding President Nemitz’s new marketing initiatives.

2. Finance.

- a. FY 2020-2021 Financial Update. Mr. Larry Ware presented the financial statement ending June 30, 2021. The uncommitted reserve from the Education and General Funds were \$61,493,142. WVSOM continues to operate within its approved budget with no concerns at this time.

Mr. Ware stated he will arrange for Morgan Stanley Investment Company to give an overview of WVSOM’s investments to the full Board at the November 5, 2021 meeting.

Mr. Ware stated the financial audit fieldwork has been completed and he anticipates the Auditor's Financial Statements will be issued by the November 5, 2021 Board meeting.

- b. FY 2021-2022 Financial Update. Mr. Ware presented the financial statement ending July 31, 2021. The uncommitted reserve from the Education and General Funds were \$61,721,763. WVSOM continues to operate within its approved budget with no concerns at this time.

VIII. Board Items

- A. Approval of Graduates. Dr. Linda Boyd 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 (Ward/Burton) to approve the graduates as presented.
Motion Carried

- B. Facilities Master Plan Update (ZMM Architects & Engineers). Discussed under Agenda Item V.

IX. Board Education

- A. Faculty Update – Rebecca Scopa Kelso, Ph.D., Faculty Vice Chair. Dr. Scopa Kelso presented a faculty update for school year 2020-2021. The update included:

- An overview of WVSOM faculty members
- COVID-19 modifications implemented including:
 - Years 1 & 2 teaching modifications
 - Virtual electives to accommodate for COVID-19 changes
 - Admissions interview modifications
- Research update
- Listing of publications
- Highlight of recent faculty accomplishments
- Initiatives for school year 2021-2022

President Nemitz commended the faculty for the excellent work delivering the curriculum during the past year in order to keep the students on track as well as the scholarly output and research efforts exhibited. The faculty had 43 new publications since the last update to the full Board as well as 123 active projects.

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

- B. WVSOM Alumni Association Update – Shannon Warren, Director of Alumni Relations/CME. Ms. Warren began her presentation by giving a brief history of the Alumni Association for the benefit of the new Board members. Ms. Warren updated the Board on Alumni Association activities over the past fiscal year which included:

- CME attendees and revenue
- Fundraising efforts
- Investments

- Increased communication with alumni due to no in-person events
- Student support and activities including collaboration on the Grand Rounds program and a mentor program that connects WVSOM alumni with current students
- Grant award of \$100,000 - will be used to purchase 20 portable ultrasound machines for clinical use

Ms. Warren stated that after 18 months of no in-person events, the Alumni Association was able to host Alumni Weekend on August 26 – 28, 2021 on the WVSOM campus and it was good to cultivate relationships in person again with alumni.

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

C. Admissions Update – Ronnie Collins, Director of Admissions. Mr. Collins presented an update on admissions to the full Board as requested by Dr. Morgan at the June 18, 2021 Board meeting. The update included:

- An overview of the admissions process
- Metrics of the admissions process
- Criteria used to assess the West Virginia applicant pool
- West Virginia applicant matriculation data

An in-depth question and discussion period followed the presentation. Topics discussed included:

- Potential decline of the medical student applicant pool based on college graduation data
- West Virginia applicant pool compared to other states
- Benchmarks used to identify qualified applicants
- Strategies to financially incentivize applicants to attend WVSOM
- Grants/awards/scholarships/loans budget line item and the percentage of remaining funds of that line item as of June 30, 2021
- Possibly creating a focused task force to work with the WVSOM Foundation in order to raise additional scholarship monies for West Virginia applicants
- Focus on marketing strategies geared to mid-level practitioners

In response to the Board's expressed interest in pursuing the topic of admissions/scholarships/tuition discounting further, the Chair directed Greg Burton, Chair of the Finance and Audit Committee and its members, to gather more detailed information on this and report to the Board at its next meeting on November 5, 2021.

President Nemitz summarized action items the Board would like additional reports on at future meetings:

- Analysis of the current budget to identify ways to increase the number of tuition waivers and determine the amount of money that can be spent in the current fiscal year on tuition waivers
- Create a separate line item on the budget for tuition discounts
- Fundraising report from the WVSOM Foundation and the possibility of creating additional scholarships for West Virginia applicants
- Investigate the budget impact of shifting to additional in-state students versus out-of-state students

The Admissions Update will be submitted as one hour of Board Education 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.

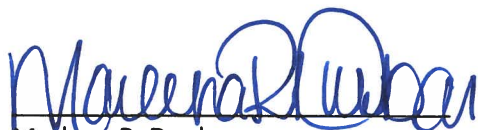
XIII. Next Meeting Date

The next scheduled Board meeting will be held Friday, November 5, 2021 in the Conference Center located in the Student Center on the campus of WVSOM.

XIV. Adjournment

It was moved and seconded (Sarver/Belt) to adjourn. The motion carried and the Board meeting adjourned at 1:48 pm.

Approved on November 5, 2021



Marlena R. Dunbar

Secretary

/dg

