**WRIGHT STATE UNIVERSITY BOONSHOFT SCHOOL OF MEDICINE**

**Executive Committee Meeting**

**November 12, 2015**

**MINUTES**

Presiding: Margaret M. Dunn, Dean

Present: Drs. Linda Barney, Jim Brown, Tom Brown (substituting for Chris Wyatt), John Duby, Jim Ebert, Igor Elman, Nick Reo (substituting for Madhavi Kadakia), Tom Hardy, Larry Lawhorne, Gary LeRoy, Alan Marco, Mary McCarthy, Dean Parmelee, Glen Solomon, Jeff Travers, Julian Trevino, Jerome Yaklic, Therese Zink

Staff: Betty Kangas, Drew Dieckman, Bette Sydelko, and Cindy Young

This meeting was called to order at 4:26 p.m. by Dean Margaret Dunn

1. **Approval of Minutes:**

A motion was made, seconded and passed unanimously to approve the minutes of October 8, 2015, as written.

1. **Report of the Dean:**
	1. **Update on BSOM Searches:**
* **NCBP:** Four candidates have visited campus, one is an internal candidate and one more is planning to visit on November 23rd and 24th. The committee is optimistic about making a selection soon.
* **Major Gift Officers:** Dolores James accepted one of the Major Gifts positions and has started working. She previously worked in a similar position at UD. There is one more Major Gift Officer Position still open.
* **Geriatrics:** Dr. Dunn will be charging the search committee on Friday, November 13th at the first search committee meeting.
	1. **University Updates:**
* **Announcements:** Mark Polatajko, WSU’s VP for Business & Finance and COO, was named the Senior VP for Finance and Administration at Kent State University and will be leaving at the end of December. Jeff Ulliman, Associate Vice President, Financial and Business Operations, will serve as COO and President Hopkins will serve as CEO. Accreditation is currently on WSU’s agenda. The University has instituted a strategic hiring initiative. Every open position will be frozen and a committee will meet monthly to review requests. This should not have much of an impact on BSOM positions since we are funded separately, but we will be going through the same process. Please take note of this and plan on the hiring process taking longer due to this added step.
* **University Events:** There are a few upcoming events; the first is the celebration of the culmination of President Hopkin’s capital campaign in the spring of 2016. Tom Hanks is slated to attend a few functions surrounding the celebration. The second event is the Presidential Debate on September 26, 2016. No new information is available on the number of tickets available. Wright State has set up a website for information; <http://www.wright.edu/event/debate>.
1. **Information Items:**
	1. **Personnel Actions:** Dean Margaret Dunn presented the personnel action items attached to the agenda. A motion was made, seconded and passed unanimously to accept as distributed.
	2. **Members’ Items**:
* Dr. J. Brown: Mike Ballaster will returning in January 2016 and will become program director of the EM residency in July.
* Dr. Zink: The Department of Family Medicine has hired Dr. Peter Reynolds, who has a history in working with residencies. The department has two physicians retiring soon, Dr. Brandt and Dr. Skrobot. The department recently held three student events. 1.) Book club: They are reading a book by Dr. David Hilfiker on the urban underserved. 2.) The department brought in Dr. Renee Crichlow, Assistant Professor from the University of Minnesota to discuss the Ladder. The Ladder is a progressive mentoring program offered monthly to local children who are interested in the health care field. Dr. Crichlow spoke to approximately 45 students about the program during residency didactics. 3.) On November 10th the department held a research linking event that was a lot like speed dating. Family medicine faculty researchers spoke with approximately 35 medical students about research opportunities in the department.
* Dr. Reo: Update on the BMB faculty searches; there were nine candidates and seven are viable contenders.
* Dr. Yaklic: Reminder that Dr. Duke’s retirement party will be held on November 18th from 3:00 p.m. to 5:00 p.m. in the Maxon Parlor at MVH. The Department of Obstetrics and Gynecology is currently recruiting for two faculty positions.
* Dr. Dunn: Spoke about LCME with regard to our 2017 site visit. She shared that she recently participated in a site visit at Yale and noted the importance of correcting any concerns that become apparent when completing our self-study.
1. **New Business: Presentations were provided by:**
2. **VA Update:** J. Thomas Hardy, D.O., Chief of Staff, Dayton Veterans’ Administration Medical Center
3. **VA Research:** Jack Bernstein, M.D., Research and Development Service, Dayton Veterans’ Administration Medical Center
4. **WrightCurriculum status report:** Dean Parmelee, M.D., Associate Dean for Academic Affairs. Dr. Parmelee mentioned the new curriculum will go live July 2017.
5. **Adjournment**:

There being no further business, the meeting was adjourned at 5:35 p.m.

The next scheduled meeting is Thursday, December 10th at 4:30 p.m. in the WSP Health Center, at 725 University Blvd, Third Floor, Large Conference Room.

Respectfully submitted,

*Drew Dieckman*

Recorder