Committee Reports

Academic, Research & Student Affairs Committee.......... Hon. Audrey L. Thomas

A. Provost’s Report

The Provost’s Report provided an update on activities completed as well as those in progress since the last ARSA Committee meeting on March 7, 2008. Highlights from the report included the following:

- **2007-2008 Graduation Report**
  The Provost highlighted the graduation statistics for 2007-2008 and provided comparative data for 2006. This past academic year marked the first time that the University has conferred degrees at the end of the fall semester. The University also conferred degrees to its first cohort in the Master of Arts in Mathematics for Secondary Teachers.

- **Enrollment Statistics**
  The Provost highlighted the data for spring 2008 as compared to the period of fall 2005 through fall 2007. The report reflects a decrease of 211 students in the Purge Data for spring 2008 as compared to fall 2007. Conversely, it reflects an increase of 79 students in the End-of-term-Paid for the same period. The Provost indicated that the method used to determine the Purge Data was not a correct reflection of the information at that time.

President Ragster indicated that the University is reporting data based on a particular formula, which impacts the Integrated Postsecondary Education Data System (IPEDS). The data underestimates the number of students and is an operational issue that the administration will address.
• **Academic Program Review for Program Rationalization**

The Provost provided both a synopsis and the detailed plan for the academic program review. The plan provides for achieving program rationalization through a continuous academic program review cycle. The strategy is built around the central themes of academic program review and professional program accreditation. Programs that are not professionally accredited will be reviewed every four to five years.

• **2004-2007 Analysis of Double Summer Sessions**

The Provost provided an analysis of the double summer sessions for the period of 2005-2007 as compared to the last single summer session in 2004. The double sessions were implemented to address the following concerns:

- Greater availability of courses, which allows students to complete degree programs in a timely manner
- Improved retention
- Enhanced revenue

The revenue details are reflected in the Provost’s Report but have not been normalized to exclude the increase in tuition that affected the 2006 and 2007 revenues. Similarly, the operating costs have not been normalized to exclude the increase in part-time faculty rates that affected the 2006 and 2007 expenditures.

Total revenue and net revenue have been declining since the initial double summer sessions. The true impact, however, cannot be ascertained exclusively from the financial data. As indicated, the sessions were also intended to provide greater availability of courses and ultimately improve retention.

**Buildings and Grounds Committee**

**Capital Projects Report**

The Capital Projects Report addressed the progress of various projects on the two Campuses. These include, on the St. Thomas Campus, the Administration and Conference Center (ACC), Library Upgrade, Science Building, John Brewer’s Bay Beach Restroom and Shower Facility; and on the St. Croix Campus, Campus Electric Service Upgrade; Evans Center Electrical Distribution Project Phase I; Agricultural Experiment Station Access Road and Parking Area.

**Energy Management STT/STX Campuses**

In the first quarter of 2008, UVI reduced electrical consumption by a total of 190,455 kWh. The UVI Energy Management Program has yielded $1,204,355.93 in cost avoided savings since 2002.
Wellness Center and Commuter Lounge

Capital Projects is in the process of finalizing an agreement with the DeJongh Group to provide architectural and engineering services. The Design Review Committee held its first meeting and the committee consists of Peter Sauer, Athletics Director, Charles Martin, Physical Plant Director, Vincent Samuel, VP for Administration and Finance, Gerry Buggy, Capital Projects Manager and Mitchell Neaves, Director of Annual Giving. The Design Review Committee will be working closely with the design team to develop the project. The estimated cost of the project is $2.1M.

The Foundation of the University of the Virgin Islands agreed to a $400,000 grant and a $400,000 loan to support the project. A recent letter from the Department of Interior indicated that the University has sixty (60) days to implement certain measures, including identification of the gap funding of $800,000 if it wishes to retain the support of the Department of Interior. The Design Review Committee was established to accelerate the process of making sure that all requirements are met for the sixty-day deadline.

St. Thomas Campus Project Report

The St. Thomas report addressed the progress of various projects. These included Sports and Fitness Center Roof Recoating; Upper Academic Buildings Restroom Renovations, Upper Academic Buildings Door and Hardware Replacement; Dinning Pavilion Office Space, Campus Shuttle Vehicle, East Hall Door Upgrade and Dormitory Door Replacement.

St. Croix Campus Projects Report

The St. Croix report addressed the progress of various projects. These included Security Department Office Space, North West Wing Bathroom Renovations, Upgrade of Classroom Furniture, Receiving Area Ceiling Repairs and Evans Center Information Kiosk.

Development Committee........................................ Dr. Wesley S. Williams, Jr.

Status Report on Annual Fund

Total Contributions Fiscal Year (Oct 1, 2007 – May 23, 2008)$466,506.

The total contributions are less than they were for the same period last year. The Chair acknowledged that the shortfall is due in part to the still declining EDC program within the territory coupled with the territory’s economic health with the pending recession. Several Committee members offered their assistance with having conversations with key donors about outstanding pledge commitments and possibly with the identification of new sources of revenue.
A. Presidential Mid-Year report on Presidential Goals

The committee received a Mid Year update report on the Presidential Goals. Included in the update were areas where the original deadlines had to be adjusted.

B. Shared Governance Update Report

President Ragster presented a written report to the committee and reported that the Shared Governance Ad Hoc Committee submitted its report regarding a proposed model for shared governance at the University to the President in November 2007. She stated that she acknowledged receipt of the report and asked the Committee for clarification on a few areas of the document.

C. Performance Incentive Award Update Report

President Ragster presented a written report to the committee and gave a brief update report on the status of the performance incentive award program. She added that the report that was presented was an internal assessment. She reminded members that originally the resolution indicated that an external assessment be completed. She stated that the administration acknowledged that there was a need to address some issues relative to the program. She reminded members that the monies allocated to complete the program were available and stated that the ability to move forward with an improved model before an external assessment would be useful.

The committee also agreed that due to the time constraints of implementing the second cycle, the external review should be done simultaneously with implementation of the second cycle.

D. Hotel Feasibility Project

A resolution with input from Legal Counsel was presented at the full board meeting of March 15, 2008. However, the input was not approved by the Buildings and Grounds and Finance Committees. The Board agreed to have the resolution returned to the Joint committees for review and approval. The Board also agreed that the approved resolution be forwarded to the Executive Committee for approval.

The resolution would authorize the President of the University of the Virgin Islands to Issue a Request for Expression of Interest and to establish an Ad Hoc Hotel Committee (AHC) for the UVI Hotel Project
Members of the Executive Committee voting in favor of the resolution as presented were Trustees Rimpel, Ragster, Williams, Thomas, Paiewonsky and Smock. Those opposed: Trustee Moorhead. *Mr. Jackson was not present at the time.* The motion carried.

**E. Contract Extensions During Presidential Transitions**

The Chair stated that since the President was coming to the end of her term, there needed to be a mechanism in place to have the President not extend executive personnel contracts too far into the new president’s term. After discussions, the Committee agreed unanimously that the president shall not renew the contract of any Executive University Personnel for a period longer than one year beyond the term of the president’s employment contract.

Trustees voting in favor were: Rimpel, Moorhead, Smock, Jackson, Paiewonsky and Thomas. Trustee Williams was recorded as an excused absence. President Ragster was not present at the time of the vote. She excused herself from the meeting to attend another previously scheduled meeting.

**Finance Committee......................................................... Mr. Roy D. Jackson**

**A. Update on the Local Government Appropriation – Fiscal Year 2008**

Of the $19,833,333 in approved Fiscal Year 2008 allotments to the University through April 2008, the sum of $19,832,992.99 has been received as of April 30, 2008. The University received the allotments requested for October 2007 through April 2008.

**B. Review of Budget to Actual Performance through March 31, 2008**

Total actual revenues through the period ended March 31, 2008 was $20,118,247 representing 84.8% of the budgeted amount of $23,716,103. Actual expenditures of $21,102,485 were less than the amount budgeted of $22,904,543. Total actual revenues and total actual expenditures were $23,593,270 and $20,964,916, respectively, for the same period last year. Total revenues decreased by 14.7% from last year and total expenditures increased by 0.7%.

**C. Quarterly Grants and Contracts Report for the FY08 Second Quarter Ended March 31, 2008**

Ten proposals totaling $17,580,199 were submitted and ten grants totaling $719,946 were awarded during the second quarter of FY2008. The awards represent an increase of 512% over the dollar amount of the proposals submitted during the second quarter of FY2007. The dollar volume of grants awarded to the University decreased by 61% when compared to the second quarter of FY2007.
D. Management Letter for Years Ended September 30, 2005 and 2006

For the years ended September 30, 2005 and 2006, the firm of Ernst and Young, the University’s external auditors, reviewed the University’s internal controls for the purpose of expressing an opinion on the financial statements. They noted no matters involving internal controls and its operations that they considered to be material weaknesses.

The Administration of the University will present an overview of the management letter to the University’s Board of Trustees.

Planning Committee ................................................................. Dr. Bernard Paiewonsky

A. Discussion Towards Finalization of Definition of "Enrollment"

Trustee Woods reported that she worked with Dr. Edwin and they agreed on a definition of an enrolled student. An enrolled student is a person who has registered, attended and made arrangement for payment prior to the census date.

It was determined that the census date for the Spring semester is February 19, 2008. There was an extensive further discussion of the process for purging from the rolls those students whose payments accounts have not been cleared. This discussion included the problems of defining critical dates and also accounting mechanisms for handling student accounts that have not yet been paid by the purge date but will definitely be paid by third parties e.g. government, or other established mechanisms such as scholarships or deferred payment arrangements. Dr. Ragster said that the definition proposed by Trustee Woods and Dr. Edwin is acceptable and will be used going forward.

Considerable progress has been made on the topic of enrollment but there are still open questions about the comparison of enrollment between Fall 2007 and Fall 2006, and also between Spring 2008 and Spring 2007. There are also some points open for clarification regarding the purging process and definition of purge dates to complete the operational definition of enrollment.

The Committee also noted that anytime there is a change in process in calculating enrollment or other KPI so that year on year comparisons of data are affected there should be a flag or asterisk with a footnote pointing out the nature of the change.

B. Discussion of Board Policy on Consultancies

The Committee discussed a proposed policy on consultants that would keep the Executive Committee of the Board informed of consultants that the University wished to engage. Approval action from the Committee might be required in those situations that are out of the ordinary such as sole source contracts without bids or potential conflict of interest issues. A notice might also be required when a pre-determined dollar amount threshold is exceeded for a consultant contract. A policy on consultancies to provide
broad guidelines intended to keep the Executive Committee informed and defines action thresholds and timelines will be developed. The President will provide a draft to the Committee for its consideration. The Committee also discussed the use and abuse of Professional Service Agreements and the need for a review of the University’s contracting process.

C. Update on VISION 2012

A presentation was made to update the Committee on VISION 2012. This included objectives that were accomplished and those that were not completed but for which new target dates were being proposed. The Committee asked that only those accomplishments that can be specifically linked to goals be shown as associated with the goal and that the impact of accomplishments should be clearly stated. These corrections and others will be made to the update report prior to its inclusion in the Board book.

D. Key Performance Indicators

The key performance indicators (KPI’s) were presented and reviewed. These KPI’s included the undergraduate student characteristics, financial aid, student retention, persistence and graduation rates, community engagement, crime statistics, financial indicators, development and facilities and capital projects. Enrollment was not included. The text of Dr. LaFleur’s briefing will be provided.

E. UVI Comparison with Other HBCUs

Dr. Rimpel gave a brief summary of his comments on the UVI and peer institutions in comparison with other HBCUs re a recent US News and World Report (USNWR) article. The UVI was not included in the USNWR article. The Committee members discussed the document that Dr. LaFleur provided. Trustee Woods noted: (1) Number of full-time faculty – UVI on the low end (2) Number of faculty that are tenured – UVI on the low end (3) Graduation Rate – UVI in the middle range (4) SATs – low, but if entry level tests scores are compared with the graduation rate it is not all that bad.