Committee Reports

Ad Hoc Human Resources Committee.................................Juanita M. Woods

A  **Status of Search for Human Resources Director**
   Dr. Henry Smith, Chair of the Human Resources Director Search Committee provided an update on the search for a new Human Resources Director. As a result of re-advertisements sent to the Virgin Islands Daily News, the St. Croix Avis, the HR web and the Chronicle for Higher Education, additional applications were received and reviewed. Several candidates were interviewed, but none were suitable. The next step is to widen the search in other publications to re-advertise the position. This will be the third attempt at advertising this position.

B  **Assessment of the Incentive Award Program**

   An assessment, within one year of the implementation of the Incentive Award Plan, was required as part of the Board’s approval of the Plan. The Administration completed the assessment and submitted it to the Executive Committee which determined it should be forwarded to AHHRC with a recommendation that an external auditor be hired to conduct the assessment.

   The Committee was informed of the hiring of an External Auditor to conduct the assessment. Several AHHRC members expressed concern that a contract and Scope of Work were developed and awarded without input from the Committee. Trustee Jackson was designated as the liaison between AHHRC and the Auditor.

C.  **Assessment of the Implementation of the Compensation Plan Phase IIB**

   The External Auditor hired to conduct an audit of the Incentive Award Program will also audit the Implementation of Phase IIB of the Compensation Plan. President Ragster, via Vice President Samuel, responded to a long standing concern regarding the application of the compensation plan to a specific employee. *(See details in September 17, 2008 Executive Session AHHRC Meeting Minutes)*
D. **Update on Revisions to the Employee Policy Manual**

Dr. Ragster reported that revisions to the UVI Employee Policy Manual have been completed and posted online to inform the University community. The draft has also been sent to faculty, students and staff for review and Cabinet is currently reviewing the document and held town hall meetings to entertain questions. Once reviewing and feedback processes are completed, it will be forwarded to legal counsel. Target date for completion is the end of the fall 2008 Semester.

**Buildings and Grounds Committee**

**Capital Projects Report**

The Capital Projects Report addressed the progress of various projects on the two Campuses. St. Thomas Campus projects included the Library Faculty Resource Center and Student Computer Lab, Science and Mathematics Building Renovations, and the John Brewer’s Beach Restroom and Shower Facility. St. Croix Campus projects discussed included the Campus Electrical Service Upgrade and the Evans Center Electrical Upgrade.

**Wellness Center**

Preparations are being made for the submission of an application to modify the Coastal Zone Permit that was issued for the construction of the Sports and Fitness Center. A meeting was held with officials from the Department of Planning and Natural Resources and Coastal Zone Management and they have given their consent for UVI to apply for a modification of the existing permit. This approach was suggested rather than starting a new process. The application should be prepared and ready for submittal by September 22, 2008. Once the CZM permit is submitted, finalization of the construction documents and the issuance of the documents for contractual bidding process would begin. The project is on schedule and the budget of $2.1 million has been finalized. A letter of confirmation was received from the Department of Interior informing the University that the grant for this project has been issued.

**St. Thomas Campus Project Report**

The St. Thomas report addressed the progress of various projects. These included the 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; Upper Academic Campus Building-Flooring; Dormitory Door Replacement; and Reichhold Center Air Conditioning Upgrade.

**St. Croix Campus Projects Report**

The St. Croix report addressed the progress of various projects. These included
Development Committee……………………….Rev. Dr. Wesley S. Williams, Jr.

Status Report on Annual Fund

Total Contributions Fiscal Year (Oct 1, 2007 – August 12, 2008) $755,857.

The Committee reviewed the most recent numbers generated from the annual fund and received a status report for several outstanding gifts. The Development Office will continue to work on securing these outstanding gifts prior to the end of the fiscal year. The Committee was informed of several special projects the University is undertaking which can be used to determine the community support for the capital campaign.

Finance Committee……………………………………………………………………….. Mr. Roy D. Jackson

A. Update on the Local Government Appropriation

(a) Fiscal Year 2008
The University received the full amount of $34,000,000.00 in approved allotments from the V.I. Government as of September 10, 2008 of Fiscal Year 2008. This represents 100% of the approved amount appropriated to the University through September 30, 2008.

(b) Fiscal Year 2009
On February 15, 2008, the University of the Virgin Islands submitted its Fiscal Year 2009 appropriation request in the amount of $39,218,859 to the Governor of the Virgin Islands, John P. deJongh, Jr. On September 18, 2008, the full Senate (27th Legislature of the Virgin Islands) passed the FY2009 budget bill which included $35,000,000 for the University of the Virgin Islands, the amount recommended by Governor deJongh. The budget bill was forwarded to Governor deJongh for his action.

[Note: Subsequent to the October 1, 2008 Finance and Budget Committee meeting, Governor deJongh signed the Fiscal Year 2009 budget bill on October 11, 2008. The budget bill includes $35M for the University of the Virgin Islands.]

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

Total actual revenues through the period ended August 31, 2008 was $42,773,185 representing 102.1% of the budgeted amount of $41,906,129. Actual expenditures of $39,854,867 were less than the amount budgeted of $41,991,776. Total actual revenues and total actual expenditures were $39,131,620 and $38,528,461, respectively, for the
same period last year. Total revenues increased by 9.3% from last year and total expenditures increased by 3.5%.


Ten proposals totaling $1,965,496 were submitted and twelve grants totaling $1,147,807 were awarded during the third quarter of FY2008. The proposals represent an increase of 160% over the dollar amount of the proposals submitted during the third quarter of FY2008. The dollar volume of grants awarded to the University decreased by 73% when compared to the third quarter of FY2008. Additionally, the University was awarded $15M by the National Science Foundation in the fourth quarter of 2008, which brings the total amount awarded to the University in FY2008 to approximately $20M.


The University's Financial and Single Audits reports for the year ended September 30, 2007 were submitted by the due date of June 30, 2008. The auditors, Ernst & Young, LLP, issued an unqualified opinion and also expressed their opinion that the University complied in all material respects. However, in their research they detected instances of noncompliance which resulted in three findings that did not incur any known cost. Most of the management issues from FY2007 were dealt with in FY2008 as confirmed by the auditors.

E. Update on Indirect Cost Recovery Proposal

The University is developing an Indirect Cost Recovery Proposal that would address VISION 2012 Strategic Goal #3 which provides for increasing mission-centered grant acquisitions that support and promote research and community development. The proposal includes a draft policy for the allocation of indirect costs to improve support for grant activities and incentives for grant acquisition (VISION 2012 3.D.2). The goals of the indirect cost allocation policy are to: (1) provide incentives; (2) improve support for grant activities; (3) foster academic excellence; and (4) diversify the University’s financial base.

F. Update on Tuition Payment Program

The University implemented the deferred tuition payment program to improve student access in spring 2006 through the Tuition Management System. From the inception of the program, student participation has grown from approximately 200 in the first semester to as high as 339 in fall 2006. To date, approximately 1,720 students have participated in the program. The total amount deferred under the program increased from approximately $226,645 in spring 2006 to a high of approximately $542,855 in spring 2007. Of the total amount deferred, $2,534,571, the amount outstanding is approximately $104,351, resulting in an overall delinquency ratio of 4.12% Students with outstanding balances experience a hold on their accounts which prevents them from
obtaining transcripts, restricts registration and the release of diplomas until the outstanding balances are liquidated. Additionally, accounts of students in arrears for at least two semesters are turned over to a collection agency.

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

A. Summary Discussion: Definition of Enrollment

The definition of enrollment as agreed upon by Trustee Woods and Dr. Edwin, Vice Provost for Access and Enrollment Services, was discussed at length. The Committee paid considerable attention to the consistency between the policy for assessment of fees to students who register late and the actual practice in terms of the penalty charges applied. It was determined that due to misapplication of a rule in the computer system, the practice differed from the policy. This will be corrected. The definition of an enrolled student as it now stands is:

"An enrolled student is one who has registered for classes, attended at least one class and has either paid or made definite arrangements for payment of tuition and fees through financial aid, personal finances and/or a third party or organization prior to the census date."

The Census Date will be the day after the “Last day to drop a course without penalty”

The committee noted that clarification is still needed regarding whether the definition should require only definite arrangements for payment by the census date or actual payment by that date. This was not settled and in effect clarification was put off to a subsequent meeting.

B. Policy on Consultancies

A draft document summarizing the University’s process for the utilization of consultants was presented by the Administration. This draft proposed addressing quality assurance in the contracting process for consultants by having the Executive Committee of the Board review a report on consultancies annually. The Committee responded that an annual after-the-fact review might not be sufficiently timely to address their concerns.

The Committee’s main concerns that might require the Executive Committee’s attention include:

i. Potential conflicts of interests,
ii. Sole source awards
iii. Personal service agreements for consultants,
iv. The threshold for reporting a consulting agreement to the Board prior to contracting based on total cost or source of funds.
Further discussion of the proposed Policy for Consultants was postponed pending legal counsel’s opinion on requirements for sole source contracts and conflict of interest situations.

C. Infrastructure Necessary to Accommodate Enrollment Goals

The situation of the University with respect to lack of sufficient infrastructure to support the enrollment targets was discussed. The Committee noted that these planning questions were raised last year with no substantive response. The areas of particular concern are classrooms, residence halls and faculty specialties and faculty spaces. The residence halls on the St. Thomas campus are filled and on St. Croix they are about to be saturated; classroom shortages might be addressed in the short term by changing scheduling practices and laboratory and other instructional spaces are limited. Short and long term plans for addressing space needs are being developed. These will be presented to the Planning Committee and to the Buildings and Grounds Committee in the future.

The Planning Committee noted that the Provost, in briefing another committee, recently proposed a cap on the total number of students at the UVI. It would have been appropriate to brief that proposal to the Planning Committee as this committee deals with planning.

D. Fall 2008/2009 Enrollment

There is growth in the number of incoming students, the applicant pool and the registered pool of students for the fall term. Revenue for tuition and fees are exceeding expectations in terms of enrollment numbers due, in part, to the tuition & fee increase that went into effect for the fall 2008 term.

A report to the Committee indicated that as of the census date there were 2393 students - that is students who were paid out of 2676 who were registered in the system. The staff is in the process of removing those students who have not paid and never attended classes. A refined report based on the revised numbers was promised.

There are still accounts receivable from students who have been registered but the actual dollars have not been received. The Committee asked for specific details for student open accounts and accounts receivable for tuition and fees.

A. Key Performance Indicators

The focus of the presentation was on the current state of the UVI. Student enrollment, student and employee profiles and development activities were reviewed. Comparisons with peer institutions in these areas were made whenever possible. There was also discussion on the change in designation of UVI from a Masters II institution based on the Carnegie classification to a baccalaureate four-year institution. This reclassification apparently comes from a failure to correct a misperception that UVI was a two campus
institution with each campus below a critical size. Reasons were offered and the intent is to revisit this classification in 2010.

There also was a presentation on the results of the 2008 Noel-Levitz Student Satisfaction Inventory. Through the survey, students identified UVI strengths as the content of courses within their major; the knowledge of academic advisors about requirements in the various majors; and that faculty were knowledgeable in their subject areas and their instruction in their major fields were excellent. Challenges included difficulty in registering for classes, campus safety, adequacy of the computer laboratories and the lack of variety of course offerings.

B. VISION 2012

A preliminary close-out report for the FY 2007-2008 objectives was presented. This included a discussion of progress made on items that were brought over from the previous fiscal year, a summary of those objectives that were already designated for the current year and that were achieved and those that will be carried over to the coming year. There also was a separate presentation on the objectives for FY 2008-2009. It was noted that the number of measures of accomplishments for FY 2008-2009 was significantly less than in past years and that a goal for the current year is development of more detailed objectives for the interval 2009-2012, the remainder of the planning period for VISION 2012.