Committee Reports

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

A. Update on the 1999-2005 Restructuring Assessment

The consultant produced an interim report and was subsequently asked to modify the report in specific ways to reflect the directive he was given by the University. The consultant is currently working on the revision but has not provided a definitive completion date.

B. 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 October 12, 2007. Highlights from the report included the following:

- **Enrollment Definition**
  The definition of an enrolled student had not been discussed extensively at previous meetings of the ARSA Committee. However, the conceptual understanding was important for establishing the official headcount of the University. In order for meaningful comparisons to be made between data from different institutions, more of them are using the same reference points to take enrollment counts. Trustee Paiewonsky and Trustee Woods planned to assist the Vice Provost, Dr. Judith Edwin, with providing a definition of an enrolled student, which meets the Integrated Postsecondary Education Data System (IPEDS) standards as it applies to UVI.

- **Spring 2008 Enrollment Update**
  The “purge date” for spring 2008 was February 1, 2008 and the “census date” is February 19, 2008. The census date is what the University has chosen to use for its headcount although historically it has used the purge date. In order to provide a reference point for comparative purposes with historical data, Access and Enrollment Services will provide “audit mode purge data.” This is the same data that would have been gathered if the University continued the practice of removing students from classes
for non-payment, counting the remaining students and the next day placing most of the removed students back in classes.

On February 1, the purge data reflected an enrollment of 2,325 students. The census data was not available at the time of the Committee meeting. It will be provided at the March 15, 2008 Board meeting.

- **Interim Cap on Enrollment**
  The Provost identified several factors to support placing an interim cap on student enrollment. Among them was the credit load behavior of students, which has changed significantly over the past two academic years. The preliminary Credit Hour Production Report for spring 2008 reflected a 7.6% increase from spring 2007. Prior to the 2006-2007 academic year, the Credit Hour Production Report reflected a downward trend in the three previous academic years.

  The other contributing factors in support of the cap included:

  i. Inadequate number of faculty
  ii. Inadequate numbers of the right kind of faculty
  iii. Inadequate number of instructional space
  iv. Inadequate number of videoconferencing/smart classrooms
  v. Inadequate number of residence hall space on the St. Thomas campus
  vi. Inadequate number of faculty office space

  The current enrollment is approximately 2,600 students. The VISION 2012 objective is 2,700 students by fall of 2009. The Provost recommended capping enrollment at 2,700 students until the resources and infrastructure have been adequately addressed.

  This recommendation generated an extensive discussion among the Committee members, some of which were not aware of the grave nature of the resources and infrastructure issues. The University is trying to address these issues and has already begun addressing the faculty issue. The Provost reported that the Budget Committee recognized the seriousness of the problem and provided the financial resources for five new faculty lines in the 2008-2009 fiscal year.

- **Graduate Program Update**
  The Provost provided an update on all of the graduate programs. The two most recent programs, the Master in Mathematics for Teachers and the Master in Marine and Environmental Sciences, were highlighted. The first cohort of eight students in the MMAT program is expected to graduate in spring 2008. The first cohort of ten students in the MMES program was admitted in fall 2007.

- **Honors Program Update**
  The Provost provided an update on the Honors program and highlighted the cohort of 14 students that begun in spring 2008. The resources are currently in place to meet the initial scholarship needs of the students. The program also has a new Director, Germaine Maduro-Lewis, who is currently preparing for a second cohort in the fall of 2008.
- **SROTC Update**
  There are two SROTC cohort programs in place, one on each campus. The St. Thomas cohort is the most recent. The spring 2008 enrollment yielded an increase of 23 students, 15 on the St. Croix campus and eight on the St. Thomas campus. It is anticipated that by the fall of 2008 there will be at least 30 students in the program.

- **C. Research and Public Service Master Plan**
  Dr. Henry Smith presented the RPS Master Plan for informational purposes. The plan is consistent with VISION 2012, the Academic Master Plan, the mission of various units within RPS and inclusive of the broad University areas. The planning period is consistent with VISION 2012; however, the focus is on the immediate period through 2009. The required resources are the one component of the plan that was not identified. Although Dr. Smith recognized this as a major limitation, he intends to supplement the resources as he proceeds with the plan.

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Buildings and Grounds Committee.................................Attorney Henry C. Smock

A. **Capital Projects (CP) Report**
   (Presentation/Discussion)

   **St. Thomas Campus**

   *Administration and Conference Center (ACC)*

   CP is in the process of closing out twenty-five contracts with various contractors on and off island and is preparing the close-out documents to officially hand over the ACC to the University by the end of February 2008.

   *Residence Hall Upgrades*

   Over the holiday recess solid core doors were installed in the South Residence Halls E and F. By the end of summer 2008 all female dormitory rooms will have solid core doors to enhance safety and privacy.

   *Science and Mathematics Building Renovation*

   The project is currently in the planning stages with a scope of work being finalized.

   The administration was reminded that financial accounting and timelines be included in the CP Report.

   **St. Croix Campus**

   *Campus Electrical Service Upgrade*

   The emergency generator is on island and once it is installed the project will be complete.
Both Campuses

Energy Consumption

The University is currently awaiting receipt of year end WAPA bills to complete and provide final year end analyses. The next major objective will be to raise the awareness of the University staff regarding energy conservation.

B. Brewer’s Bay Bath Houses

Dr. Ragster informed the Committee that the University has received $108,000 from the VI Government to construct bath houses on Brewer’s Beach. A meeting was held with officials from DPNR, Public Works, Housing Parks and Recreation, Office of the Governor and the St. Thomas-Water Island Administrator. All parties present agreed the above amount was inadequate to complete the project. A letter will be written to Senator Celestino White to ask that the above allocation be used for A&E services.

Committee on Trustees…………………………………………….. Mr. Alexander Moorhead

A. The annual filing by trustees of a disclosure form as required by Section VII of the Conflict of Interest and Disclosure Policy for the Board of Trustees.

The Committee received an update from the Liaison to the Board, Ms. Gail Steele indicating that all Trustees have completed their Conflict of Interest Forms and that they are currently on file in her office.

B. Board Policy Gaps Report

The Committee tabled their discussion of a report prepared by Dr. Monique Guillory, Committee Liaison that provided a comparative analysis of UVI Board-approved policies compared with those of three peer institutions. The Committee Chair suggested following up with President Ragster and Dr. Guillory to clarify objectives for the information contained in the report.

C. Report on the orientation received by new trustees.

The Committee reviewed a report prepared by Ms. Steele on the orientation of new Trustees to the Board. All Trustees have completed the first phase of the orientation process, but the second phase, which requires visits to both campuses, still needed to be completed by Dr. Ededet Iniama, Mrs. Jennifer Nugent-Hill, and Mr. Dwayne Peterson, the newly elected student Trustee.
D. Vacancies on the Board of Trustees for trustees appointed by the Governor and confirmed by the Legislature.

The committee confirmed that based on information from Legal Counsel, Ms. Deanna Rogers, whose term of office as Alumni Trustee has expired, would continue to serve in that capacity until a new Alumni Trustee is elected from another active chapter of the Alumni Association. They also discussed the Governor’s nomination of Mr. Donald Susmann to the Board. Upon the confirmation of Mr. Susmann’s nomination and that of the ex officio Commissioner of Education, there will be no more vacancies on the Board.

E. Board Outreach to Faculty and other stakeholders.

Committee Chair, Mr. Alex Moorhead stated he had received several articles from Ms. Gail Steele about best practices for Board outreach to stakeholders but did not find any that were particularly pertinent to the University. Dr. Rimpel said he was interested in knowing whether any of the articles reflected similar information he had previously seen from AGB on the topic. He agreed to confirm this with Mr. Moorhead.

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

A. Update on the Local Government Appropriation – Fiscal Year 2008
(Presentation/Discussion)

Of the $8,500,000 in approved allotments to the University for the first quarter of Fiscal Year 2008, the sum of $8,500,000 has been received as of February 14, 2008. The University received the allotments requested for October through December 2007.

B. Review of Budget to Actual Performance through December 31, 2007
(Presentation/Discussion)

Total actual revenues through the period ended December 31, 2007 was $11,488,365 representing 83.7% of the budgeted amount of $13,726,269. Actual expenditures of $9,923,468 were less than the amount budgeted of $11,569,029. Total actual revenues and total actual expenditures were $11,145,758 and $9,676,921 respectively for the same period last year. Total revenues increased by 3.1% from last year and total expenditures increased by 2.5%.
C. Quarterly Grants and Contracts Report for the FY08 First Quarter Ended December 31, 2007
(Presentation/Discussion)

Fourteen proposals totaling $2,691,006.72 were submitted and eleven awards totaling $3,548,886 were received during the first quarter of FY2008. The awards represent an increase of 71% over the dollar amount of the awards received during the first quarter of FY2007.

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

A. Discussion of “Enrollment”

The data presented to the Planning Committee on enrollment was unusable and lacked credibility and year-to-year comparability because of differences in the process and definitions used to determine enrollment in Fall 2006, Fall 2007 and Spring 2008. The importance of maintaining a clear and consistent definition of “enrollment” was discussed extensively. The problems considered included definition of enrollment, definition of enrolled students, the process for determining the number of students that are enrolled, and how to compare fall 2007 to Fall 2006 enrollment and what will be done in 2008.

A member of the Committee and a representative of the Administration will work together to bring forward for the Committee’s consideration a definition that will serve as the operational definition for the University moving forward. Distinctions were made between the census date and the purge date and the importance of maintaining consistency in these dates in order to compare enrollment figures meaningfully over time.


The Committee reviewed the revised Close-out Report on VISION 2012: 2006-2007 and the President’s Executive Summary of the Close Out. The revisions were based on recommendations made at the September 2007 meeting of the Planning Committee. This report, along with the President’s annual report, reflects the University’s 2006-2007 accomplishments. Objectives not achieved were approved for completion in future years.

C. Key Performance Indicators

The Mid-Year Key Performance Indicators (KPIs) focused on the University’s financial, research and development indicators. The V. I. Government support to UVI and UVI operating revenues has increased to address rising compensation and energy costs.

Awarded grants and contracts increased by 39% and support from federal grants compare favorably with UVI’s peers. Slides were added to show the total revenue and total expenses for UVI including both operating and restricted items. In the first quarter of the FY ’08, cash contributions and alumni contributions declined. In the same period, contributions by trustees have increased though the number of contributing trustees has declined.
D. Update on VISION 2012: 2006-2007

All VISION 2012 measures for 2007 - 2008 have been initiated and some are completed. Additionally, some objectives from 2006 - 2007 that were not completed as scheduled are in progress. Adjustments were made in the proposed completion dates of the following activities:

- **Measure 1.A.3** – Establish a collaborative center for excellence in teaching by 9/30/2008. The date was extended to 9/30/2010.

- **Measure 1.E.1** – Begin operation of the Wellness Center on St. Thomas. The spring 2008 completion date was extended to Spring 2010.

- **Measure 1.F.4** – Establish a Center for Marine and Environmental Studies as a center of excellence in research. Although extensive work has been devoted to meeting this objective a completion date was not previously set. Fall 2009 has been identified as the date for completion.

- **Measure 1.B.2** - Have the undergraduate business program accredited by the Association of Business Schools and Programs. The new date was set for Fall 2010.

The Committee members noted that during a previous review of VISION 2012 there was an observation that too many activities appeared to be planned for completion in the early years and the timing seemed very ambitious. The Committee is now seeing a more realistic timeline for completion of proposed activities.

E. Framework for Review of Consultancies

A summary of issues that a framework for consultant agreements should address was distributed and discussed. The framework should take care not to impinge on the University’s executive’s authority to manage while at the same time being mindful of the Board’s obligation for oversight and its concomitant ability to mandate rules for reports to the Board of Trustees. A policy statement on the role of consultants is needed and preparation of a Board of Trustees action item for this will be the subject of further work by the Planning Committee. This will be taken up again in the next meeting of the Planning Committee.

F. Other Business

Dr. Rimpel brought to the Committee’s attention a ranking of HBCU’s that he had seen in *U.S. News and World Report*. The UVI was not included in the ranking. Dr. Rimpel asked why the University of the Virgin Islands is not included and what steps the University could take to be included in the list.
At the BoT Chair’s request, based on the absence of the UVI in the list, Dr. Mary Ann La Fleur compiled data for the UVI relative to the identified variables in the U.S. News and World Report listing. A preliminary review of the data indicates that there is a need to clarify the specific institutions to which the UVI should be compared based on the identified variables. Further, the Committee noted that it is important to understand how the UVI ranks on selected variables used for national comparison and the implications of those rankings.

The Committee agreed to put this topic on the agenda for an in-depth discussion at its next committee meeting.

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

A. Status Report on Annual Fund

Total Contributions Fiscal Year (Oct 1, 2007 – Feb 15, 2008) $315,000

The total contributions are comparable with where fundraising efforts were for the same period last year. Of particular concern and discussion, however, is the continued withdrawal of EDC companies from the Territory and the negative impact it is having on contributions to the Annual Fund. A discussion pursued regarding the development of strategies to steward relations in the real-estate development and tourism markets.

B. Update on Capital Campaign

Ongoing discussions are occurring with the capital campaign consultant regarding setting the dates for conducting the feasibility study. The final report will be presented to the University in April, 2008.

C. UVI Naming Policy

The Trustees were given the existing UVI Naming Policy document. It is currently being revised. The existing and recommended policies will be discussed at the next Committee meeting.

Executive Committee…………………………………….. Dr. Auguste E. Rimpel, Jr.

A. Presidential Annual Goals 2007-2008

The committee discussed and approved Presidential Goals for 2007-2008 and approved an evaluation form that will be used to evaluate the president for the upcoming year.
B. Presidential Search Firms

At the November 2007 Board meeting, the Executive committee was authorized to review the process of the selection of Presidential Search firms that would satisfy the requirements of a government agency. Prior to the December 19, 2007 Executive Committee meeting, the Chair and Vice Chair solicited and received information on three firms, reviewed the presentations and forwarded it the Executive Committee for review and action. The three firms, R.H. Perry & Associates, Greenwood & Associates and Isaacson, Miller, Inc. were presented to the committee. After discussion and review, the committee unanimously selected the search firm of Isaacson Miller to conduct the Presidential Search. The Committee further authorized the Chair and Vice Chair to begin contract negotiations with the Search firm selected, Isaacson, Miller.

C. Update on Research and Technology Park Board

The Committee received an update on the Research and Technology Park based on a Daily News Article dated December 17, 2007.