

**MEETING OF THE BOARD OF TRUSTEES
MARCH 5, 2022**

**UNIVERSITY OF THE VIRGIN ISLANDS
BY ZOOM
9:00A.M.**

CONSENT AGENDA

Academic, Research & Student Affairs Committee.....Dr. John Quelch

Provost's Report

The Provost's Report included an extensive update on the Provost's Component's activities and initiatives during September through December 2021. The report highlighted student outreach activities; several public service and community outreach activities; and an extensive number of student and faculty achievements, including publications, presentations, and other scholarly activities. As part of the Provost's report, Associate Provost for Enrollment Management, Mr. David Wuinee, provided an analysis of the Spring 2022 registration and enrollment as well as strategies for enhancing recruitment in-territory and nationally. Dr. Karen Brown, Dean of the School of Education provided an update on the progress being made with regard to accreditation. Dr. Kendra Brown and Dr. Eustace Esdaille representing the School of Business and presented an update on the Executive MBA program.

Audit Committee.....Henry C. Smock

Update from External Auditors

The Committee received an update from the External auditors regarding the FY2020 and 2021 audit. It included its progress to date on the audit outstanding matter re UVI, FRCA and FUVI. It also included a report on the financial statements and the single audit timeline.

Building and Grounds.....Henry C. Smock

A. Campus Projects Update

a. Albert A. Sheen St. Croix Campus Reports

Section I – Campus Projects

- Sheep Farm Facilities – in procurement phase with projected completion in November 2022
- Kitchen Equipment and Appliances Replacement Project (Cafeteria) – projected completion March 2022

- Aquaculture Facilities Reconstruction – in procurement phase with projected completion in October 2022
- Hurricane Maria Repairs: Replace Fire Alarm System – projected completion March 2022
- Childcare Facility Renovation – projected completion February 2022
- Replacement of Light Poles and Luminaires – projected completion April 2022
- Dance Studio – completed December 2021
- Roofing and Exterior Repairs of the Melvin Evans Center, et al – projected completion March 2022

Section II - Capital Projects

- UVI STX Wind Retrofit – Hazard Mitigation Grant Program (HMGP) – Project includes hurricane wind retrofit of Evans Center (frame room), Student Center and Delta M. Jackson Dorsch Complex.
 - Technical Feasibility Assessment and Engineering Design – projected completion March 2022

Section III - Hurricane Recovery Projects

#	Project Title	Project Status	Process Step	Est. Cost	Fed'l Share
1	XMU1910 - 82524 - COLLEGE OF SCIENCE AND ARTS	99% Completed	Pending Initial Project	\$2,700,000	\$2,430,000
2	XMU1912 - 87987 - AGRICULTURAL EXPERIMENTAL STATION	A&E Svc Needed	Pending Insurance Completion	\$2,621,781	\$2,359,603
3	XMU1916 - 88041 - RESIDENCE HALL	45% Completed	Pending Applicant Project Review	\$369,236	\$0
4	XMU1908 - 87378 - GROUNDS	A&E Svc Needed	Obligated - PW00954	\$0	\$0
5	XMU1911 - 87681 - PHYSICAL PLANT, BUILDING	15% Completed	Obligated - PW00936	\$0	\$0
6	XMU1917 - 70306 - Fence	90% Completed	Obligated - PW00581 (Reimb in Progress)	\$362,980	\$326,682
7	XIU1901 - 70930 - Debris Removal	Completed	Obligated - PW00098 (Reimb Rec'd)	\$13,361	\$13,361
8	XIU19YU - 116661 Estimated Management	Completed	Obligated - PW00319	\$668	\$668
9	XMU1904 - 70300 - Fencing	Completed	Obligated - PW00101 (Reimb Rec'd)	\$10,000	\$9,000
10	XMU1905 - 70299 - Generators	Completed	Obligated - PW00094 (Reimb Rec'd)	\$611,909	\$611,909
11	XMU1906 - 70304 - Campus Wide (6)	Completed	Obligated - PW00159 (Reimb Rec'd)	\$111,260	\$100,134
12	XMU1907 - 70301 - Light Towers	Completed	Obligated - PW00106 (Reimb Rec'd)	\$10,000	\$10,000
13	XMU1909 - 70302 - Melvin Evans Center	10% Completed/4	Obligated - PW00128	\$34,599	\$31,139
14	XMU1913 - 87998 - STUDENT CENTER	70% Completed	Obligated - PW00742	\$93,472	\$84,125
15	XMU1914 - 94154 - NURSING COMPLEX	95% Completed	Obligated - PW00743	\$9,886	\$8,897
16	XMU1915 - 84460 - CAMPUS LIGHT POST	A&E Svc Needed	Obligated - PW00609	\$548,415	\$493,574
17	XMU1919 - 84472 - GREAT HALL AND ANNEX	70% Completed	Obligated - PW00907	\$0	\$0
18	XMU1920 - 88200 - RESEARCH AND EXTENSION	40% Complete	Obligated - PW00924	\$12,125	\$10,913
19	XMU1924 - 70308 - Basketball Court, Tennis	Completed	Obligated - PW00618	\$0	\$0
20	XMU1925 - 88048 - GREAT HOUSE	A&E Svc Needed	Obligated - PW00860	\$0	\$0
21	XMU1926 - 88062 - SWITCH GEAR	Bid Awarded 05/2	Obligated - PW00912	\$286,840	\$258,156
22	XMU1927 - 88069 - ROADS AND DRAINAGE	Preparation RFP	Obligated - PW00896	\$147,424	\$132,681
23	XMU1928 - 116214 - Generator Usage (Time)	Completed	Obligated - PW00848 (Reimb Rec'd)	\$53,905	\$53,905
24	XMU1928 - 104727 - Management Costs	Completed	Obligated - PW00925	\$42,326	\$42,326
				\$8,712,903	\$7,914,830

b. Orville E. Kean St. Thomas Campus Reports

Section I – Campus Projects

- Wind Retrofit Grant Award - The University of the Virgin Islands through the Facilities Management Department submitted an application for a Wind Retrofit Grant to subsidize Mitigation Projects on a number of campus facilities. The facilities included the Residence Halls (South, Middle, North, East Hall, and West Hall) and the Paiewonsky Library. The Scope of Work included but is not limited to roof, window walls and equipment replacement. On April 13, 2020, the University was informed of the award of \$4,123,164.00 for the Wind Retrofit Grant.
- Hurricane Restoration Expenditures
 - As of December 31, 2021, the University expended a total of \$27,046,723 on the Orville E. Kean campus with respect to restoration of campus facilities.

- Of this amount, the University received a total of \$16.5M in insurance proceeds to support the restoration of damaged facilities. To date, 100% of this amount has been utilized.
- The University was awarded a grant from the US Department of Education in the amount of \$11.1M to support the restoration of 4 damaged facilities on the Orville E Kean campus. As of January 31, 2022 approximately \$6.8M was drawn down.
- Any shortfall in funding will be covered with assistance through the FEMA Public Assistance program.
- Project Management Services – The services of Tropical Design Builders were procured to conduct project management for five major projects – School of Business, CMES Annex, MacLean Marine Sciences building, School of Nursing and the Reichhold Center for the Arts.
- Reichhold Center Technical Renovation and Comprehensive Design Services
 - RFP was reconfigured to separate the Technical Scope of Work from the Building Improvements to improve the response as one sole proposal was submitted in response to the first solicitation. Bids are due to be submitted by the contractors the week of February 20, 2022.
- School of Nursing Renovation –the installation of the lift is scheduled for February 2022 which would render the building's restoration 100% completed.
- Science and Mathematics Building Roof Replacement – completed January 2022
- CELL Building Renovation – scheduled completion March 2022
- ECC Building Renovation – completed January 2022
- Campus Water System Improvements – scheduled completion March 2022
- ADA Compliant Lifts (School of Nursing, Teacher's Education, Science & Mathematics, and School of Business) – scheduled completion February 2022
- Campus Temporary Storage Systems – leased to assist with relocation efforts during facilities restoration
- Reverse Osmosis Plant Upgrade – completed December 2022
- Projects Funded through the US Department of Education Emergency Assistance to Institutions
 - School of Business Complete Renovation – scheduled completion February 2022
 - CMES Annex – scheduled completion March 2022
 - MacLean Marine Science Center – scheduled completion April 2022
 - Quarters B Renovation – construction contract was issued with completion scheduled for December 2022
- Upper Campus Academic Buildings Gate Repairs – scheduled completion February 2022
- Campus Power Switch – completed December 2021
- East Campus Housing Minor Renovations – completed October 2021
- Physical Plant Building Major Repairs – scheduled completion December 2022

- President's Residence Major Improvements – completed January 2022
- Roadway Paving Repairs – scheduled completion February 2022
- Smart Metering Upgrade – RFP in final stage of preparation for procurement
- Student Activity Center Renovations – completed December 2021

c. Medical School Facilities Update

- i. Medical Simulation Center (AAS Campus) – scheduled completion May 2022
- ii. Medical Research and Training Center (OEK Campus) – scheduled completion January 2023

B. Update on Development of Research and Business Innovation Center (West Bay Facility)

Project is progressing at a steady pace with scheduled completion in May 2022.

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

Status Report on Annual Fund

Total contributions to date for fiscal year 2022 (October 1, 2021 – February 4, 2022)
\$1,705,139.20

Vice President Mitchell Neaves provided a summary of the support received to date in FY2022, an overview of the Development Key Performance Indicators (KPIs), and the ongoing efforts to celebrate the 60th Anniversary of UVI. President Hall provided an extensive explanation of ongoing efforts to work with the Virgin Islands Legislature to amend the existing law to allow the University to name properties guided by the UVI Naming Policy. President Hall also shared details of upcoming donor activity that will occur later in the year once the amended legislation is passed by the legislature and signed by the governor.

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Finance and Budget Committee.....Oran C. Roebuck

A. Update on the Local Government Appropriation – Fiscal Year 2022

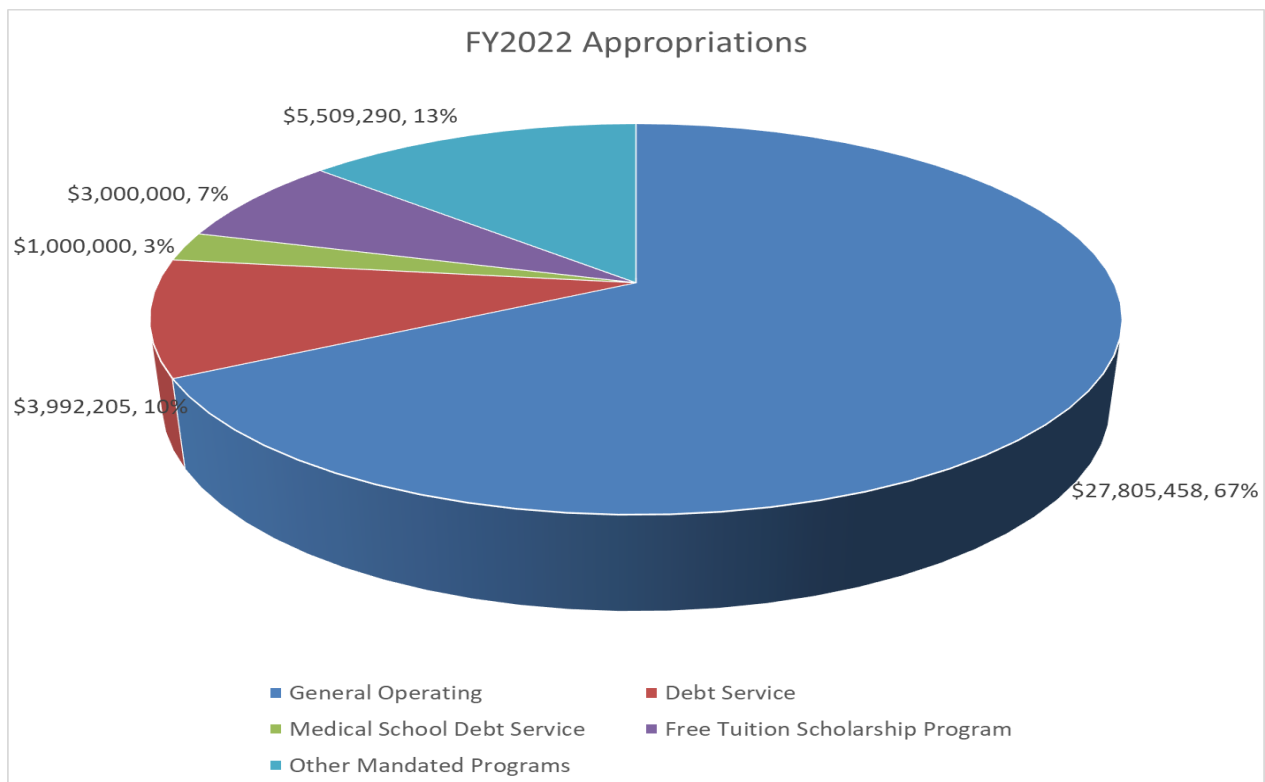
FY2022 Appropriation

The University's Fiscal Year 2022 local government appropriation was approved for \$36,826,293 as authorized by Act 8479. The University's appropriation was amended as authorized by Act 8538 to include \$200,000 for Green Technology and \$280,660 for employment tax on the 8% salary repayment. Internal Revenue Matching Fund section, Act 8489, appropriated \$4,000,000

University's combined total appropriation for FY2022 is \$41,306,953

Release of FY2022 Allotments

As of January 18, 2022, the University received a total of \$9,206,205 in allotments, which represents 22% of the allotments appropriated for FY2022.



a. COVID-19 Financial Update and Opportunities as of December 31, 2021

University of the Virgin Islands Board of Trustees - Finance and Budget Committee COVID-19 Financial Update and Opportunities as of December 31, 2021					
DESCRIPTION	Date of Performance	AWARD	Amount expended as of December 31, 2021	Balance as of December 31, 2021	Comments
CARES ACT FOR STUDENTS a(1)	04/20/2020-05/13/2022	\$4,554,658	\$3,579,118.02	\$975,539.98	Funds have been used to provide either \$375 or \$500 Technology Awards to all students during each semester of the pandemic, and to provide financial hardship awards to certain eligible students. Funds have also been used to reimburse students 20 percent of the cash payments they made during the pandemic period. We anticipate using 100 percent of the remaining funds by the performance end date for further student initiatives.
CARES ACT HIGHER ED EMERGENCY RELIEF a(2)	05/01/20-02/28/2022	\$12,226,144	\$2,276,742.24	\$9,949,401.76	We used \$1.875 million to cover payroll in May 2020. We drew \$3.7 million in FY 21 under a revenue loss formula making these funds available for operating initiatives. We anticipate using 100 percent of the remaining funds by the performance end date. Approximately \$7M will be drawn down to support the FY2022 Operating Budget.
CARES ACT INSTITUTIONAL a(1)	05/04/2020-05/13/2022	\$5,926,637	\$3,246,036.67	\$2,680,600.33	Funds have been used to provide safety measures at the University. Funds have been used to pay off all outstanding student balances incurred during the pandemic period. Funds were also used to pay student housing in the Fall 2021 and for certain meal plans. Funds will be used to pay housing costs in the Spring 2022 and for certain meal plans. We used \$300K in FY 20 to offset the reduction in the GVI allotment. We drew \$3.1 million under a revenue loss formula making these funds available for student and operating initiatives. Finally, we authorized about \$1.5 million in CARES Act projects. We anticipate using 100 percent of the remaining funds on student and operating initiatives by the performance end date.
TOTALS		\$22,707,439	\$9,101,896.93	\$13,605,542.07	

b. (a) Review of Unrestricted Operating Budget to Actual Performance through September 30, 2021
(Presentation/Discussion)

Total actual revenues through the period ended September 30, 2021 was \$43,810,208 representing 92% of the budgeted amount of \$47,876,763. Actual expenditures of

\$41,601,471 represent 87% of the amount budgeted of \$47,870,281. The University's Net Operating Position (NOP), which is the difference between year-to-date revenues and year-to-date expenditures at the end of September, was \$2,208,637. With respect to revenues, there was an approximate 15% decline in enrollment, which contributed to less revenues from tuition and fees and auxiliary enterprises. With respect to expenditures, there was an overall budget reduction to expenses of 2.75%. In addition, the University realized additional savings as a result of budgeted, yet vacant, positions, along with less incurred costs for travel and campus related activities, primarily due to moving from an in-person to virtual learning environment as a result of the pandemic

5. (b) Review of Unrestricted Operating Budget to Actual Performance through December 31, 2021

Total actual revenues through the period ended December 31, 2021 was \$21,909,440 representing 91% of the budgeted amount of \$24,153,835. Actual expenditures of \$9,239,633 represent 70% of the amount budgeted of \$13,184,435. The University's Net Operating Position (NOP), which is the difference between year-to-date revenues and year-to-date expenditures at the end of December, was \$2,666,807. With respect to revenues, the University did not meet budgeted revenue expectations for tuition and fees primarily because of a 14 percent decline in full and part time undergraduate students on the Orville Kean and Albert Sheen campuses. With respect to expenditures, the University did not meet budgeted revenue expectations primarily for textbook sales at the bookstores, Athletics ticket sales, and vending machine sales.

5. (c) Review of Unrestricted Operating Actual to Actual Performance through December 31, 2021

Total actual revenues and total actual expenditures were \$10,777,696 and \$8,827,466, respectively, for the period ended December 31, 2020. Total revenues increased by approximately 10% from the prior year and total expenditures increased by 5% compared to the same period of the year before.

The highlights in the period to period comparison include:

Revenues:

1. Tuition and Fees – The 23 percent decrease in tuition and fees is due to a 14 percent decline in enrollment on the Orville E. Kean and Albert A. Sheen campuses.
2. Miscellaneous – The 63 percent increase in miscellaneous revenues is due to the use of the Higher Education Emergency Relief funds received under the CARES Act to balance the budget and pay for day-to-day operating expenses.
3. Auxiliary Enterprises – The 206 percent increase in auxiliary enterprise revenues is primarily due to revenues associated with room and board fees. Under initiatives offered by the University as a result of the Coronavirus, students were allowed to stay in the residence halls at no additional cost, with the room fees covered by funds under the CARES Act. Having more students on campus also increased the board revenue.

Expenditures:

1. Research – The 18 percent decrease in Research expenses is primarily due to a vacant professional staff salary in Research Publications and awards associated with CMES.
2. Public Service – The 17 percent increase in Public Service expenses is primarily due to more costs for temporary professional salaries in Personal and Community Development and executive salaries in the Office of the Vice Provost for Research.
3. Student Services – The 37 percent increase in Student Services expenses is due to more incurred costs for contracted services in Enrollment Management and Health Services and Wellness, advertising and promotion in the Recruitment Office, electricity at the Sports and Fitness Center, and travel and lodging for Intercollegiate Athletics.
4. Institutional Support – The 15 percent decrease in Institutional Support expenses is primarily due to less incurred costs for Administrative Computing, base telephone charges, internet services, and service awards.
5. Student Aid – The 58 percent decrease in Student Aid expenses is due to less grants provided to students; funding to students was instead provided through the CARES Act.
6. Auxiliary Enterprises – The 83 percent increase in Auxiliary Enterprises expenses is primarily due to more costs for food services operations, as well as electricity and maintenance repair costs in the residence halls.

6. Review of Restricted Current Funds Expenditures through December 31, 2021

For the period October 1, 2021 through December 31, 2021, the University's restricted current funds performed as follows:

Category	October 1, 2021 Fund Balance	Revenues	Expenditures	December 31, 2021 Fund Balance
Federal Grants	\$4,185,357	\$27,620,963	\$8,771,206	\$23,035,114
Local Grants and Contracts	\$2,106,838	\$1,374,985	\$600,984	\$2,880,839
VI Legislature	\$9,846,572	\$1,244,835	\$732,368	\$10,359,039
Private Grants and Contracts	\$3,340,551	\$354,537	\$419,441	\$3,275,647
Other	\$-3,436,737	\$1,912,895	\$1,025,597	\$-2,549,439
Total	\$16,042,581	\$32,508,215	\$11,549,596	\$37,001,200

- *Proposal to address negative fund balances:*
 - *Senior Citizen's Tuition Waiver – program has been oversubscribed over the years and the funding has not kept pace with the level of activity. The Administration is proposing to transfer approximately \$700,000 from the HBCU Reserve Fund to cover the negative fund balance and will institute controls to cap the number of participants to the funding level.*
 - *University Bound Programs – when the federal grant that supported the Upward Bound program was not awarded, the University sought funding from the VI Government and the negative balance was incurred in the "gap" year before the GVI*

funds were appropriated. The Administration is proposing to transfer approximately \$400,000 from the HBCU Reserve Fund to cover the negative fund balance and will institute controls to ensure a positive fund balance is maintained.

- *Hazard Mitigation and Other Grants*
 - *Pending reimbursements from FEMA and miscellaneous programs such as Entrepreneurship and Sustainability Recovery in the VI*

7. Review of CELL Budget to Actual Performance through December 31, 2021

- In the first quarter of FY22, UVI CELL was awarded grants and contracts through the following programs:
- Construction Management Feasibility Study – GVI Appropriation \$100,000, report completed
- VI EDA Feasibility Study for Establishing a Kitchen Incubator, \$50,000, report completed
- Grant Award – Workforce Innovation and Opportunity Act (WIOA), 120 participants of which 30 are incarcerated or in reentry, \$120,000 per year for 3 years
- Donation – Community Foundation of the Virgin Islands (CFVI), to purchase Christmas gifts for the children of incarcerated individuals, \$5,000
- Contract – Dept of Education, professional development, 584 participants, \$100,777
- Contract – Certified Public Manager Program, \$178,000
- Contract – Dept of Tourism Film Office, Production Assistant Boot Camp, \$104,700/2 years
- Contract – VI Taxicab Commission & Dept of Tourism, Taxi and Tour Training, \$175,000/3 years
- Subcontract – Dept of Labor, Workforce Readiness, 605 individuals, \$390,250/2 years
- Culinary Arts Center, West Bay location build-out in progress, expected launch March 2022.
- *Staffing Challenges*
 - *In September and October of 2021, UVI CELL staffing was significantly impacted by the COVID vaccination mandate resulting in the termination of four staff members, representing 50% of the team. Positions impacted include: Director, Center for the Study of Spirituality and Professionalism/Community Engagement Manager, St. Croix Program Manager, Administrative Specialist III and Programmatic Support Staff. As a result, CELL scaled back programs, reassigned work, and engaged temporary staff.*
 - *CELL is working closely with Human Resources to rebuild the team and recently hired a Program Specialist III as a replacement and enhancement to the Administrative Specialist role. The new hire is getting up to speed on outstanding administrative and finance tasks, including invoicing, collections and Banner management.*

8. Review of Reichhold Center Budget to Actual Performance through December 31, 2021

The Reichhold Center for the Arts was awarded \$83,333 for the first quarter of FY2022 from the Foundation for the Reichhold Center for the Arts against a budgeted \$62,500.

Of the \$62,500 budgeted for expenditures for the period, a total of \$46,372.73 was expended on salaries, benefits and direct expenditures. The Center maintains staffing of two full-time and two temporary employees who are compensation on a "call as needed basis" for assistance with large projects and events.

The Net Operating Position for RCA for the period October 1, 2021 through December 31, 2021 is a surplus of \$36,960.27.

9. Quarterly Report of Proposals Submitted and Awards Received through December 31, 2021

During the first quarter of FY2022 the number of proposals submitted increased, however the overall proposal amount decreased. The proposals submitted this quarter did not have as high a proposed funding amount. The USDA AES and CES capacity grants were due earlier this fiscal year and therefore fell under the FY21 Q4 report versus this report. The number of faculty who have submitted for the first time is increasing, which in turn builds the sustainability of the research unit and leads to these faculty submitting to larger more complex opportunities. The number of awards received has increased, however the overall award amount has slightly decreased likely due to the decrease in average proposal funding amounts.

10. Quasi-Endowment Fund Balance as of December 31, 2021

University of the Virgin Islands
Endowment Funds
Comparison Periods Ended December 31, 2021 and August 31, 2021

Description	December 2021	August 2021	Variance
Seslia Title III Endowment	\$ 258,614.41	\$ 258,645.96	\$ (31.55)
Common Fund Term Endowment	\$ 534,764.56	\$ 521,010.42	\$ 13,754.14
Common Fund National Guard Assistance	\$ 455,009.42	\$ 469,190.56	\$ (14,181.14)
Common Fund Veterans Tuition Assistance	\$ 844,597.03	\$ 881,272.22	\$ (36,675.19)
Common Fund Scholarship fund	\$ 231,273.41	\$ 225,408.29	\$ 5,865.12
Common Fund Quasi Endowment	\$ 7,145,203.40	\$ 7,059,045.99	\$ 86,157.41
Common Fund School of Medicine Endowment	\$ -	\$ 23,766,927.28	\$ (23,766,927.28)
Common Fund SOM Sustainability Fund	\$ 5,274,426.96	\$ 6,015,383.36	\$ (740,956.40)
Common Fund Sustainability Fund I	\$ 1,451,887.60	\$ 3,473,051.53	\$ (2,021,163.93)
Common Fund Sustainability Fund II	\$ 519,690.33	\$ 519,646.74	\$ 43.59
Common Fund TOPA Scholarship Endowment	\$ 2,848,782.12	\$ 2,777,015.83	\$ 71,766.29
Common Fund UVI HBCU Reserve Fund	\$ 8,313,623.27	\$ 8,117,003.78	\$ 196,619.49
Total	\$ 27,877,872.51	\$ 54,083,601.96	\$ (26,205,729.45)

Notes:

1. In October 2021, \$58K was redeemed from the Veterans Tuition Assistance,
2. \$27K was redeemed from the National Guard Tuition Assistance.
3. \$2 million was redeemed from the Common Fund Sustainability Fund to assist with Hurricane restoration expenditures.
4. In November 2021, the SOM Endowment was used to pay off the loan with First Bank as authorized.
5. In September 2021, \$700K was redeemed from the SOM Sustainability Fund to cover expenses associated with the Medical School.
6. All other variances represent gains or losses on investments.

11. Status of Audit for the year ended September 30, 2020 as of August 31, 2021 (Presentation/Discussion)

- The audit of the University's Financial Statements, Reports and Schedules required by the Uniform Guidance for the year ended September 30, 2020 commenced in November 2020, with a new audit team, BDO USA.
- The University delivered the trial balance and Schedule for Expenditures of Federal Awards, as well as other planning requests by December 15th, 2020.

- The University has reached out to the Government of the Virgin Islands for a timeline on the availability of the Pension and Other Post-Employment benefits packages, necessary for the timely and accurate completion of the University's audit. The timeline was provided as follows:

○ Package	FY2020	FY2021
○ Pension	04/30/2021	01/31/2022
○ OPEB	06/15/2021	01/31/2022

- The US Office of Management and Budget (OMB) has issued OMB Memo M-20-21 (Memo) addressed to federal agencies. The memo provides extended due dates for the submission of single audits. The extended due date for the University's audit is January 3, 2022.
- During a January 11, 2022 meeting with the auditors, it was confirmed that the OPEB report was received and is currently being audited. Once the audited report is completed, the University should receive a copy from the Department of Finance, to facilitate the completion of the FY20 audit. Additionally, the University has requested the appropriate waivers allowing the University to remain in compliance during this delayed period.
- The University is actively working with the BDO USA audit team to ensure timely completion of the reports, following the receipt of the OPEB package.

Governance Committee Erica Johnson Creamer

Update on Board Assessment

Update on Board Membership