

**MEETING OF THE BOARD OF TRUSTEES
October 21, 2023**

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

CONSENT AGENDA

Academic, Research, and Student Affairs..... Dr. John A Quelch

Provost's Report

The Provost's Report included an extensive update on the Provost's Component's activities and initiatives during May through August 2023. 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, Provost McKayle highlighted the increase in new and transfer students. Provost McKayle discussed the use of new tools and outline platforms to boost enrollment.

Audit Committee.....John P. de Jongh, Jr.

Update Report on the Audit

The Committee received an update regarding the FY2020 and 2021 audit. It included its progress to date on the audit outstanding matters re UVI, FRCA and FUVI. It also included a report on the financial statements and the single audit timeline. The University's audited financial statements for the year ended September 30, 2021, were issued May 31, 2023, and released on June 2, 2023. The FY21 audit is expected to begin within 45 days, allowing the lessons learned from the 2020 audit to be implemented in the FY21 engagement and work papers. The Committee also received an update regarding the proposed Audit Timeline for FY2021 through FY2024.

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

I. Campus Projects Update

a. ALBERT A. SHEEN (AAS) ST. CROIX CAMPUS PROJECTS:

- Sheep Farm Facilities – Construction activities at the new location of the Sheep Farm structures continued. The contractor completed the installation of the:
 - New rolling shutters, doors, frames and hardware,
 - Final electrical service conduits, wiring and trenching,
 - Final paint touch-ups, and
 - Final new roadway grading and gravel placement

Anticipated completion: November 15, 2023

- Aquaculture Facilities Reconstruction – A proposal, excluding shipping and labor, in the amount of \$38,580 from Red Ewald, manufacturer, to custom fabricate 6” extensions on 12, 6’ diameter tanks was received. Architect recommends reallocating a couple of existing tanks on facility to obtain the added water/fish volume that may be required. Anticipated completion: October 15, 2023
- HVAC Upgrade Project – Melvin Evans Center - The proposal for the new chiller was approved on September 21, 2023. A purchase order is being processed. Projected timeline includes manufacturing, if equipment out-of-stock. Johnson Controls anticipates providing update on timeline by October 30, 2023.

Albert A. Sheen Campus (AAS) Capital Projects

- UVI STX Wind Retrofit Design (A&E) – The contract and Notice to Proceed are anticipated to be issued immediately upon approval from the Territorial Hazard Mitigation Office at VITEMA. A separation of the Wind Retrofit project into three separate drawings, one for the envelope of the facility, one for the generator project, and one for the air-conditioning improvements is critical to moving the grant from engineering and architectural services to the construction phase.
- School of Nursing Building: New Construction – Architectural drawings were completed and RFP was issued February 2023. The University received bids from eleven companies. A delay in the issuance of the contract resulted from the need to identify additional funding for the project. Subsequently, the lowest bidder was notified to obtain a performance bond for the project. Negotiation is on-going and pending a submittal of assurance by UVI of project funding. Upon completion of obtaining all required documentation, a contract and a Notice to Proceed are anticipated to be issued by October 15, 2023.

Albert A. Sheen (AAS) Hurricane Recovery Projects

FEMA Project Listing - several projects throughout campus have been completed or are near completion. Reimbursement received to date from expended funds for those projects total \$1,034,369.00. Additionally, funding for reconstruction activities include insurance proceeds received for damages sustained during hurricane Maria. A total of \$5,424,683.24 has been collected between FY18-FY22.

Albert A. Sheen Campus Air Conditioning Status & Repairs

Several air conditioning systems and units are in need of repairs or replacement. Two large units were rented to provide temporary cooling. Replacement systems and parts are on order.

b. ORVILLE E. KEAN (OEK) ST. THOMAS CAMPUS REPORTS:

Hurricane Restoration Projects

The US Department of Education (DOE) Funded Restoration Projects:

- MacLean Marine Science Center Complete Renovation Project – Substantially completed; awaiting receipt of occupancy permit. Solicitation of bids for parking and landscaping in progress.

- Quarters B – installation of interior doors and painting have been completed. Anticipated completion: October 2023.

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 several campus facilities. The facilities include the Residence Halls (South, Middle, North, and East Hall) and the Paiewonsky Library. The Scope of Work includes but is not limited to roofs, windows, walls, and equipment replacement. On April 13, 2020, the University was awarded \$4,123,164.00 for the Wind Retrofit Grant.

Caribbean Professional Consultants was selected through an extensive IFB process to do the Architectural and Engineering (A&E) phase of the project and completed the construction drawings for the selected residence halls and library. The Purchasing Department is in the process of sending out the projects for preliminary bids to be sent to FEMA.

Campus Restoration Projects:

- Campus Roads and Sidewalk Project – Procurement Phase – creation of IFB in progress
- Campus Water System Improvements – Engineering phase: scheduled completion – October 2023
- Electrical Distribution System Upgrade – Engineering phase: scheduled completion – December 2023
- President's Guest House – In progress; scheduled completion - October 2023
- Reichhold Center - Custom Builders was selected to complete the improvements to the building. However, the work was suspended by FEMA to satisfy their project requirements.
- Tennis Court Project – Completed February 2023

Other Campus Projects -- STT Campus

- ADA Compliant Lifts – the installation of the lifts for the Business and Nursing buildings is scheduled to be completed October 2023.

Physical Plant Other Projects – STT Campus

- Sports and Fitness Center Elevator Repairs - In progress; scheduled completion – October 2023. Technician on schedule to commission the new equipment.
- Smart Metering Upgrade – Procurement phase; Revised RFP for electronic monitors in draft phase. No cost extension through September 30, 2024 was approved.
- Dining Pavilion The Orville E. Kean Campus cafeteria had been overdue for a face lift. Purchase Order # 32434 and 32435 were issued to All Star Painting Services to paint the interior and exterior façade of the building. Ronnie Welding was issued Purchase Order # 32433 to pour a concrete slab for the relocation of the garbage bin, semi enclose the exterior cooler and install a tank for used oil disposal. The cost was \$36,850.00 between both vendors and was funded by the University Plant Fund. This project has been completed.

- LaVerne E Ragster Administration and Conference Center (LERACC) – Generator Replacement. Purchase Order # 32455 and 32456 were issued to RIMCO for the purchase of two new units. The replacement units which have been ordered are (1) D100 GC 480 Volts standby replacement generator and (1) 3 phase CAT D 200-2 200KW generator set replacement.
- Upper Campus Road Repair - Various areas on the Orville E. Kean Campus received road repair due to deteriorating asphalt. Harrigan's Asphalt Paving has completed this project. They have done various jobs on campus and has proven to be a dependable and reputable company. This project was completed August 2023.

c. Medical School Facilities Update

- i. Medical Simulation Center (AAS Campus) – Progress continues to be made. All interior doors with the exception of two doors have been installed. The booms for the Operating Room have been installed and the medical gas line has been tied in. The booms and washer/disinfector have been commissioned. The projected is scheduled to be substantially completed by November 2023
- ii. Medical Research and Training Center (OEK Campus) – AT Construction Solutions LLC is making progress on the two buildings with the existing building 95% completed with the installation of the Distance Learning equipment ongoing. The fiber data wiring work has been substantially completed. Work on the Annex also continues with completed slated for December 2023. The FF&E procurement pending is pending the notification of funding.

Finance & Budget Committee.....Ms. Oran Roebuck

Update on the Local Government Appropriation – Fiscal Years 2023 and 2024

- As of September 12, 2023, the University received a total of \$31,724,852.50 in allotments from the V.I. Government for Fiscal Year 2023. This represents approximately 73% of the \$43,299,264.49 appropriated for the fiscal year.
- The University defended the FY2024 Appropriations Request on August 3, 2023 before the Committee on Finance and Budget Appropriations of the 35th Legislature of the Virgin Islands. On September 22, 2023, the 35th Legislature of the Virgin Islands passed Bill 35-0151 and 35-0168 which appropriated \$38,951,293 and \$300,000, respectively, to the University of the Virgin Islands for Fiscal Year 2024. Governor Albert Bryan signed both Bills on September 29, 2023 and they became Act numbers 8765 and 8757, respectively. With the exception of the elimination of the \$3M for Free Tuition and the addition of \$1.2M for salary increases, the other line items remain the same. Note the University has a fund balance of approximately \$6M for the Free Tuition which is more than sufficient to cover the FY2024 scholarship needs.

2. COVID-19 Financial Update and Opportunities as of August 31, 2023

DESCRIPTION	Award Amount	Amount Ex- pended as of August 31, 2023	Available Balance as of August 31, 2023
CARES ACT FOR STUDENTS a(1)	\$4,554,658.00	\$4,554,658.00	\$0.00
CARES ACT HIGHER ED EMERGENCY RELIEF a(2)	\$12,226,144.00	\$12,226,144.00	\$0.00
CARES ACT INSTITUTIONAL a(1)	\$5,926,637.00	\$5,926,637.00	\$0.00
TOTALS	\$22,707,439.00	\$22,707,439.00	\$0.00

3. (a) Review of Unrestricted Operating Budget to Actual Performance through August 31, 2023

Total actual revenues through the period ended August 31, 2023 was \$40,581,778 representing 88% of the budgeted amount of \$46,099,143. Actual expenditures of \$39,155,251 represent 84% of the amount budgeted of \$46,647,190. 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 August, was \$1,426,527. Tuition and Fees reached 78% of the budgeted amount primarily because approximately 800 students registered for Fall 2023 had not yet finalized their account. As of September 30, 2023, the University had only received its allotment through first-half of August and has been assured that we will receive the full fiscal year's allotment even though FY2023 has ended. The University exceeded budgeted amounts for federal and local indirect cost recovery. The majority of expenditure categories were below budget due to vacant positions in their respective functional area and less incurred costs for travel and other direct expenditures. Expenses associated with Student Services exceeded budgeted projections for electricity costs at the Sports and Fitness Center. Note several employees of the Marine Science unit are temporarily housed in the center and they are scheduled to be returned to the MacLean Marine Science Center during the Fall semester. Expenses associated with Institutional Support reached 83 percent of budgeted amounts due to minimal incurred costs for vacation accruals, contingencies, and vacant staff positions. Expenses associated with Auxiliary Enterprises exceeded the budget by 3 percent due to food services purchases for the cafeteria on the OEK campus.

5. (b) Review of Unrestricted Operating Actual to Actual Performance through August 31, 2023

Total actual revenues and total actual expenditures were \$47,896,728 and \$26,040,528, respectively, for the period ended March 31, 2022. Total revenues decreased by approximately 16% from the prior year since the University received an additional \$3.7M from the Government of the Virgin Islands in FY2022 for the 8% salary repayment. Total expenditures decreased by 20% compared to the same period of the year before as a direct result of the 8% salary repayment that was made in FY2022.

6. Review of Restricted Current Funds Expenditures through August 31, 2023

For the period October 1, 2022 through August 31, 2023, the University's restricted current funds performed as follows:

Category	October 1, 2022 Fund Balance	Revenues	Expenditures	August 31, 2023 Fund Balance
Federal Grants	\$(6,862,980)	\$24,953,810	\$14,863,804	\$3,227,026
Local Grants and Contracts	\$(5,130,949)	\$2,088,006	\$1,677,685	\$(4,720,629)
VI Legislature	\$13,943,636	\$4,085,110	\$2,432,945	\$15,595,801
Private Grants and Contracts	\$4,410,137	\$888,180	\$1,225,398	\$4,072,919
Other	\$(2,845,181)	\$2,031,585	\$2,018,501	\$(2,832,098)
Total	\$3,514,663	\$34,096,690	\$22,218,334	\$15,343,019

7. Review of CELL Budget to Actual Performance through August 31, 2023

In the third quarter of FY23, UVI CELL was awarded grants and contracts through the following programs:

- Division of Personnel, Certified Public Manager Program, \$140,000.00
- Taxi and Tour Certificate Program, \$75,000.00
- Department of Human Services Temporary Assistance for Needy Families (DHS TANF) Computer and Financial Literacy Programs, \$29,000.00
- Adult Education and Family Literacy Act (AEFLA) Year 3 Funding, \$140,000.00

Efforts are currently deployed to secure the following grants and contracts for financial sustainability:

- VI Department of Health, Community Health Worker Certificate Program, Train the Trainer and Apprenticeship Program, \$400,000.00
- DHS Family Crisis Intervention Grant, \$100,000.00
- Diageo Learning Skills for Life Bartending Program, funding TBD
- EDC Beneficiary Donation, \$50,000.00

Description	Budget	Actual Revenues 08-31-2023	Actual Expenditures 08-31-2023	Net Operating Position (Actual Revenues – Actual Expenditures)
Unrestricted Account				

CELL Operating	\$550,000.00	\$279,360.05	\$454,884.69	(\$175,524.64)
Restricted Accounts				
Legislative Appropriation	\$100,000.00	\$82,416.65	\$86,765.72	(\$4,349.07)
EDA University Center	\$50,478.79	\$48,609.56	\$48,609.56	\$0
ICF Skills for Today Training	\$159,700.00	\$87,610.00	\$58,777.21	\$28,832.79
AEFLA	\$198,605.98	\$30,155.67	\$51,868.22	(\$21,712.55)
Certified Public Manager Program	\$140,000.00	\$70,000.00	\$38,147.58	\$31,852.42
Bureau of Corrections	\$100,000.00	\$25,664.99	\$37,031.27	(\$11,366.28)
Culinary Arts Center	\$227,427.18	\$332,394.76	\$332,356.44	\$38.32
UVI CELL Surveyor Program	\$250,000.00	\$208,333.30	\$18,774.68	\$189,558.62
UVI CELL Appraisers Program	\$100,000.00	\$83,333.30	\$24.68	\$83,308.62
FAA Aviation Fund	\$499,301.00	\$169,168.93	\$169,168.93	\$0
CTE Instructor Certification PD	\$50,000.00	\$1,594.00	\$0	\$1,594.00
RESET: Thinking for a Change Curriculum	\$99,894.60	\$99,894.60	\$0	\$99,894.60
Combined Net Operating Position	\$2,525,407.55	\$1,518,535.82	\$1,296,408.98	\$222,126.84

8. Review of Reichhold Center Budget to Actual Performance through August 31, 2023

REVENUES & EXPENDITURES	BUDGET Oct 1, 2022 – August 31, 2023	ACTUAL Oct 1, 2022 – August 31, 2023
REVENUES:		
RCA Foundation Grant	\$229,166.66	\$167,866.00
Grants & Corporate Sponsorship	0.00	42,769.45
Total Revenues	\$229,166.66	\$210,635.45
EXPENDITURES:		
Salaries and Fringe Benefits	224,154.00	162,436.77
Direct Expenditures: Season/Projects	16,846.00	15,460.83
Direct Expenditures: Other	9,000.00	4,870.53
Total Expenditures	\$250,000.00	\$182,768.13

Net Operating Position	\$(20,833.34)	\$27,867.32
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9. Quarterly Report of Proposals Submitted and Awards Received through August 31, 2023

Fiscal Year	Quarter 3	Proposal #	Proposal Amount	Award #	Award Amount
FY22	April -June	27	\$ 18,148,512	29	\$ 6,346,755
FY23		20	\$ 3,095,380	29	\$ 6,481,079
Changes (FY22-FY23)		-7	\$ (15,053,132)	0	\$ 134,324

Fiscal Year	Quarter 4	Proposal #	Proposal Amount	Award #	Award Amount
FY22	July - September	14	\$ 3,637,682	24	\$ 11,151,743
FY23 (As of 9/25/2023)		14	\$ 12,553,989	20	\$ 13,911,314
Changes (FY22-FY23)		0	\$ 8,916,307	-4	\$ 2,759,571

Cumulative	Proposal Numbers	Proposal Amount	Award Numbers	Award Amount
FY22	96	\$ 39,255,117	92	\$ 24,890,168
FY23 (As of 9/25/2023)	92	\$ 59,891,332	91	\$ 35,925,634
Changes (FY22-FY23)	-4	\$ 20,636,215	-1	\$ 11,035,466

10. Quasi-Endowment Fund Balance as of July 31, 2023

	July	March	
Description	2023	2023	Variance
Seslia Title III Endowment	198,824.04	198,092.24	\$ 731.80
Common Fund Term Endowment	502,160.28	468,224.37	\$ 33,935.91
Common Fund National Guard Assistance	400,919.56	373,825.47	\$ 27,094.09
Common Fund Veterans Tuition Assistance	793,373.85	739,758.28	\$ 53,615.57
Common Fund Scholarship Fund	178,566.89	166,498.79	\$ 12,068.10
Common Fund Quasi Endowment	6,412,441.46	6,299,574.13	\$ 112,867.33
Common Fund SOM Sustainability Fund	4,578,287.83	4,567,738.49	\$ 10,549.34
Common Fund Sustainability Fund I	1,420,650.62	1,417,377.13	\$ 3,273.49
Common Fund Sustainability Fund II	542,563.81	533,684.97	\$ 8,878.84
Common Fund TOPA Scholarship Endowment	2,600,965.61	2,425,191.90	\$ 175,773.71
Common Fund UVI HBCU Reserve Fund	6,705,708.42	6,222,726.13	\$ 482,982.29

Total	\$ 24,334,462.37	\$ 23,412,691.90	\$ 921,770.47
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11. Status of Audit for the year ended September 30, 2020 as of September 30, 2023

- The University's audited financial statements for the year ended September 30, 2020, were issued May 31, 2023, and released on June 2, 2023. The report was issued with an unqualified opinion, with an emphasis of matter on the default of debt covenant, going concern, and net deficit of the central government.
- The University's audited report on the Uniform Guidance and data collection form, which provides an audit opinion on the institution's federal grants, was issued September 8, 2023 and submitted to the Federal Audit Clearinghouse on September 12, 2023.
- The University anticipates commencing the FY2021 audit on November1, 2023.