

**MEETING OF THE BOARD OF TRUSTEES**

**March 5, 2016**

**UNIVERSITY OF THE VIRGIN ISLANDS  
ADMINISTRATION AND CONFERENCE CENTER, FIRST FLOOR  
ST. THOMAS CAMPUS  
9:00 A.M.**

**ACTION AGENDA  
Regular Session**

1. Call to Order
2. Approval of Minutes December 8, 2015  
Matters arising from the Minutes
3. Old Business
4. New Business
5. Approval of Consent Agenda
6. President's Report
7. Chairman's Comments
8. Research and Technology Park Update Report
9. Board Committee Items

**ACADEMIC, RESEARCH, STUDENT AFFAIRS.....Dr. Yvonne E. L. Thraen**

**A. Bachelors of Business Administration – Accounting**  
(Presentation/Discussion/Action)

Dr. Dion Gouws, Professor of Accounting in the School of Business presented the proposal for the approval of the Bachelor of Business Administration- Accounting as approved by the faculty.

The Bachelors of Business Administration – Accounting program will provide School of Business, Accounting and Finance Department with a Bachelor of Business Administration (BBA) degree with a major in accounting. The program will provide an assessment plan, a syllabi for each of the new required courses that includes course objectives, recommended texts and readings, course topic schedule and assignments, and course specific learning outcomes that are linked and tracked in the CPA/CMA/CFA review systems; provide teaching resource requirements for each of the 10 required core courses in the BBA degree; provide recommendations for curriculum structure for the specialization area, will satisfy the 150-hour requirement, as per legislature. The BBA degree will be supplemented by an MBA with a concentration in accounting as well as an option for a MS in Accounting. Students who wish to do so may complete their professional

examinations for the Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Fraud Examiner (CFE) or Chartered Financial Analyst before final graduation.

After some discussion and deliberation, the ARSA Committee voted unanimously to accept the proposal as presented. The recommendation will be forwarded to the full Board for review and action at the March 5, 2016 meeting.

*Action required.*

## **B. Master of Accounting**

(Presentation/Discussion/Action)

Dr. Dion Gouws, Assistant Professor of Accounting in the School of Business presented the proposal for the approval of the Master of Accounting degree.

The Master of Accounting (MACC) degree program will provide an assessment plan and learning outcomes for the MACC degree; a syllabi for each of the new required courses that includes course objectives, recommended texts and readings, course topic schedule and assignments, and course specific learning outcomes that are linked and tracked in the CPA/CMA/CFA review systems. The program will also provide teaching resource requirements for each of the 10 required core courses in the MACC degree and recommendations for curriculum structure for the specialization area. The MACC will satisfy the 150-hour rule, per legislation, and will in effect be a continuation of the new BBA. Accounting Degree. Students will be prepared to complete their professional examinations for the Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Fraud Examiner (CFE) or Chartered Financial Analyst (CFA) before final graduation.

After some discussion and deliberation, the ARSA Committee voted unanimously to accept the proposal as presented. The recommendation will be forwarded to the full Board for review and action at the March 5, 2016 meeting.

*Action required.*

## **C. Bachelors of Business Administration – Marketing**

(Presentation/Discussion/Action)

Dr. Glenn Metts, Professor of Management and Entrepreneurship in the School of Business presented the proposal for the approval of the Bachelor of Business Administration- Marketing as approved by the faculty.

The current Bachelor in Business Administration has a concentration in Marketing. However, the concentration does not meet current standards or market demand for an undergraduate Business degree with a Marketing Major. The new BBA format is preferred because it allows more curriculum space for the area of specialization. A total of 10 courses, two of which may be electives, will provide students with the opportunity to explore other disciplines. This new

program will replace the current Bachelor of Arts in Business Administration with a concentration in Marketing in Fall 2016.

After some discussion and deliberation, the ARSA Committee voted unanimously to accept the proposal as presented. The recommendation will be forwarded to the full Board for review and action at the March 5, 2016 meeting.

*Action required.*

#### **D. Bachelors of Business Administration – Management** (Presentation/Discussion/Action)

Dr. Glenn Metts, Professor of Management and Entrepreneurship in the School of Business presented the proposal for the approval of the Bachelor of Business Administration-Management as approved by the faculty.

The current Bachelor in Business Administration has a concentration in Management. However, the concentration does not meet current standards or market demand for an undergraduate Business degree in Management. The concentration in the BA has only four unique courses constituting a total of twelve credit hours in the Management area. Four courses do not provide adequate coverage of the management field and results in students who are under-prepared for the market place in this area of specialization. The new BBA has only format is preferred because it allows more curriculum space for the area of specialization. A total of 10 courses, two of which may be electives, will provide students with the opportunity to explore other disciplines and will assist students to work towards becoming professional members of the Chartered Institute of Management Consultants (CIMC). This new program will replace the current Bachelor of Arts in Business Administration with a concentration in Management in Fall 2016.

After some discussion and deliberation, the ARSA Committee voted unanimously to accept the proposal as presented. The recommendation will be forwarded to the full Board for review and action at the March 5, 2016 meeting.

*Action required.*

#### **E. Executive Master of Business Administration** (Presentation/Discussion/Action)

Dr. Paul Fleming, Assistant Professor of Business in the School of Business presented the proposal for the approval of the Executive Master of Business Administration degree.

The Executive MBA Program (EMBA) will target students who are currently employed in executive capacities in their organizations but who lack graduate credentials. The course offerings will not follow the traditional scheduling format but will utilize a variety of formats that may include intensive weekend classes, study abroad for short periods, online meetings and seminars.

After some discussion and deliberation, the ARSA Committee voted unanimously to accept the proposal as presented. The recommendation will be forwarded to the full Board for review and action at the March 5, 2016 meeting.

*Action required.*

**DEVELOPMENT COMMITTEE.....Rev. Dr. Wesley S. Williams, Jr.**

**A. UVI Naming Policy**  
(Presentation/Discussion/Action)

The Committee received a comprehensive overview of the proposed changes to the existing Naming Policy. The Committee decided to retain the gift levels from the existing Policy; however, recommend expanding the language in the document to clarify the obligations required by the University and the Donor as well as identifying responsible parties for assessing appropriate naming opportunities. The Committee submits the revised UVI Naming Policy for review and consideration by the full Board.

*Action required.*

**B. UVI Gift Acceptance Policy**  
(Presentation/Discussion/Action)

The Committee reviewed and provided feedback concerning the proposed UVI Gift Acceptance Policy. The Policy ensures donations received by the University are consistent with our Mission and Vision as well as adhering to higher education and IRS standards. The Committee submits the proposed UVI Gift Acceptance Policy for review and consideration by the full Board.

*Action required.*

**C. Campaign for UVI Case Statement**  
(Presentation/Discussion/Action)

The Committee reviewed the revised Campaign for UVI Case Statement. The existing document was created in 2012 and required a substantive revision. The goal for the Campaign is now \$25M as was determined by the UVI Board of Trustees pending the UVI School of Medicine's accreditation application to the Liaison Committee on Medical Education (LCME). The Committee submits the revised Campaign for UVI Case Statement for review and consideration by the full Board.

*Action required.*

**FINANCE AND BUDGET COMMITTEE.....Mr. Alexander Moorhead**

**A. Sub-recipient Monitoring Policy**  
(Presentation/Discussion/Action)

Pursuant to OMB Uniform Grant Guidance (UG), UVI is responsible for financial and programmatic monitoring of sponsored project funds awarded to UVI, which are subcontracted to another institution or organization (sub-recipient). In compliance with UG, the Administration has proposed this policy, which applies to all sub-grant awards issued under sponsored projects awarded to UVI, without regard to the primary source of funding.

The Finance and Budget Committee voted to recommend to the Board of Trustees the approval of the Sub-Recipient Monitoring Policy proposed by the Administration.

*Action required.*

**B. CERS Between the Council of Community Colleges of Jamaica and UVI**  
(Presentation/Discussion/Action)

In keeping with the tenets of a Memorandum of Understanding between the Council of Community Colleges of Jamaica (CCCJ) and the University of the Virgin Islands (UVI), the Administration has proposed the approval of a Contract for Education-Related Services (CERS) for the purpose of offering a cohort-driven bachelor degree in Social Work at CCCJ for those persons which are unable to attend classes on any of the UVI campuses. The CERS specifies parameters of functional cooperation between the parties and a contract fee of \$400.00 per student per course to be paid to UVI for providing this bachelor degree at CCCJ.

The Finance and Budget Committee voted to recommend to the Board of Trustees the approval of the CERS between the Council of Community Colleges of Jamaica and the University of the Virgin Islands, as amended by the Committee.

*Action required.*

**C. Tuition Rate Adjustment – Effective Fall 2016**  
(Presentation/Discussion/Action)

The Administration has proposed an adjustment in the Tuition Rate, effective fall 2016. The proposed adjustment would be 5% and would result an increase of \$221 per academic year, or \$110.50 per semester, for full-time undergraduate resident students.

The Finance and Budget Committee voted to recommend to the Board of Trustees the approval of a tuition rate adjustment effective fall 2016.

*Action required.*

**D. Proposed Revised FY2016 Operating Budget**  
(Presentation/Discussion/Action)

The Administration has proposed a revised FY 2016 Operating Budget. The revised Operating Budget is necessary due to a decline in projected revenues and to reduce total expenditures consistent the decline in revenues, while authorizing an increase in certain expenditures consistent with actual expenditures in recent years.

The Finance and Budget Committee voted to recommend to the Board of Trustees the approval of the proposed revised FY 2016 operating budget.

*Action required.*

**GOVERNANCE COMMITTEE.....Ms. Jennifer Nugent-Hill**

**Amendment to UVI Bylaws**  
(Presentation/Discussion/Action)

It was recommended that more detail regarding the duties of the Audit Committee be added to the Bylaws. Legal counsel explained that the current language in the bylaws referenced a separate document about the creation of the Audit Committee Charter. It was suggested that the charter language that was developed in 2010 be added to the bylaws to strengthen and clarify the document. The committee voted unanimously to amend the bylaws regarding the Audit Committee duties.

Based on the outcome of an action taken regarding the proposal for the appointment of Vice Chairs of board committees, the Bylaws also needed to be amended regarding the responsibilities of the Board Chair. Article IV Section 2(f); Appoint Committee Chairs/Vice Chairs. The committee voted in favor of amending the bylaws to include this duty under the above mentioned section.

*Action required.*

**PLANNING COMMITTEE.....Mr. Sinclair Wilkinson**

**A. Key Performance Indicators/Pathways to Greatness**  
(Presentation/Discussion)

The committee received a report on the Key Performance Indicators as linked to the Institution’s Strategic Plan, Pathways to Greatness. The report focused on a Modern and Safe Environment as it relates to the number of crimes on each campus obtained from the Clery Report and the UVI Goes Green Initiative as it relates to cost savings; and two, Organizational and Human Development which shows staff diversity and employee persistence rate. In addition, data on Financial and Research Indicators and Development completed the report.

*No action required.*

**B. UVI Alumni Employment Survey**  
(Presentation/Discussion)

The committee received a report on the UVI Alumni Employment Survey that was conducted by the Research and Public Service Office/Eastern Caribbean Center. The report focused on the Demographic and Socioeconomic Profile of Alumni, their Location and Work Status, Employment by College or School, Relevance of Training to their Current Job, Distribution of Salaries, Job Preparation by college or School, Recommendation of UVI to Friends, Earnings by College or School, and an Evaluation of the impact of their UVI Experience.

*No action required.*

**10. Update on Medical School..... President David Hall**  
(Presentation/Discussion)

President Hall will provide an update regarding the Medical School since the last meeting of the Board.

*No action required.*

**11. Other Business**

**12. Executive Session**

**13. Adjournment**