

**MEETING OF THE BOARD OF TRUSTEES
MARCH 9, 2013**

**UNIVERSITY OF THE VIRGIN ISLANDS
GREAT HALL, NORTH WEST WING
ALBERT A. SHEEN CAMPUS
9:00 A.M.**

**ACTION AGENDA
Regular Session**

1. Call to Order
2. Minutes of October 27, 2012 Meeting
3. Matters Arising from Minutes of October 27, 2012 Meeting
4. Old Business
5. New Business
6. Approval of Consent Agenda
7. President's Report
8. Chairman's Comments
9. Research and Technology Park Update Report
10. Committee Action Items

COMMITTEE ON TRUSTEES.....Ms. Jennifer Nugent- Hill

Draft Policy for Retention, Archival and Disposal of Documents
(Presentation/Discussion/Action)

The Committee on Trustees is recommending the adoption of the ***Policy for Retention, Archival and Disposal of Documents*** for the Office of the Board of Trustees. The purpose of the policy is to establish a standard for documents-retention to ensure that the Office of the Board of Trustees (BOT) retains documents in compliance with applicable laws, minimizes the cost of retaining important documents, protects the organization against potential allegations of self-serving destruction of documents, and to provide for routine destruction of superfluous and outdated documents.

Action required.

EXECUTIVE COMMITTEE.....Mr. Alexander A. Moorhead

A. Ratification of action taken by the Executive Committee on behalf of the Board of Trustees since the last meeting of the Board of Trustees, which was on October 27, 2012.

(Presentation/Discussion/Approval)

A resolution is being presented to ratify the following actions taken by the Executive Committee of the Board since the last meeting of the UVI Board of Trustees:

- The Committee adopted a resolution authorizing a loan to the Research and Technology Park Corporation.
- The Committee approved the updated Human Resources Manual.
- The Committee adopted a resolution authorizing the execution of an agreement for the Solar Energy Project.

Action required.

FINANCE AND BUDGET COMMITTEE.....Mr. Edward E. Thomas

A. FY2013-2014 Appropriations Request

(Presentation/Discussion/Approval)

The University is requesting authorization to submit an appropriation request of \$27,417,712 for Fiscal Year 2013-2014 to the Office of Management and Budget of the Government of the Virgin Islands.

Action required.

B. Memorandum of Understanding between FUVI and UVI

(Presentation/Discussion/Approval)

The University is requesting authorization to engage in a Memorandum of Understanding with the Foundation for the University of the Virgin Islands (FUVI) in keeping with best practices between universities and their foundations and also for financial benefits to the institution.

Action required.

C. Amended Articles of Incorporation

(Presentation/Discussion/Approval)

The University is requesting approval of amendments to the Articles of Incorporation of the Foundation for the University of the Virgin Islands (FUVI) adopted by the FUVI Board of Directors on February 19, 2013.

Action required.

PLANNING COMMITTEE.....Mr. Sinclair L. Wilkinson

Key Performance Indicators: Mid-Year Report Spring 2013

(Presentation/Discussion)

The committee received a report on the profile for entering freshman students. The report highlighted those students by high schools and also by those who were receiving V.I. Department of Education grants and loans, as well as those who were receiving access grants scholarships. The report also identified student retention and continuation rates with peer comparisons.

The report also included research indicators which showed a decline in externally funded grants and contracts. Financial indicators reported showed a decline in the total unrestricted operating revenues from FY 2011 to FY 2012.

No action required.

- 11. Other Business
- 12. Executive Session
- 13. Adjournment