

**MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 25, 2014**

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

**DRAFT  
CONSENT AGENDA**

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

**Provost's Report**

The Provost's Report included an extensive update on the activities and initiatives in the Provost's Component during the period of April through August 2014. The committee was provided with an update on enrollment; P16 Collaborative; UVI summer programs; community outreach; and student and faculty achievements.

Dr. Henry Smith, Director of the Virgin Islands Experimental Program to Stimulate Competitive Research (VI EPSCoR), made a presentation to the committee highlighting its National Science Foundation award of \$20 million dollars for projects including workforce development, coral reef development, and research within the region. The project will include the purchase of vessels and the development of a research laboratory on St. Croix. Through the VI Institute of Stem, Research and Practice led by Dr. Sandra Romano, Dean, College of Science and Mathematics, focus will be placed on mentoring individuals in teaching and learning Science and Mathematics, as well as working with high schools and other community entities to advance the mission and goals of VI EPSCoR.

**AUDIT COMMITTEE.....Mrs. Gwen Norton**

**A. Presentation by Ernst & Young**

Representatives from Ernst & Young provided a summary of the FY 2013 Financial Statement Management Letter and the 2013 A-133 Single Audit Report. Highlights of the discussion included the Management Letter comments previously identified in the Financial Statement report and management responses. Discussion included the need for monthly reviews of accounts payable as well as capital assets. They also provided an update on the FY 2013 A-133 Single Audit making mention of one recurring finding identified as "sub-recipient monitoring" that should be addressed due to the potential risk to the University.

**B. Approval to contract for FY2014 Financial Audit**

The Internal Auditor reported that Ernst & Young has been contracted for the FY 2014 Financial Statement Audit at a price of \$418,000.

**C. Internal Audits**

The Internal Auditor presented a report on the status of Prior Audits, an updated Risk Assessment for FY 2015, an update on the FY 2014 Audit Plan and the FY 2015 Audit Plan.

**D. Hotline**

The Internal Auditor reported two hotline calls were received and since closed.

**E. Inquiries**

The Internal Auditor reported that he is now tracking inquiries received by his office and a report was included.

**F. Brochures**

The Internal Auditor reported that a new hotline tri-fold brochure has been developed and has been distributed for display at several locations on St. Thomas and St. Croix campuses.

**BUILDINGS AND GROUNDS COMMITTEE.....Mr. Alexander Moorhead**

**A. Albert Sheen Campus Project Report**

The Albert A. Sheen Campus report addressed the progress of various projects on that campus. These included:

- Major Projects

Automatic Temperature Control System & Technical Staff Development: The scope of work for this project includes the installation of automatic temperature control systems. Twenty-eight air-conditioning control systems were scheduled to be installed in eleven buildings on campus. Carriotech Inc. was the vendor selected to complete this project. The installation of the automatic controller system is approximately 95% complete. The project is scheduled to be completed by September 30, 2014.

ADA Self-Evaluation & Transition Plan (2014-2016): An American with Disabilities (ADA) self-evaluation and a three-year transition plan (SETP) was completed on the Albert A. Sheen Campus. This plan assessed the current policies, practices and procedures of all goods/services, programs, activities and facilities at the University. The plan included the identification of physical barriers that limit accessibility, a description and estimated cost of the corrective methods and a yearly schedule for making the necessary modifications. Five of the eight actions recommended to be completed by September 30, 2014 were completed and the three remaining items should be completed that time.

- Renovations

Music & Art Classrooms: The scope of work for this project includes the preparation and renovation of classrooms designated for music and art. The purchase requisition for the furniture selection for the art and music rooms and the acoustic panels necessary for the music room were processed in August 2014. There were processing delays due to scheduling challenges. Temporary classroom furniture was placed in the art classroom.

Classroom Upgrades: The scope of work for this project includes the removal of old furniture and blackboards from four rooms, EVC 207, EVC 405, EVC 408 and EVC 505. Repairs to walls, ceilings and floor tiles will be done. Electrical re-wiring is needed for the addition of the new projection system. The curtains will be replaced with blinds and the walls will be painted to match the new furniture. This project is 90% complete.

West Campus Painting: The scope of work for this project includes pressure washing, repairing exterior walls, caulking and painting exterior walls and iron bars by buildings B, C and D. The buildings which house the

offices of the Caribbean Writer, University Bound and Cooperative Extension were painted in Government House gold to match Building A. This project is complete.

Improvement of Campus Parking Lots/Area – Solar Street Lights: The scope of work for this project includes the repair of street lights in the parking lots/areas on campus. A partial scope of the improvement project includes designating parking spaces, installing signage, lighting and emergency blue light phones. The vendor selected for this project was SOL Inc. This project is completed.

Campus Parking Lot Signage: The scope of this project includes designating parking spaces, installing signage, lighting and emergency blue light phones in campus parking lots and areas. The signs were purchased and shipped from Edmedco. This project is 80% completed and is scheduled to be completed by September 30, 2014.

Cafeteria-Hot Water System Upgrade: The scope of work for this project includes the replacement of the solar water heater system servicing the University's kitchen to ensure health code compliance.

Athletic Fields – Maintenance & Inspection Preparations: The performance soccer field and the tennis courts were both approved by the LAI officials. UVI can now host home games effective fall 2014. This project is now completed.

- Capital Projects

Albert A. Sheen Campus Sidewalk Addition Project: The scope of work for this project includes identifying pedestrian routes from Queen Mary Highway to UVI RT Park, Delta M. Jackson Dorsch Complex (Residence Halls) and Melvin Evans Center West Entrance. This project is completed.

## **B. St. Thomas Campus Report**

The St. Thomas Campus report addressed the progress of various projects on the campus. These included:

- Renovation Projects

Academic Learning Space Renovations: This project addressed the renovation and modernization of classrooms on the upper campus. The rooms addressed were Nursing 214, Nursing 201, Teacher Education 211, Business 102, Business 103, and Business 205. The scope of work for this project includes ceiling refinishing and repairs, furring out walls, painting, installation of mahogany baseboard and chair rails, infrastructure upgrade (electrical data) and installation of LED lighting and video conferencing equipment. This project was planned and executed through the Physical Plant department in collaboration with Information and Technology Services (ITS). This project is completed.

Access & Enrollment Renovation: This project addressed the reprogramming of space formerly assigned to Campus Operations. The scope of work for this project includes the installation of a new secured entrance to the area, the relocation of an existing door for additional storage space and the installation of an entrance and secured door to an existing open space. Neon Construction was the vendor selected for this project. This project is currently in progress.

Classroom Administration Building AC Chiller Replacement: This project will address the replacement of an inoperable 60-ton McQuay chiller that services the Classroom Administration Building. A purchase order was issued for the AC chiller replacement. This project is currently in progress.

Campus Directional Signage: This project will address the replacement of all existing signage on campus as well as the installation of signs for new facilities and programs. This project is completed.

Center for Student Success Learning Center Renovation: The project goal includes providing an ADA compliant workplace with upgrades to restrooms, doorways, hardware and exterior access. Improved indoor air quality will be provided with a new ducted, central air conditioning system. Energy efficiency will improve with the installation of LED light fixtures, an energy efficient air conditioning system and occupancy sensors. This project is in the procurement stage.

Library Parking Lot: This project addressed the excavation and removal of fill from the northern corner of the lot to attain additional usable parking spaces. LED area lighting was installed as well as new concrete wheel stops. The parking lot now has ninety-eight (98) parking spaces. This project is completed.

Brewers Beach Sewage Lift Station: This project addressed the replacement of the pumps and controls for the operation of the system. The system now consists of two pumps which alternate automatically in addition to a visual and sound alarm that would indicate a system failure. Poly Caribe was the vendor selected for this project. This project is now completed.

West Hall Walkway and Upper Campus Parking Lot ADA Project: The scope of work for this project included the relocating of the ADA parking spaces to a nearly flat front location, with direct access from the main campus pedestrian entrance. The ADA shuttle bus stop was striped. The project incorporated voids in the walkway for a new concrete solid surface area that would accommodate the future Buy-a-Brick Campaign by the Institutional Advancement component. This project is completed.

### **C. Capital Projects Report**

- Major Projects

Center for Marine and Environmental Studies Upgrade and Addition Project: Phase I and Phase II of this project are completed. The University submitted an application for a major land and water use permit to the Virgin Islands Department of Planning and Natural Resources for Phase III of this project. The implementation of Phase III is on hold pending receipt of the Army Corp of Engineers permit. Pro Mar was awarded the contract to proceed with the dock repairs. Phase III of this project is in progress.

Reichhold Center Renovations: Various renovation projects for the Reichhold Center have been identified and are in progress or pending approval:

Reichhold Center Roof Repairs: The University solicited the services of engineers, Mr. Raymond Kordsiemon and Mr. Paul Ferreras to survey and conduct an assessment of the entire roof as well as the exterior siding. Sherman Williams also conducted an assessment of the roof. The report indicated that minimum repairs were needed to address the deficiencies of the roofing system. This project is in the procurement stage.

Reichhold Center Cistern Rehabilitation: An engineering report recommended that the cistern slab be replaced due to structural integrity concerns. Neon Construction was awarded the contract for this project. This project was completed September 2014.

Exterior Signage: This project addressed the upgrade/replacement of the existing signage at the entrance of the facility. The signage will also be utilized for the posting of performance shows. This project was completed September 2014.

ADA and Code Compliance: A number of areas at the Reichhold Center do not meet the revised 2010 ADA regulations and standards for accessibility. These areas include parking, accessible routes, restrooms and seating. The Bourne Group was awarded the contract for the Architecture and Engineering phase of this project.

Main Electrical Service and Emergency Power Upgrades: The main distribution system, the generator and automatic transfer switch must be upgraded to meet current load demand. SSM Group, Inc. has been

awarded the contract for the Engineering and Design of the entire electrical service and distribution system of the facility. This project has a scheduled completion date of December 2014.

Exterior Siding Sealing and Replacement: The scope of work for this project includes the mitigation of water intrusion and replacement of the damaged existing siding of the facility. This project has a completion date of December 2014.

#### **D. Energy Management Report**

##### Photovoltaic Project

Ms. Courtney Mayes, Energy Manager, provided an update on the status of the University-wide Photovoltaic system Project. Electrical and structural drawings were provided to UVI for approval. The drawings are being reviewed by Island Services Group and Spots Stevens and McCoy.

##### Building HVAC Controls – Albert A. Sheen Campus

The firm Carriotech was selected to install the controls in the UVI/RTP building and eleven buildings on the main campus. All of the equipment has been installed and UVI employees were provided with training. The June WAPA bill should reflect some savings. This project is completed.

##### High Energy Cost Grants Program – St. Thomas Campus

The University is currently looking at individual electrical building usage. Due to limited funds it may be necessary to look at high consumers of energy. The University, with the assistance of Illinois Institute of Technology (IIT), has applied for a \$500,000 grant to procure the necessary equipment and supporting software to establish an Electric Power Grid Security Control Center for research and education of the Next Generation Survivable Electric Energy System (SEES). Once the grant is approved, the project team will use the funding to setup a similar living laboratory at UVI for research and education.

##### Caribbean Green Technology Center Events

Two portable kits were purchased and training was provided by Arizona State University on the use of the kits.

##### Energy Consumption Analysis

Ms. Mayes provided an energy consumption analysis for committee members. Her written report included tables reflecting the corresponding energy consumption and savings, against the comparative baseline of 2002. She noted that the data covered the months of March 2014 through June 2014 on the St. Thomas campus and the Albert A. Sheen campus.

Tables were presented that reflected the corresponding energy consumption and savings. To calculate the savings each month the utility bill cut off dates for the Albert A. Sheen campus is the 25<sup>th</sup> and the 20<sup>th</sup> for the St. Thomas campus. The month of June has been a bad month for the Albert A. Sheen campus with regards to consumption. The consumption savings have run as high as 40%, in 2012, over the baseline year. Controls have been installed on major HVAC equipment, and the backup chiller is no longer running at the Evans Center.

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

**Status Report on Fundraising**

Total contributions to date for fiscal year 2014 (Oct 1, 2013 – September 30, 2014) \$2,688,903

The Committee discussed the University’s success and challenges in securing external funding from corporations, foundations and alumni constituents during fiscal year 2014. The institution is on track to exceed the 50% alumni giving goal that was established by the Board. President Hall shared his involvement reaching out to external stakeholders and provided the Committee with an update concerning the Capital Campaign, a land donation and the UVI School of Medicine.

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

**A. Update on the Local Government Appropriation – Fiscal Year 2014**

As of September 12, 2014, the University received a total of \$29,804,947.09, in allotments from the V.I. Government for Fiscal Year 2014. This represents 100% of the amount requested by the University through September 2014.

**B. Status of the Local Government Appropriation – Fiscal Year 2015**

On September 23, 2014 the Finance Committee of the 30<sup>th</sup> Legislature of the Virgin Islands reported out to the Committee on Rules and Judiciary an appropriation of \$29,554,053 for the University for Fiscal Year 2015. This amount is \$501,103 less than the FY2014 appropriation level.

**C. (a) Review of Unrestricted Operating Budget Performance through August 31, 2014**

Total actual revenues through the period ended August 31, 2014 was \$42,533,869 representing 97.7% of the budgeted amount of \$43,531,276. Actual expenditures and transfers of \$43,616,481 were .2% more than the amount budgeted of \$43,531,276. Total actual revenues and total actual expenditures and transfers were \$41,784,127 and \$40,517,203, respectively, for the same period in the prior year. Total revenues increased by 1.8% from last year and total expenditures and transfers increased by 7.6%.

**(b) Review of Restricted Current Funds Expenditures through August 31, 2014**

For the period October 1, 2013 through August 31, 2014, the University’s restricted current funds performed as follows:

<b>Category</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Difference</b>
Federal Grants	\$21,864,923	\$17,431,467	\$4,433,456
Local Grants and Contracts	\$2,445,598	\$2,504,907	-\$59,309
VI Legislature	\$1,079,160	\$1,416,766	-\$337,606
Private Grants and Contracts	\$824,515	\$974,974	-\$150,459
Other	\$2,515,927	\$2,197,427	\$318,500
<b>Total</b>	<b>\$28,730,123</b>	<b>\$24,525,541</b>	<b>\$4,204,582</b>

**D. Review of CELL Budget Performance through August 31, 2014**

CELL is on a good pathway for a profitable year. The net operating position in the unrestricted program as of August 31, 2014 is \$1,340. The online programs continue to be profitable and the addition of blended learning initiatives is contributing to the growth in enrollment and revenues. The Corporate Training Initiatives bring greater profit margins and plans are in place to aggressively expand this line of business.

**E. Reichhold Center Budget Performance through August 31, 2014**

The net loss for the 2013-14 season for the Reichhold Center is (\$429,478.10). The Net Operating Position (NOP) is calculated using the difference between year-to-date revenues (\$936,824.51) and year-to-date expenditures (\$1,360,752.60) for the reporting period October 1, 2013 through August 31, 2014.

**F. Quarterly Grants and Contracts Report through August 31, 2014**

In the third quarter of FY2014, UVI submitted twenty-six (26) proposals totaling \$28,486,674 and was awarded twenty-one (21) grants totaling \$2,917,541. The Research and Public Services unit received a total of \$1,641,952 in awards representing 56% of the total awards received.

**G. Quasi-Endowment Investment Account Update**

The August 31, 2014 balance of the University’s Quasi-Endowment fund and other funds invested in Commonfund was \$10,679,813 which is \$910,262 more than the October 1, 2013 balance, after a \$250,000 withdrawal as authorized for the FY2014 Operating Budget.

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

**A. Board Goal to be Researched by Governance Committee**

Faculty and students terms on the Board of Trustees and the inclusion of staff representation have been ongoing conversations during the tenure of former Chairman Moorhead and now Chairman Smock. Changes in tenure and composition of the Board would require legislative and bylaw changes. It was the consensus of the trustees present that research on this issue should be performed to identify best practice from the Association of Governing Boards (AGB) for the length of appointments and composite of representation. This research will allow the committee to make an informed decision that is best aligned with UVI policies and best practices. Chairman Smock requested that the student trustee be included in the research.

**B. Report on Assessment of Board Committee Chair**

The trustee assessment tool was approved at last meeting and distributed to the Board prior to the June meeting. Sixteen of the seventeen trustees participated in the assessment. Based on questions raised in the questionnaire completed by trustees concerning the function of other University Boards, such as the Foundations for the University of the Virgin Islands and Reichhold Center, Research and Technology Park Board, and the Academic and Cultural Board, President Hall and Ms. Gail Steele agreed to prepare a presentation, which will provide a description of each board, their role to the University, membership and terms. The presentation will be shared with the Committee, and presented the Board at the October meeting.

The full assessment results are available to members of the Committee. Committee members were asked to contact Ms. Gail Steele, the official custodian of all Board documents, for the results. All committee chairs will receive the responses for their respective Committee.

**C. New Trustee Orientation**

The new trustee orientation is usually scheduled in the month of August when new trustees are installed.

This year, because only one trustee was new to the operations of the Board and Trustee Baumann having served as the Faculty Trustee on several occasions in the past, Chairman Smock guided the orientation process and met with the student and faculty trustees as part of his process becoming Board Chair. Moving forward, the orientation process will remain as part of the role of the Governance Committee.

**D. UVI Document Retention Policy**

Chair Nugent-Hill guided the committee in a discussion about the importance of developing a document retention policy for the retention, archival and disposal of all University documents. It is best practice and ultimately protects all employees and the entire University. The Board of Trustees has already adopted a policy for their records. President Hall confirmed that the University’s document retention policy was in progress; and is a priority for this fiscal year.

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

**UVI Next Update**

The committee received a report on the recommendations that were made as a result of the UVI Next comprehensive review. The recommendations fell into three categories which included those recommendations that should be implemented, those that needed further study, and those that should not be implemented. The committee also heard that a UVI Next Task Force has been put into place and has been meeting on a weekly basis in order to develop a timeline for the development of all recommendations.