

**MEETING OF THE BOARD OF TRUSTEES
MARCH 8, 2014**

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

CONSENT AGENDA

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

A. 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 October 2013 through January 2014. The Committee was provided with a preliminary update on enrollment, which decreased 3.11% compared to the same period in January 2013. Among the other areas highlighted in the report were the NCATE accreditation visit; launch of the WOW initiative; collaboration between the Center for Student Success and the College of Science and Mathematics in coordinating a Peer Lead Team Learning Program; improvements in Athletics and Student Life; community outreach; and student and faculty achievements.

B. Comprehensive Recruitment Plan

The Vice Provost for Access and Enrollment Services presented the University's Comprehensive Recruitment Plan. The plan focuses on improvements in several areas, including undergraduate and graduate enrollment; customer service; and data management. The plan highlights several key strategies and action plans in support of the enrollment goals. An advisory committee will work directly with the Vice Provost to move the plan forward and provide recommendations on an ongoing basis. The President will appoint several stakeholders to serve as members of the Advisory Committee.

AUDIT COMMITTEE.....Mr. Edward E. Thomas

Presentation by Ernst & Young

E&Y Audit Plan for 2013 Financial Audit & 2013 Financial Audit Update

Representatives from Ernst & Young provided a summary of the audit plan for the financial statements for FY2013 of the University. Highlights of the summary included the audit timeline, the audit scope and strategy, fraud considerations and risk of management override as well as accounting developments. They also provided an update on the current status of the 2013 Financial Audit.

BUILDINGS AND GROUNDS COMMITTEE.....Attorney Henry C. Smock

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*

Melvin Evans Center Theatre – Interior Facility Upgrade (Update): Installation of new furnishings and equipment. Revised completion date of January 2014 anticipated.

Security Upgrades – Surveillance Cameras & Emergency Code Blue Phones:
Installation of three new surveillance cameras to be completed by January 30, 2014.

Parking Plan Implementation Project – Albert A. Sheen Campus: Began the implementation of the parking program in fall 2013 to include vehicle registration, preparation of parking lots, the issuance of permits, conducting an educational awareness program. Implementation of the parking program is ongoing.

- *Renovations*

Evans Center Faculty Office Moves & Flip: The project involved the relocation of the School of Science and Math faculty offices to the new Research & Technology Park facility and the backfill of vacant offices and laboratory spaces to provide single occupancy offices for faculty in the School of Business (4), the School of Education (6), and the College of Liberal Arts and Social Sciences (10).

Administrative Suites Furniture: The scope of work for this project includes the purchase and installation of furniture for five rooms in the administrative office suites in the Delta M. Jackson Dorsch complex. This project is complete.

- *ARRA Project*

Athletic Field Establishment Project – ARRA Project – (Update): Weekly maintenance of the field including mowing of the lawn and weeding is being conducted. The revised completion date for the top dressing of the field is January 2014. The reseeding and the striping of the field and goal equipment placement will be completed in February 2014 and March 2014 respectively.

B. St. Thomas Campus Report

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

- *Renovation Projects*

Social Sciences Building Renovations: This project addressed the major renovation of the Social Science building to create (13) offices, a conference room, a break room and ADA compliant restrooms. Additionally, site improvements, the refinishing of the exterior building envelope of the facility, rehabilitation and upgrade of utilities, parking improvements and ADA and building code compliance. The renovation project was completed.

Two Megawatt Standby Power System: This project involves the replacement and upgrade of the breaker systems. Phase I of this project is complete and Phase II is scheduled to be completed in March 2014.

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. Two prototype signs have been installed.

Sports & Fitness Center Mechanical/Transformer Replacement: This project involves the replacement of the 1000 KVA transformer system due to deterioration of the existing system. This project is in progress.

West Hall Shower Stall Repairs: GEC completed repairs over the holiday break to correct design deficiencies in select shower stall floors which were the primary cause of leaks experienced in West Hall.

Outdoor Basketball Court: The replacement of the goals, lighting and fencing of the outdoor basketball court has been completed. The playing surface portion of this project is pending upon the scheduling of the off-island contractor.

B-101 Video-Conference Classroom Minor Renovation: Completed the refurbishment of the B101 video conference classroom to include the replacement of tablets, swivel pedestal chairs, new interior floor carpeting and interior painting.

Reichhold Center Renovations

Reichhold Center Roof Repairs: A comprehensive survey and assessment was completed on the Reichhold Center roof as well as exterior sidings to establish a scope of work for required repairs.

Reichhold Center Cistern Rehabilitation: An engineering report recommends replacement of the cistern slab in accordance with specifications due to structural integrity concerns. This project is in the procurement stage.

Classroom Administration Building AC Chiller Replacement: One of two 60 ton McQuay chillers that service the Classroom Administration Building is inoperable and requires replacement. This project is pending approval.

Emergency Blue Light Phones: This project will be completed in two phases. The first phase includes the installation of wall-mounted emergency blue light phones on the exterior walls of some classrooms and residence hall buildings on campus. Phase II include the installation of free standing emergency phone towers in critical and remote areas and parking lots.

Campus Parking Project: Began the implementation of the parking program in fall 2013 to include vehicle registration, preparation of parking lots, the issuance of permits, conducting an educational awareness program. Implementation of the parking program is ongoing.

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 substantially complete with the exception of some outstanding punch list items. The implementation of Phase III is currently on hold pending approval of CZM permits and review and clarification of the budget to meet the projected funding shortfall.

Albert A. Sheen Campus

Research & Technology Park: Interior Fit-Out Project: Celestine Construction completed the interior fit-out project by mid-October 2013 and received the final inspection and occupancy permit on October 25, 2013. The majority of the punch list items were completed by the contractor prior to the end of the semester.

D. Energy Management Report

Photovoltaic Project: The contracted firm, NGP, is pursuing the permitting process as well as finalizing the single line drawings and soil boring tests to get the additional permits needed to install the support structure and the panels. Completion of the project is targeted for 90 days after receipt of DPNR permits, which is tentatively March 14, 2014.

Grants: The Energy Management Office is coordinating a Building HVAC Controls grant on the Albert A. Sheen Campus and is pursuing a renewable energy grant for the St. Thomas Campus.

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

Status Report on Annual Fund

Total contributions to date for fiscal year 2014 (Oct 1, 2013 – January 10, 2014) \$409,579.11

The Vice President of Institutional Advancement, Ms. Dionne Jackson, provided a brief summary of the contributions received in FY2013 and a comprehensive overview of the funds secured in FY2014. The University has secured 40% of the \$25M Capital Campaign goal that was established by the UVI Board of Trustees. President Hall updated the Committee on his efforts to secure external funding from several major donor prospects to support institutional priorities.

UVI Naming Policy

The Committee unanimously approved the creation of an ad hoc committee to revise the UVI Naming Policy.

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

As of January 27, 2014, the University received a total of \$7,513,488.51, in allotments from the V.I. Government for Fiscal Year 2014. This represents approximately 75% of the amount of \$10,017,984.68 requested by the University through January 2014.

B. FY2015 Budget Development Process

In light of the fact that no increase in operating funds is expected, the Administration has decided to suspend the budget development process for FY2015 and will instead use the data from the UVINext to rationalize all academic programs and administrative services.

C. (a)Review of Unrestricted Operating Budget to Actual Performance through December 31, 2013

Total actual revenues through the period ended December 31, 2013 was \$16,255,280 representing 100.9% of the budgeted amount of \$16,117,337. Actual expenditures and transfers of \$10,664,992 were less than the budgeted amount of \$11,521,414. Total actual revenues and total actual expenditures were \$15,613,485 and \$10,342,253, respectively, for the same period last year. Total revenues increased by 4.1% from last year and total expenditures increased by 3.1%.

C. (b)Review of Restricted Current Funds Expenditures through December 31, 2013

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

Category	Budgeted Expenditures	Actual Expenditures	Variance
Federal Grants	\$6,249,362	\$2,799,272	\$3,450,090
Local Grants and Contracts	\$353,046	\$301,988	\$51,058
VI Legislature	\$243,241	\$195,359	\$47,882
Private Grants and Contracts	\$228,285	\$168,933	\$59,352
Other	\$1,327,754	\$608,160	\$719,594
Total	\$8,401,688	\$4,073,712	\$4,327,976

D. Review of CELL Budget to Actual Performance through December 31, 2013

CELL’s operations continue to be profitable. The blended learning initiatives have enhanced enrollment and revenues. Corporate training initiatives bring greater profit margins and plans are in place to aggressively expand this line of business. In summary, CELL is on a good pathway for a profitable year. The unrestricted fund has an operating balance of \$96,948 as of December 31, 2013.

E. Review of Reichhold Center Budget to Actual Performance through December 31, 2013

Reichhold Center is reporting a net negative operating position of \$38,219.54 as of December 31, 2013. Revenues from grants/sponsorships and stage bill advertising are below projections. This is attributed to the economic climate of the past year and a shift in the demographics in the territory. Revenues in excess of projections were realized in ticket sales, individual gifts, facility rentals and concessions. The center continues to experience challenges in performance expenditures in spite of efforts to minimize expenditures.

F. Quarterly Grants and Contracts Report through December 31, 2013

The first Quarter of Fiscal Year 2014 witnessed a slow start in the proposals and grants activities at the University of the Virgin Islands. Office of Sponsored Programs (OSP) submitted seven (7) proposals for a total of \$1,421,779 and received six (6) awards totalling \$1,073,385.

G. Quasi-Endowment Fund Status Report

The University’s Quasi-Endowment funds, which are at Commonfund, totaled \$8,240,314 as of November 30, 2013 an increase of \$325,978.31 from September 30, 2013.

H. Audited Financial Statements and A-133 Report for the year ended September 30, 2012

The Administration engaged the firm of Ernst and Young to audit its financial statements and federal financial assistance programs (Single Audit) for the year ended September 30, 2012. The audited financial statements were completed November 27, 2013 and the A-133 (Single Audit) was completed December 12, 2013.

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

Comprehensive Recruitment Plan

The Committee was presented with the current Comprehensive Recruitment Plan. This document was developed with clear and concise goals so that there will be a strategic and structured plan for positively impacting enrollment. The critical areas of the plan were outlined by the preparation of a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis for Access and Enrollment as well as the entire University in order to determine what areas needed improvement. The plan includes a communications section as well as several committees, such as the Enrollment Advisory Committee and the Administrative Scholarship Committee which have been established and charged by President Hall as the plan relates to enrollment.