

**MEETING OF THE BOARD OF TRUSTEES  
JUNE 7, 2014**

**UNIVERSITY OF THE VIRGIN ISLANDS  
GREAT HALL, NORTHWEST WING  
ST. CROIX CAMPUS  
9:00 A.M.**

**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 January through April 2014. The committee had an opportunity to hear from a UVI student who has been involved in research on the Albert A. Sheen campus. The committee also heard from the Provost Fellows on the number of initiatives that they worked on during the course of the Spring 2014 semester. Those initiatives included an assessment on student advisement; a mentoring program for junior faculty; assessment of the general education curriculum; and establishment of the criteria for defining the "Master Teacher" designation at UVI.

Among the other areas highlighted in the report were the framework for offering certificates through academic programs; the accreditation status of the School of Nursing, the School of Business, and UVI CELL; the status of current searches for permanent administrative staff; policy decision regarding student participation in commencement exercises; and student and faculty achievements.

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

**A. Presentation by Ernst & Young**

Representatives from Ernst & Young provided a summary of the FY2012 Management letter, the FY2013 audited financial statements, and the proposed Audit Plan of the University for 2014. Highlights of the discussion including successfully meeting the timeline established by the University. The FY 2014 Audit Plan 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 2014 Single Audit. {Note: Please review the phrase, "risk of management override", which appears above, for accuracy.}

**B. Office of Internal Audit Staffing**

The Internal Auditor reported that Ms. Marisel Melendez was hired as the Administrative Specialists for the office effective March 3, 2014, to fill an existing vacancy.

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

The Internal Auditor was directed to exercise the option in the University's contract with Ernst & Young for performance of the external audit of the FY 2014 Financial Statement of the University. This is the second year of a three-year contract.

**D. Audits**

The Internal Auditor reported that he has initiated two audits in accordance with the FY 2013-2014 Audit Plan.

**E. Hotline**

The Internal Auditor reported that he has received and resolved two reports received on the hotline. One issue was handled as a referral and one call was determined to be unsubstantiated. Both issues have been closed.

**BUILDINGS AND GROUNDS.....Atty. Henry C. Smock**

**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 reallocation and reconfiguration of the existing space to create 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 issues were addressed. This project is complete.

Campus Electrical Systems: Major maintenance and repairs were completed on various electrical systems to include repairs to the L-frame of the two megawatt standby power system and the replacement of its main utility breaker, the reconfiguration and installation of three ABB Vmax Ansi vacuum breakers, and upgrade of the safety systems and controls. Work was also completed on the replacement of the 13.8 KVA switch on the main standby generator. The replacement of the 1000 KVA transformer at the Sports and Fitness Center was also completed.

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 currently in progress.

West Hall Residence Walkway and ADA Parking Project: This project will address the improvement of pedestrian access from the West Hall student residence and also improve ADA parking compliance in the Quarters B main parking lot. This project is scheduled to be completed in summer 2014.

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. This project is pending for funding.

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

Reichhold Center Roof Repairs: A comprehensive assessment of the Reichhold Center roof and exterior siding was conducted. The assessment will be reviewed and a scope of work for the project will be established.

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

Exterior Signage: This project will address the upgrade/replacement of the existing signage at the entrance of the facility. The signage will also be utilized for the posting of performances and shows.

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. A scope of work and project budget will be established to address areas of non-compliance.

**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.

**Emergency Blue Light Phones:** The first phase of the installation of 15 blue light phones in strategic locations throughout the St. Thomas campus was completed in March. The phones have been tested and are functional.

**Campus Parking Project:** The enforcement of parking rules and regulations began on April 1, 2014 with the issuance of citations for parking violations. Temporary color coded signage was installed in high traffic parking areas. Custom made signage is expected to arrive by May 12, 2014. Plans are being reviewed for improvements to the Library's rear parking lot, which is designated as a parking lot for commuter-students.

**ADA Self-Evaluation & Transition Plan (2014-2016):** The St. Thomas campus, in conjunction with the Albert A. Sheen campus, completed an ADA Self-Evaluation and Transition Plan (SETP) of its current policies, practices and procedures of goods/services, programs, activities and facilities in response to a Government-wide initiative. The self-evaluation and assessment included the identification of physical accessibility barriers. Approximately eighty-one barriers were identified. Thirty-eight areas of accessibility required corrective measures. The University submitted its three-year SETP to the Governor's Territorial ADA Office on March 31, 2014. The completion of the first year corrective measures is due by September 30, 2014.

## **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 project budget.

## **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 will be installed in eleven buildings on campus. Carriotech Inc. was the vendor selected to complete this project. The project has a projected completion date of September 30, 2014.

**ADA Self-Evaluation & Transition Plan (2014-2016):** An American with Disabilities Act (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. The University submitted a three-year SETP to the Governor's Territorial ADA Office on March 31, 2014. The implementation of Year 1 of the corrective measures is to be completed by September 30, 2014.

Renovations

Music & Art Classrooms: The scope of work for this project includes the preparation and renovation of dedicated classrooms for music and art with a projected completion date of July 30, 2014.

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 RTPark Building, Delta M. Jackson Dorsch Complex (Residence Halls), and Melvin Evans Center West Entrance. A design will be completed and a code compliant 4-foot wide concrete sidewalk will be built. The earth change and building permits were received from the Department of Planning and Natural Resources (DPNR) on April 11, 2014. This project is scheduled to be completed on July 30, 2014.

**Energy Management Report**

Photovoltaic Project

The land has been cleared on the Albert A. Sheen campus in preparation for the installation of the solar power-generation panels. Merit Electric has been sub-contracted to install the campus grid electrical interconnection. On the St. Thomas campus, an additional challenge developed with the Department of Planning and Natural Resources' Fish & Wildlife Division. The Fish & Wildlife Division has required that the University replace the trees removed to accommodate this project with native trees or shrubs.

Building HVAC Controls – Albert A. Sheen Campus

The firm Carriotech was selected to install the controls in the premises of the College of Science and Mathematics in the RTPark Building and eleven other buildings on the main campus. All of the equipment required for this project was purchased and was shipped to the territory. The installation of the equipment is expected to be completed by the end of April, and the programming and troubleshooting of the equipment is expected to be completed in early May 2014.

High Energy Cost Grants Program – St. Thomas Campus

The University submitted a renewable energy grant for \$1.078 million to the U.S. Department of Agriculture. The University was not successful in getting the grant-award.

Caribbean Green Technology Center Events

Cost estimates for portable labs were submitted to the Caribbean Green Technology Center (CGTC). Cost of the kits and the corresponding curriculum were included in the cost estimates submitted to CGTC.

Energy Consumption Analysis

The Energy Manager provided an overview of energy consumption analysis for both campuses for the period November 2013 to January 2104 relative to the 2002 baseline data.

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

**Status Report on Annual Fund**

**Total contributions to date for fiscal year 2014 (Oct 1, 2013 – April 11, 2014) \$685,369.06.**

The Committee discussed the strategy undertaken to date by the Institutional Advancement Team to secure gifts for the University and increase the Alumni Giving Rate. The Committee entered Executive Session to discuss several confidential matters pertinent to the overall success the Capital Campaign.

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

For Fiscal Year 2014 Bill No. 30-0227 was signed into law (Act No. 7552) approving appropriations of \$28,860,749 for the University. Including restoration received in the first quarter of the 8% salary reduction of \$1,194,407.27, the University’s total appropriations for FY2014 is \$30,055,156.

On April 23, 2014, the University received a memorandum from the Office of Management and Budget stating because of a projected cash flow shortfall, our allotment level will be reduced by \$250,209.18 effective May 1, 2014 for the remainder of the fiscal year. Thus, the University’s revised Fiscal Year 2014 allotment level is \$29,804,947.09.

**B. (a) Review of Unrestricted Operating Budget Performance through March 31, 2014**

Total actual revenues through the period ended March 31, 2014 was \$25,019,846 representing 93.9% of the budgeted amount of \$26,635,034. Actual expenditures and transfers of \$23,481,016 were 1.7% more than the amount budgeted of \$23,094,732. Total actual revenues and total actual expenditures and transfers were \$22,898,199 and \$20,176,191, respectively, for the same period in the prior year. Total revenues increased by 9.3% from last year and total expenditures and transfers increased by 16.4%.

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

For the period October 1, 2013 through March 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	\$10,207,135.00	\$8,248,668.60	\$1,958,466.40
Local Grants and Contracts	\$1,376,556.00	\$1,472,963.34	-\$96,407.34
VI Legislature	\$580,181.00	\$717,526.48	-\$137,345.48
Private Grants and Contracts	\$314,814.00	\$468,703.59	-\$153,889.59
Other	\$1,268,051.00	\$1,241,366.35	\$26,684.65
<b>Total</b>	<b>\$13,746,737.00</b>	<b>\$12,149,228.36</b>	<b>\$1,597,508.64</b>

**C. Review of CELL Budget Performance through March 31, 2014**

CELL is on a good pathway for a profitable year. The net operating position in the unrestricted program as of March 31, 2014 is \$50,359. 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 expand this line of business.

**D. Reichhold Center Budget Performance through March 31, 2014**

The Reichhold Center’s Net Operating Position (NOP) at the period ending March 31, 2014 was (a negative \$250,515.20). The Center realized 100.6% of the budgeted revenues and 158% of the budgeted expenditures for the period ending March 31, 2014.

**E. Quarterly Grants and Contracts Report through March 31, 2014**

In the second quarter of FY2014, UVI submitted twenty-one (21) proposals totaling \$6,406,408 and was awarded sixteen (16) grants totaling \$1,778,300. The Research and Public Services unit received a total of \$1,267,913 in awards representing 71% of the total awards received.

**F. Update on Audited Financial Statements for the Year Ended September 30, 2013**

The University’s administration presented the highlights of the audited financial statements for the year ended September 30, 2013.

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

**A. Trustee Self-Assessment**

Every two years, the Board is required to review the individual and committee’s leadership performance. Members of the Board will participate in a self-assessment. The information will be used by the Governance Committee.

**B. Board Committee Chairs – Assessment**

The Assessment of the Board Committee Chairs is to align UVI Board of Trustees to keep in practice good governance and to ensure that the Board-committees are meeting the mandate of the Board. The Chairs play a critical role in meeting the mandates. The assessment will take place after the Annual meeting and will assist the board Chair with committee assignments.

**C. UVI Board Chairman Duties and Responsibilities**

A document was developed that outlines the Duties and Responsibilities of the UVI Board Chairman. The committee reviewed and approved the document. The document will be used as a guiding tool in the Board of Trustees office.

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

**A. Risk Assessment**

The Committee received a report on the areas identified where it is felt that the University is facing a risk. The risks were presented in order of importance as listed in a previous document to the Committee. Detailed information—an update and status of each risk—was also reported.

**B. Other Developments**

The Committee received information that the St. John Academic Center is continuing to serve students and approximately 22 to 24 students, are utilizing the facilities at this time.