

**MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 26, 2013**

**UNIVERSITY OF THE VIRGIN ISLANDS  
GREAT HALL, NORTHWEST WING  
ST. CROIX CAMPUS  
10:00 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 May through September 2013. The committee was provided with a preliminary update on enrollment, which had seen a 5.15% decrease compared to the same period in September 2012. Conversely, there was a 71% increase in new transfer students compared to the same period. The concerted effort on recruitment has resulted in a larger pool of applicants but has not translated to an increase in the number of enrolled students. The Provost's Component has engaged its Deans, Directors and staff in exercises focused on recruitment and retention as part of a wider University initiative. This is an ongoing effort that employs creative problem solving approaches.

Among the other areas highlighted in the Provost's Report were updates on NCATE accreditation; the Master of Arts in Psychology graduates; the P-16 collaborative; summer programs at UVI; student learning initiatives; student life; athletics; and student and faculty achievements.

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

**Presentation by Ernst & Young representatives**

Ernst & Young representatives reported to the Audit Committee that both the 2012 Financial Audit and Single Audit for the University of the Virgin Islands were completed. However, there is one outstanding item: a difference of approximately \$880,000 in the University's Fund Balance. This difference has been identified as part of the consolidation between UVI and the Foundation of the University of the Virgin Islands (FUVI). Together with the Accounting Office of the University of the Virgin Islands, Ernst and Young is currently discussing whether this balance should remain in the 2011 financial statement, or could be considered a 2012 adjustment.

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

**Student Presentations**

Three students, two (2) from the St. Thomas campus and one (1) from the Albert A. Sheen campus, made presentations to the Committee regarding their campus life and residence hall experiences. On the St. Thomas Campus, positive comments were shared about the addition of West Hall. Some of the concerns raised included some inoperable washers and dryers, leaks from some ceilings, lengthy response to complaints/requests, inoperable AC in some suites in West Hall, the need for improvement in the Dining Pavilion and long wait lines for service due to inadequacy of the facility. On the Albert A. Sheen Campus, the student was very complimentary of the Physical Plant Staff. Some of the concerns raised included the need for more water fountains in dorms, poor customer service, keys that do not work properly, and the need for a multi-purpose facility.

**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 Water Pump Distribution System:** The scope of work for this project included the replacement of the water pump distribution system. Also a supplemental water purification system was purchased and installed. This project is complete.

**Melvin Evans Center Theatre – Interior Facility Upgrade:** The scope of work for this project includes the interior renovation of the EVC 401 Theater, which included the replacement of the carpet, curtains, lectern and furniture. Vendors were selected for the replacement of the blinds, the instructor podium, cabinetry and other miscellaneous furniture. The project is expected to be completed by mid-October, 2013.

**Security Upgrades – Surveillance Cameras & Emergency Blue Light Phones:** Three additional surveillance cameras and five blue light phones were purchased and will be installed at strategic areas on the campus. All trenching and placement of conduits have been completed. The installation of the equipment is scheduled to be completed by October 15, 2013.

**Classroom Upgrade Project:** The scope of work for this project included the renovation of EVC 302A and EVC 308. The classrooms were upgraded with new AV equipment and furniture. Interior finishes were also completed.

- *Renovations*

**Northwest Wing Restroom – Renovation & ADA Compliance (Update):** The scope of work for this project includes renovation of the NWW restrooms and completing interior finishes of the restroom. Additionally, ADA compliance and energy efficiency upgrades and installation of lockers will be addressed.

- *ARRA Project*

**Athletic Field Establishment Project – ARRA Project – (Current Status):** A technical evaluation of the soccer fields performed by the Liga Athletica Interamericana (LAI) indicated that the playing surface contains too many holes (divots). The field was not approved for competitive play for the fall 2013 soccer season. To address the issues outlined in the LAI report, the specific areas of concern on the field must be identified and the field must be top dressed and rolled.

In accordance with the professional specifications, a recommendation was made to purchase two (2) 8'Hx25'W soccer goals.

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

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

- *Renovation Projects*

**Upper Academic Classroom Renovation:** The Upper Academic Classroom renovation project was a collaborative effort between Physical Plant and the IT department. The scope of work included the renovation of the classrooms and the upgrading of audio visual equipment and furniture. The completed classrooms are T212, T213, T216, T116, T102, T103 and B206.

**Social Sciences Building Renovations:** This project addresses 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 will be addressed.

**East Residence Hall Renovation:** The scope of work for this projects includes the replacement of Vinyl (VCT) tiles in all of the suites, installation of hard wood base boards and trims, complete interior painting of all spaces, corridors and stairwells, utilizing a new pastel color scheme, exterior rail repairs and refinishing, new bathroom mirrors and complete cycle maintenance of the facility.

**Two Megawatt Standby Power System:** This project will be completed in two phases. The first phase of the project addressed the repair of the L-frame and the replacement of the main utility breaker. The second phase will address the reconfiguration and installation of three ABB Vmax Ansi vacuum breakers. The safety systems and controls will be upgraded also.

**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.

**Recreational Outdoor Basketball Court:** The scope of work for this project includes the replacement of the basketball goals, replacement lighting, fencing and the resurfacing of the court. . The project is essentially complete. The resurfacing of the playing surface is pending.

**Dining Pavilion Air Conditioning Rehabilitation:** The air-conditioning system in the Dining Pavilion was replaced due to system failure and limited mechanical utility. A new system was installed and repositioned. Retrofitting of the existing ducts was completed.

**Reichhold Center Cistern Rehabilitation:** The existing exterior cistern has shown signs of deterioration. An engineering report recommends that the cistern slab be replaced to approved specifications. This project is on hold pending identification of a funding source.

**Installation of Electronic Gates:** This project addressed the purchase and installation of electronic gates for access control to the St. Thomas campus. The technical challenges have been resolved. The electronic gate is fully functional.

**Installation of Surveillance Cameras and Blue Phones:** The purchase of additional surveillance cameras will be installed throughout the St. Thomas campus. Existing positioning of cameras is being evaluated to provide more effective coverage.

The purchase of fifteen (15) blue light phones was approved for installation at critical locations on the St. Thomas campus. The wall mounted phones will be placed on exterior walls of buildings throughout the campus.

**E-Waste Disposal – St. Thomas:** The St. Thomas campus conducted an annual drive to collect spent electronic devices from campus offices. The electronic recycling drive was completed on June 22, 2013. The spent electronic devices will be shipped to the recycler by the VI Waste Management Authority (VIWMA).

## **Capital Projects Report**

The Capital Projects Report addressed the progress of various projects on both campuses. These projects included:

- *Major Projects*

**New 100-Bed Student Residence Facility:** There are several close out items and warranty issues not associated with the punch list items remaining for GEC to complete. Once these items are rectified this project will be complete.

**Center for Marine and Environmental Studies Upgrade and Addition Project:** This project is substantially complete. The facility has been inspected by the Department of Planning and

Natural Resources (DPNR) and the Certificate of Occupancy has been issued. The second phase of the project, the dock expansion, is under review.

### Albert A. Sheen Campus

**Research & Technology Park Construction:** All of the interior walls are installed and painted. The electrical and mechanical rough-ins are completed. The ceiling grid has been installed and the installation of the fire sprinkler system has commenced. The scientific casework is on island and scheduled for installation on September 3, 2013. This project is approximately 70% complete.

## **Energy Management Report**

### **University Wide Photovoltaic Project**

The negotiations with UVI and Caribbean Wind Energy and System 3 and their financing firm, Enfinity, were terminated on June 5, 2013. Negotiations with New Generation Power (NGP), an entity out of Chicago, Illinois, commenced during the month of June. Negotiations with New Generation Power have resulted in a 3MW photovoltaic system that would provide energy to UVI under a power purchase agreement (PPA). UVI signed a power purchase agreement with NGP USVI and a Memorandum of Understanding (MOU) with the Illinois Institute of Technology on July 30, 2013.

## **Grants**

*Building HVAC Cost Grants Program – Albert A. Sheen Campus:* UVI successfully applied for a TAP Grant to install HVAC controls on the Albert A. Sheen Campus. The installation of the energy controls is expected to result in a savings of about 10% of current consumption.

*High Energy Cost Grants Program – St. Thomas Campus:* A renewable energy grant application for \$1.078 million was submitted to the US Department of Agriculture. This grant would support the renewable energy initiatives for the Etelman Observatory and the Caribbean Green Technology Center exterior pole light conversion to LEDs. The Sports and Fitness Center arena lights retrofit and building occupancy sensors would also be supported by this grant.

## **Energy Consumption Analysis**

The St. Thomas and Albert A. Sheen campus meter usage for the months of February – May 2013 when compared to the baseline data of 2002 was less than expected and both campuses realized cost savings. VI Water and Power Authority (WAPA) replaced the main meter with a new meter on the Albert A. Sheen Campus. In April, 2013 WAPA began making adjustments to bills for estimated readings ranging from a few months to multiple years.

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

**A. Status of 2012-13 Fundraising Campaign**

Mr. Mitchel Neaves, Director of Major Gifts, provided the Committee with a summary on the 2012-13 fundraising campaign. As of September 13, 2013 the University raised \$2,335,135 from 2,911 donors. The alumni giving rate is currently 39.17%. Mr. Neaves shared an overview of the strategy being employed to achieve the fundraising and alumni giving goals prior to the conclusion of the fiscal year.

He also reported that the Alumni Affairs Office, with the assistance of the Ruffaclo-CODY calling program, was continuing its yearlong campaign to achieve the 50% alumni giving goal.

**B. Capital Campaign Update**

Mr. Neaves provided the Committee with an update on the Capital Campaign. To date, the University has secured over \$10M in funds totaling 40% toward the Campaign goal. The University currently has several gifts in the pipeline which will be added to the Campaign totals as they are received. President Hall provided the Development Committee with a summary on his donor engagement and his efforts to date with the Capital Campaign.

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

**A. Update on the Local Government Appropriation – Fiscal Year 2013**

As of September 13, 2013, the University received a total of \$28,147,080, in allotments from the V.I. Government for Fiscal Year 2013. This represents approximately 100% of the amount of \$28,147,083 requested by the University through September 2013.

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

On March 4, 2013 the University submitted its FY2014 Appropriations Request of \$27,417,712 to Governor John deJongh, Jr. On June 14, 2013, Governor deJongh submitted an amount of \$28,860,749<sup>1</sup> in the Executive Budget for the University. Subsequent to that, the University defended its request before the Legislature on August 9, 2013. The University is expected to be present at the FY2014 Budget Markup sessions scheduled for September 26 and 27, 2013, at the V.I. Legislature.

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<sup>1</sup> The latter higher number is the result of Governor de Jongh granting the University’s request not to reduce the appropriation-request for the University in FY2014 below the amount that was appropriated in FY2013.

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

Total actual revenues through the period ended August 31, 2013 was \$41,784,127 representing 99% of the budgeted amount of \$42,306,152. Actual expenditures of \$40,517,203 were less than the amount budgeted of \$41,526,908. Total actual revenues and total actual expenditures were \$47,576,717 and \$43,165,686, respectively, for the same period last year. Total revenues decreased by 12.2% from last year and total expenditures decreased by 6.1%.

**(b) Review of Restricted Current Funds Expenditures through August 31, 2013**

For the period October 1, 2012 through August 31, 2013, the University's restricted current funds performed as follows:

<b>Category</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures</b>	<b>Variance</b>
Federal Grants	\$ 19,812,425.07	\$ 17,250,710.16	\$ 2,561,714.91
Local Grants and Contracts	\$ 2,883,772.34	\$ 2,593,638.14	\$ 290,134.20
VI Legislature	\$ 1,169,251.18	\$ 1,169,251.18	\$ -
Private Grants and Contracts	\$ 1,311,049.20	\$ 836,136.50	\$ 474,912.70
Other	\$ 5,177,932.11	\$ 2,682,144.80	\$ 2,495,787.31
<b>Total</b>	<b>\$ 30,354,429.90</b>	<b>\$ 24,531,880.78</b>	<b>\$ 5,822,549.12</b>

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

During the reporting period CELL secured agreements with Diageo, Peebles Hospital and Casino Commission and reestablished PRAXIS I and II program with Department of Labor. CELL also received Workforce Investment Board approval for Process Technology certificate and Hemodialysis Technician programs. CELL's unrestricted fund has an operating balance of (\$64,631) as of August 31, 2013.

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

Reichhold Center is reporting a net operating position of (\$23,515) as of August 31, 2013. Revenues from ticket sales, grants/sponsorships, facility rentals 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 individual contributions, concessions and miscellaneous revenue categories. The center continues to experience challenges in performance expenditures in spite of efforts to minimize expenditures.

**F. TIAA-CREF Investment Options Update**

The Administration updated the Committee on the TIAA-CREF Investment Options selected by the University as authorized by the Board of Trustees at the June 15, 2013 meeting.

**G. Quarterly Grants and Contracts Report through June 30, 2013**

In the third quarter of fiscal year 2013, UVI submitted twenty six proposals totaling \$9,893,780 and was awarded ten grants totaling \$1,592,164. Compared to the corresponding quarter of the previous fiscal year, five more proposals, amounting to an increase of \$4,848,809, were submitted and the dollar volume of grants awarded decreased by \$364,096.

**H. Update on Audited Financial Statements for the Year Ended September 30, 2012**

The 2012 Financial Audit began on January 24, 2013 and the A133 Single Audit began February 2013. A problem was found in the Financial Audit which extended the completion date from March 31, 2013. The problem was resolved with the cooperation of KPMG and Ernst and Young which included a restatement of the 2011 Net Assets. Nearing completion of the report in June 2013, Ernst and Young found a correction on the 2011 Net assets for the UVI Foundation (FUVI), which they are working to resolve.

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

**A. PATHWAYS TO GREATNESS – Update on Strategic Plan 2017**

It was reported that the 2017 Strategic Plan went into effect in October 2012. Updates were reported on the following nine measures of accomplishments:

- **1A** - Increase faculty productivity and effectiveness by expanding research and faculty scholarship expectations and opportunities.
- **1L** - Become a university that uses its location and area of expertise to its advantage.
- **1F** - Embed student learning outcomes assessment throughout the curriculum) was not specifically for advertisement.
- **2H** - Support student success, by providing an effective media-rich learning experience.
- **2I** - Enhance and expand the effectiveness of Brothers with a Cause and Sisters with Purpose Organization.



- **2E** - Integrate the Center for Student Success (CSS) throughout the University e.g., student affairs, faculty advisement and financial aid.
- **3D** - Assess and document UVI's impact on the Territory and the region.
- **4B** - Make the University campuses safer and more secure.
- **5E** - Develop a cadre of professionals with the ability to serve in numerous capacities across the University.

## **B. Admissions Update**

The Committee received an update on admissions. It was reported that there were 33 outreach efforts from May through September. President Hall reported that he had made it a presidential goal for the entire University to focus on this topic. With an attendance of over 200 people at the town hall meeting, there were over 270 suggestions of different things that could be done. These suggestions are being reviewed and will become a fundamental part of the strategies for this year.