

**MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 29, 2011**

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

**DRAFT  
CONSENT AGENDA**

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

**A. Provost's Report**

The Provost provided an overview of the Component's activities and initiatives which occurred since the May 25, 2011 ARSA Committee meeting, and he highlighted a number of areas. Among the highlights were the decline in student enrollment and new student admissions compared to the previous academic year. The Center for Student Success was launched this past summer as part of the University's efforts to improve retention and graduation rates across the University. The Center has realized a number of accomplishments in its first few months. Entrepreneurship initiatives, including the 13D Student Entrepreneurship Competition, were launched this Fall and are expected to provide unprecedented opportunities for students to think and act entrepreneurially. There were also a number of noteworthy faculty and student achievements highlighted in the report.

**B. Report on Research and Public Service**

The Vice Provost for Research and Public Services provided the Committee with a brief overview of the various activities and initiatives taking place in RPS. A Power Point presentation highlighted some of the accomplishments in the Office of Sponsored Programs, the Center for Marine and Environmental Studies, the Eastern Caribbean Center, and VI-EPSCoR to name a few. The Vice Provost was particularly proud of the research capacity that VI-EPSCoR was building at the University and the investments that it has made in the graduate programs, namely the Master of Marine and Environmental Science and the Master of Arts in Mathematics.

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

**A. Request for Proposal – External Audit Services**

The Internal Auditor reported that the University received 3 proposals in response to a Request for Proposal (RFP) for external audit services. A selection team was formed to consider the proposals and make a recommendation to the Audit Committee of a CPA firm to conduct the audit of the financial statements of the University, the Single Audit of the University, and the audit of the University's component units – The Foundation for the University of the Virgin Island and the Foundation for the Reichhold Center for the Arts. The

selection team recommended the firm of KPMG, which was approved by the Audit Committee.

**B. Audit Activity**

Dr. Hall reported that he has accepted the suggestions contained in the audit report on Procurement Card (PCard) Transactions and that staff within the Administration and Finance component were actively working to implement the supervisor/manager review process detailed in the report.

**C. Hotline Cases**

Trustee Thomas reported that the Committee accepted the Internal Auditor's report on the Business Internship class (BUS 475). The report did not substantiate the allegations that were brought forward; accordingly, the matter was closed from the Internal Auditor case files as unsubstantiated with no further action required.

**D. FY 2012 Workplan**

The Internal Auditor reported on a proposed workplan for FY 2012, consisting of audits at the Sports & Fitness Center, Bookstores on both campuses, and if time permits, audits of either Federal grant activity or Professional Service Agreements. The proposed Workplan was approved by the Audit Committee.

**E. Other Matters**

- Distribution of Audit Reports – The Audit Committee will approve the distribution of final audit reports on a case-by-case basis.
- Summary of Internal Audit Activity - The Internal Auditor reported that she will prepare a summary of audit activity for the fiscal year, which will be reviewed and approved by the Audit Committee.
- Internal Auditor Evaluation – The Internal Auditor reported that she will participate in the 360 degree review process used at the University to evaluate Cabinet members.

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

**A. Albert Sheen Campus Project Report**

The Albert A. Sheen Campus report addressed the progress of various projects. Progress reports were provided on the phased Cafeteria upgrades to enhance the ambience of the facility; the status of the ATM facility; major equipment purchases which included an aerial lift, a diesel-powered utility vehicle for Physical Plant and an electric vehicle for the Security Department. A report was provided on the completion of the walkway trellis repairs and the Melvin H. Evans Center signage project.

Progress reports were provided on the ARRA Projects on the Albert A. Sheen Campus, which include the Melvin Evans Center Improvement Project (ARRA Project III); The People Lift Replacement Project (ARRA Project IV), and the Athletic Field Establishment Project (ARRA Project V). Progress reports were also provided on the FY11 and FY12 major deferred maintenance projects for the Albert A. Sheen Campus, which include the painting of the Great House; guttering repairs on the Research Extension Center and residence halls; swale and mitigation measures; campus roadway repairs; replacement of the Melvin Evans Center water pump distribution system; replacement of exterior lighting fixtures (Year 1 of 3); and the purchase of Security & Physical Plant radio equipment.

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

The St. Thomas Campus report addressed the progress of various projects. Progress reports were provided on the campus air conditioning upgrades; campus main walkway repairs and upgrade; campus solar water heater installation project/green project; Hurricane Earl FEMA reimbursement; and the Environmental Protection Agency (EPA) drinking water improvement grant.

Progress reports were provided on renovation projects and major plant equipment purchases for the St. Thomas Campus. Renovation projects included the South Dormitory minor renovation; the rear access ramp replacement at the Physical Plant/Purchasing building; the Chase Auditorium/B110 and the Teacher Education T101 minor renovations; the Dining Pavilion enhancement renovations; Gordon House and Social Sciences exterior painting project. Major equipment purchases included the purchase of a new tractor/flail mower and a sweeper/vacuum.

## **C. Capital Projects Report**

The Capital Projects Report addressed the progress of various projects on the St. Thomas Campus. Progress reports were provided on the new 100-bed residence hall; the John Brewers Bay restroom and shower facility; and the Research and Technology Park facility on the Albert A. Sheen Campus.

Progress reports were provided on ARRA Projects on the St. Thomas Campus which include the Library and Upper Campus ADA accessibility project and the Classroom Administration Building.

## **D. Energy Report**

Ms. Courtney Mayes has been hired as the full-time energy manager. Wind turbines were researched in the past but, due to maintenance required for the units during hurricane season, this project was deemed not feasible. A Request for Qualifications (RFQ) was advertised to solicit firms that can provide a Power Purchase Agreement (PPA) for the installation of a photovoltaic system on both campuses. Six firms responded to the RFQ. The Capital Projects staff reviewed all proposals and decided that two respondents would not be given the opportunity to bid due to their limited financial capacity and experience in the installation of photovoltaic systems.

Under legislation passed by the VI Legislature, provision was made for a UVI power production capacity not to exceed 5 megawatts (MW). Given this power generation threshold, it is proposed to establish a 2 MW system on the Albert A. Sheen Campus and a 3 MW system on the St. Thomas Campus. The proposed system could potentially utilize two to five acres of land per MW of power generation.

## **E. Library and Upper Campus ADA Accessibility Project – ARRA Project**

The library stairwell demolition is in progress for preparation of the elevator installation. The work will be done during off hours of 11:00 pm to 7:00 am to minimize disruption of library services and adverse impact on the student community. The contractor is providing two-week advance work schedules to afford individuals time to prepare for possible impacts to their respective areas. The project is scheduled to be completed by mid-November 2011.

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

**Status Report on Annual Fund**

Total contributions to date for fiscal year 2011 (Oct 1, 2010 – September 16, 2011)  
\$3,232,967.48

The Committee discussed the University's success in exceeding the fundraising and alumni participation goals established for fiscal year 2011, and the overall strategy for developing UVI's first Capital Campaign. The Committee was also briefed on the preliminary plans for the 50<sup>th</sup> Golden Anniversary Jubilee Celebration which will be launched in 2012. A discussion regarding the prospective members of the Capital Campaign Committee occurred during Executive Session. The Committee unanimously approved one recommendation for Board review and approval.

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

**A. Update on the Local Government Appropriation – Fiscal Year 2011**

As of September 21, 2011, the University received a total of \$30,943,063.90 in allotments from the V.I. Government for Fiscal Year 2011. This represents approximately 93% of the amount of \$33,288,288.70 requested by the University through September 2011.

**B. Status of the Local Government Appropriation – Fiscal Year 2012**

An update on the status of the Fiscal Year 2012 Government of the Virgin Islands Appropriation was presented at the meeting. As of September 21, 2011, Bill No. 29-0187, UVI's FY2012 Appropriation Bill for the amount of \$31,618,752, was passed by the Senate and is on its way to the Office of the Governor.

**C. (a) Review of Unrestricted Operating Budget to Actual Performance through August 31, 2011**

Total actual revenues through the period ended August 31, 2011 was \$44,943,813 representing 99.1% of the budgeted amount of \$45,352,050. Actual expenditures and transfers of \$43,638,841 were less than the amount budgeted of \$45,352,050. Total actual revenues and total actual expenditures and transfers were \$46,444,829 and \$43,685,993, respectively, for the same period last year. Total revenues decreased by 3.2% from last year and total expenditures decreased by 0.1%.

The Finance and Budget Committee voted to approve an increase, not to exceed 120%, in the student aid line of the operating budget to allow the University to provide financial assistance to students who are experiencing challenges in meeting their financial obligations for Fall 2011. This initiative would improve the retention and enrollment numbers.

**(b) Review of Restricted Current Funds Expenditures through August 31, 2011**

For the period October 1, 2010 through August 31, 2011, the University's restricted current funds performed as follows:

<b>Category</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures</b>	<b>% of Budget Used</b>
Federal Grants	\$23,968,112.39	\$19,223,792.89	80%
Local Grants and Contracts	\$4,899,225.08	\$1,592,662.66	33%
VI Legislature	\$777,439.63	\$758,024.99	98%
Private Grants and Contracts	\$1,106,599.98	\$990,857.04	90%
Other	\$2,227,603.44	\$2,093,920.76	94%
<b>Total</b>	<b>\$32,978,980.52</b>	<b>\$24,659,258.34</b>	<b>75%</b>

**D. Review of CELL Budget to Actual Performance through August 31, 2011**

CELL's activity through August 31, 2011 shows the unrestricted actual tuition and fees collected were 95.7% and expenditures were 99.6% of the amounts budgeted for the period in review. The net revenue was a negative \$9,469. During this period there was also restricted revenue which included Frederiksted Resource Center, Consultation Program, ARRA and Local Appropriations. CELL's Restricted Fund has a current Net Operating Position (NOP) of \$0.

**E. Reichhold Center Budget to Actual Performance through August 31, 2011**

The Reichhold Center's Net Operating Position (NOP) as of August 31, 2011 was (\$79,077). Total revenues received through August 31, 2011 were \$1,116,779. Actual expenditures of \$1,165,415 were below the amount budgeted of \$1,195,856. The Center received \$600,000 from the Foundation which was more than the budgeted amount of \$520,000. The Center is realizing cost savings in the areas of salaries and benefits and maintenance of plant; however, challenges continue in the area of performance expenditures.

**F. Quarterly Grants and Contracts Report through June 30, 2010**

In the third quarter of FY2011, UVI submitted eleven proposals totaling \$10,394,783 and was awarded nineteen grants totaling \$4,421,430. Compared to the corresponding quarter of the previous fiscal year, dollar volume of proposals decreased by 2%, while the dollar volume of grants awarded increased by 73%.

**G. Status of HBCU Loan Financing/Capital Projects**

The design phase of the new Residence Hall on the St. Thomas campus is expected to begin October 1, 2011. The approximately 30,000 sq. ft. building will be located on the west edge of the upper campus immediately adjacent to the Social Science parking lot. Construction of the project is slated to be completed August 1, 2012 at a budget of \$11,775,000.

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

**A. Fall Enrollment Challenges and Analysis**

The student enrollment level of 2799 as of August 31, 2011 was below the target and below enrollment at this time last year despite a very aggressive recruitment program. Observations made that might account for this included more competition from other schools – particularly those in Florida, the increase in funding available to qualified students through the College Access Grant, fewer students sending SAT scores to UVI and fewer students from USVI private schools applying to and enrolling at UVI. It was agreed that UVI needs to be marketed differently. A more comprehensive analysis will be made of the lower enrollment and a plan for UVI’s response will be presented at the next meeting of the Committee.

**B. VISION 2012: 2010 – 2011 Close-out Report**

The status of Measures of Accomplishments for UVI’s Strategic Plan, VISION 2012, at the end of the 2011 fiscal year was reviewed. Of the 42 Measures of Accomplishment, 22 were fully achieved, 15 of those not achieved were greater than 50% complete, 4 were less than 50% complete and 1 is on hold. There are 32 Measures of Accomplishment for FY 2012, the final year of VISION 2012. Nine of these are ongoing from previous years.

**Research and Technology Park Board.....Alexander A. Moorhead**

**Update Report**

The Board will receive an update report from the Research and Technology Park Board