

**MEETING OF THE BOARD OF TRUSTEES  
MARCH 9, 2013**

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

**CONSENT AGENDA**

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

**A. Provost's Report**

The Provost provided the committee with an overview on the major components of the Provost's Report during the period of Fall 2012. The specific items that were highlighted include the Fall 2012 enrollment; new efforts to address the enrollment decline; Fall graduation; new minors and courses in music on the Albert A. Sheen campus; the launch of WUVI; and student and faculty achievements.

**B. Center for Student Success**

The Director of the Center for Student Success (CSS) provided the committee with an update on activities since January 2012. The goal of CSS is to increase the retention rates of first year and second year students. The report included highlights on the Early Alert System, advisement and registration, tutoring, retention, and new facilities for tutoring services.

**C. Other Business**

The Dean of Education led a discussion on the Common Core Standards for English and Mathematics in the School of Education. Questions were raised and discussions ensued about how the alignment will be made between higher education and P-12, the implications for higher education, and the role of teacher education. The committee discussed these issues extensively and agreed on a need for even further discussions.

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

**A. Selection of CPA Firm to Conduct the University's FY 2012 External Audit**

The Audit Committee selected Ernst & Young Puerto Rico, LLP to conduct the financial statement audit and Single audit of the University and the financial statement audits of the University's component units, The Foundation for the University of the Virgin Islands and the Foundation for the Reichhold Center for the Arts.

**B. Presentation by Ernst & Young Puerto Rico, LLP**

Ernst & Young's (E&Y's) Executive Director and Coordinating Partner responsible for the conduct of the FY 2012 audits delivered a presentation which outlined E&Y's audit team, approach, and plan to complete the financial statement audit no later than March 31, 2013; the Single audit no later than June 30, 2013; and the financial statement audits of the University's component units shortly after June 30, 2013. The E&Y representatives will provide the Audit Committee with a status update on March 4, 2013.

**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 Water Pump Distribution System:** This project was delayed for four months due to a piece of equipment which was back ordered. The equipment arrived in December. The revised completion date is January 30, 2013.

**Melvin Evans Center Theatre (401) – Interior Facility Upgrade:** This project addresses the replacement of the carpet, curtains, the presenter/instructor lectern, and furniture. Doors and interior wood railings will be painted as well.

**Melvin Evans Center – Minor Improvements of Classroom & Railings:** This project addresses the painting of the classrooms (EVC501 & EVC 503) and collaboration with Information & Technology Services to create model classrooms.

**Palm Drive Access – Electronic Gates:** This project addressed the installation of electronic gates for access control to the campus. The gates will include electronic programmable card access and two-way (voice and video) communication with the Security Department. The installation of the gates is scheduled to begin on January 7, 2013. The project has an anticipated completion date of January 30, 2013.

**Security Upgrades – Surveillance Cameras & Emergency Code Blue Phones:** The surveillance camera upgrade addressed the purchase and installation of three additional surveillance cameras in high vulnerability areas on the Albert A. Sheen campus. The code blue emergency phone project addressed the purchase of five code blue emergency phones. The phones will be installed in various areas of the Albert A. Sheen campus.

**RENOVATIONS**

**Northwest Wing Restrooms – Renovation & ADA Compliance:** This project addressed the installation of ADA compliant bathroom stalls in all restrooms. Interior finishes such as replacement of the wall tiles, light and plumbing fixtures, and mirrors were also completed.

**Emergency Purchase – Grounds Maintenance Lawnmower:** The project addressed the replacement of an old, non-operational, Dixie Chopper lawn mower.

## B. ST. THOMAS CAMPUS REPORT

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

### RENOVATION PROJECTS

**Administration and Conference Center – Roof Repairs & Exterior Walls Project:** This project is completed. The Scope of Work addressed the repair of roofs and the completion of repairs to the exterior shell to mitigate water intrusion in the building.

**Classroom Administration Building Room 101:** This project addressed the renovation of CA-101 to accommodate the Center for Student Success Development Learning Center. The scope of work for the project included the removal of outdated equipment, demolition of walls and ceilings, installation of new electrical and data infrastructure, ceramic tile flooring, new acoustical ceiling, new glass front entrance, interior painting, and the installation of chairs, railings, and baseboards.

**Penha House Third Floor Minor Renovations:** This project addressed the renovation of vacant spaces on the third floor to serve as the studio for the campus radio station, WUVI, and “home” of the Center for the Study of Spirituality and Professionalism (CSAP). This project is completed.

**Campus Shuttle Purchase:** The shuttle is currently in transit to the Virgin Islands. The shuttle is expected to arrive the week of January 14, 2013.

**Campus East Housing Units 1 and 2 Minor Renovations:** This project addressed the demolition and redesign of the lower level entrances by removing the security bars, making lower level restrooms ADA accessible, redesigning the kitchen and installing new cabinets and appliances as well as installing ceramic tiles on the lower floors. Also, the restrooms on the upper levels will be renovated.

**East Housing Driveway Storm Drainage Installation:** This project addressed the cutting and excavation of the East Housing driveway to install a two-foot square sump, drain and a 6-inch PVC storm drain line across the parking lot to the main drain culvert.

**Sports & Fitness Center A/C Upgrade:** This project is on hold pending identification of a funding source.

**Generator repairs and fuel storage:** This project is on hold pending the identification of a funding source.

**Marine Science Restroom Upgrade:** The men and women’s restrooms on the ground floor of the Marine Science building are scheduled to be renovated to comply with the Americans with Disability Act. This project will address the replacement of plumbing fixtures, stall partitions, shower valves and accessories, doors and hardware.

**St. Thomas Campus Building Management System:** This project addressed the utilization of a Building Management System to monitor and control the HVAC systems, lighting, energy systems, and fire safety systems on campus.

**Reichhold Center Cistern Rehabilitation:** This project addressed the exterior cistern slab which has shown signs of deterioration. A structural evaluation was performed and a recommendation was made that the cistern slab be replaced to meet approved specifications.

**Installation of Electronic Gates:** This project addressed the purchase and installation of electronic gates for access control to the St. Thomas campus. The installation of the electronic gate on the main campus road was scheduled to be completed by the end of November 2012. However, due to delayed paperwork, the project began on January 6, 2013 and is expected to be completed by the end of January 2013.

**Installation of Surveillance Cameras and Blue Phones:** This project addressed the installation of additional surveillance cameras throughout the campus. The code blue emergency phone project will be completed in two phases. Phase I will include the installation of phones that will be mounted on the exterior walls of some classrooms and residence halls on campus. Phase II of the project will include the installation of free standing emergency phone towers in critical and remote areas and the mounted code blue phones will link individuals in need of assistance directly to the campus Security Dispatcher.

## C. 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:** UVI will close out the design-build contract with GEC, LLC upon completion of the punch list items and the delivery of all required contract documents.

**Marine Science Center Upgrade and Addition Project:** This project is approximately 95% completed. The contractor is awaiting the arrival of four doors to complete the project.

**Center for Geo Computational and Statistical Analysis and Caribbean Green Technology Center:** The ADA ramp permit for this project has not been received. The lack of the ADA permit will not affect the project or the functionality of the Centers.

### ARRA PROJECTS

**Library and Upper Campus ADA Accessibility Project:** This project is essentially completed. Work continues on the completion of the railings between the Education Building and the Library.

#### Albert A. Sheen Campus

**Research & Technology Park Construction:** The design for this project has been finalized and approval is expected shortly.

## D. ENERGY MANAGEMENT REPORT

University Wide Photovoltaic System Project

The final Power Purchase Agreement (PPA) rate is \$0.19 per kWh with an escalation rate of 2.3%. The University continues to negotiate the PPA contract. The final hurdle is determining the location for legal proceedings, if any.

#### Energy Consumption Analysis

The West Hall is consuming less electricity than projected. Currently the West Hall is fed energy from the Sports and Fitness Center meter. West Hall was projected to consume 625,000 kWh annually based on 9 of months occupancy. If the trend continues the West Hall should consume between 525,000 and 550,000 kWh.

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

#### **Status Report on Annual Fund**

Total contributions to date for fiscal year 2012 (Oct 1, 2012 – January 25, 2013) \$418,293.39

The Vice President of Institutional Advancement, Ms. Dionne Jackson, provided a comprehensive report on new fundraising strategies and programs implemented this fiscal year. As part of his presentation, President Hall expressed his pleasure in the direction and momentum fundraising has taken as of late. President Hall also shared an article he authored highlighting the 42% alumni participation rate achieved during FY12. The article was published in several national publications. The Committee endorsed the fundraising implementation strategy being undertaken by the Office of Institutional Advancement.

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

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

Act No. 7434 approved by the Governor and the 29<sup>th</sup> Legislature of the Virgin Islands of the United States appropriated the sum of \$22,908,637 to the University of the Virgin Islands for Fiscal Year 2013, which is \$5,195,944 less than the amount requested by the University and recommended by the Governor. Act No. 7457 appropriated the \$5.2M that was inadvertently omitted in Act No. 7434, \$400,267.03 for the restoration of salaries affected by the 8% pay cut implemented in FY2011, and \$355,901 for the Upward Bound Program. This brings the University's FY2013 allotment ceiling to \$28,860,749.

As of January 24, 2013, the University received a total of \$7,635,906.88 in allotments from the VI Government for Fiscal Year 2013; this amount represents 73% of the amount of \$10,411,809.38 requested by the University through January 2013.

- (a) **Upward Bound Funding** – The University's application to renew the Upward Bound Program was not funded in the most recent funding cycle. The University requested funding from the VI Government and Act No. 7457 was passed appropriating \$355,901 to the University for the Upward Bound program. We have submitted correspondence to OMB requesting the first and second quarters' release.
- (b) **Medical School Feasibility Study Funding** – On December 13, 2012 the Public Finance Authority approved funding to the University for the purpose of conducting a study on the

feasibility of a medical school at the University. Updates on this initiative will provided at the meeting.

**B. (a) Review of Unrestricted Operating Budget Performance through December 31, 2012**

Total actual revenues through the period ended December 31, 2012 was \$15,613,485 representing 98.2% of the budgeted amount of \$15,904,166. Actual expenditures and transfers of \$10,342,253 were less than the amount budgeted of \$11,511,414. Total actual revenues and total actual expenditures and transfers were \$16,623,626 and \$9,681,237, respectively, for the same period in the prior year. Total revenues decreased by 6.1% from last year and total expenditures increased by 6.8%.

**(b) Review of Restricted Current Funds Expenditures through December 31, 2012**

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

<b>Category</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures</b>	<b>Difference</b>
Federal Grants	\$7,069,608.41	\$2,701,924.30	\$4,367,684.11
Local Grants and Contracts	\$939,985.47	\$552,397.44	\$387,588.03
VI Legislature	\$82,944.91	\$82,944.91	\$0.00
Private Grants and Contracts	\$385,782.96	\$103,365.66	\$282,417.30
Other	\$1,131,269.28	\$465,862.81	\$665,406.47
<b>Total</b>	<b>\$9,609,591.03</b>	<b>\$3,906,495.12</b>	<b>\$5,703,095.91</b>

**C. Review of CELL Budget Performance through December 31, 2012**

CELL is positioned to meet or exceed its revenues for FY2013 and end the year with a positive net operating position. The online programs continue to grow and a blended learning strategy is utilized to enhance the delivery of the programs. CELL is closely watching the economic climate and containing expenses.

**D. Reichhold Center Budget Performance through December 31, 2012**

The Reichhold Center's Net Operating Position (NOP) at the period ending December 31, 2012, was (\$5,943). The Center realized 147% of the budgeted revenues for the period ending December 31, 2012 in spite not receiving the Foundation Appropriations. The Center's realized 100% of its budgeted expenditures for the reporting period.

**E. VISA Affinity Card Program Report**

In 2000 the Board of Trustees passed a resolution approving an affinity program between Chase Manhattan Bank and the University. The benefits of the program included the receipt of the proceeds from the card membership fees as well as a percentage of the monthly interchange fees. During the period 2002 through 2007, the University received a total of \$42,719 which was shared between the University and the Alumni Association at a 60:40 ratio,

consistent with the terms of the resolution. The program was discontinued due to Chase Manhattan Bank discontinuing operations in the Virgin Islands.

**F. Quarterly Grants and Contracts Report through December 31, 2012**

In the first quarter of FY2013, UVI submitted fourteen proposals totaling \$27,313,339 and was awarded twelve grants totaling \$1,190,761. This represents an increase of 4209.8% in the dollar volume of proposals submitted and a decrease of 51% in grants awarded, when compared to the corresponding quarter of the previous fiscal year. A proposal for \$22,231,488 was submitted by VI-EPSCoR.

**G. Quasi-Endowment Fund Status Report**

The University's quasi-endowment funds invested with Merrill Lynch totaled \$7,112,810.84 as of December 31, 2012. The University made two withdrawals within the quarter: \$438,610.15 for endowed scholarships was transferred to FUVI and \$653,958.21 which was loaned to the RTPark. The withdrawals were authorized by the Board of Trustees and Executive Committee of the Board of Trustees, respectively.

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

**A. Pathways to Greatness 2017**

The committee received a report on the new strategic plan which was officially launched in October 2012. There are no goals that have been identified to be completed for this reporting period. However, during the next several months, reports will be made as milestones are reached.

**B. Other Developments**

The committee received an update on the FALL FEST which will be held on February 27 and 28 on St. Croix and St. Thomas campuses, respectively. With respect to the Noel-Levitz report, it was noted that the University is moving forward on critical recommendations. On the Risk Assessment, a report is being developed by Cabinet for presentation at the next Planning Committee meeting.