

**MEETING OF THE BOARD OF TRUSTEES
MARCH 13, 2010**

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

**DRAFT CONSENT AGENDA
REGULAR SESSION**

Committee Reports

Academic, Research, and Student Affairs.....Juanita M. Woods

A. American Association of State Colleges and Universities (AASCU) Academic Affairs Winter Meeting in St. Thomas, VI in collaboration with UVI and the Government of the VI

The Provost presented an overview of the AASCU 2010 Winter Meeting that was held in St. Thomas during the week of February 1, 2010. AASCU members focused on community engagement as the model for the 2010 winter meeting. There were five teams made up of AASCU members, representatives of the public and private sector, and University experts. The teams focused specifically on the following topics as they relate to UVI:

- i. Economic Development
- ii. Community Issues
- iii. K-12 Schools
- iv. Internationalization
- v. Student Engagement

At the conclusion of the meeting, AASCU presented its formal recommendations to President Hall.

B. Provost's Report

In lieu of the Provost presenting each item of the Provost's Report, committee members were given the opportunity to comment and ask questions about the report.

Dr. Judith Edwin provided a brief report on enrollment. She indicated that by the close of business on February 16th, students that did not pay their outstanding obligations to the University or made arrangements to pay will be purged from the system. The enrollment

figure prior to the purge was approximately 2,700 students. Dr. Edwin anticipated that after the purge, the enrollment figure will be revised downward to approximately 2,600 students.

An inquiry was made on the status of the various program reviews that were completed or in progress, inclusive of the reviews in Divisions that are pending accreditation. The Provost will provide a summary report on those programs during the June Board meeting. He also expects to provide the committee with an update on the research that was done on program review at other institutions, prior to the June Board meeting.

C. Other Business

The committee Chair informed the members that the Shared Government Matrix had not been approved by ARSA in any of its previous meetings regarding Shared Governance. The Chair also inquired of the President as to whether the matrix required Board approval. The President indicated that although the matrix is more of an operational item, it needed to be brought back to the ARSA Committee as part of the entire shared governance package.

In other business, the Chair suggested that committee members consider scheduling meetings a year in advance due to the scheduling challenges that the committee faced over the past year. There were some concerns raised with the suggestion in view of the fact that the faculty and student trustees change every academic year. It was also noted that the major challenge in scheduling meetings was due primarily to the size of the committee.

Buildings and Grounds Committee.....Attorney Henry C. Smock

A. Walkway Project

The purpose of the walkway project is to connect the President's Residence to the Guest House. It was reported that sufficient funds have been identified in the plant fund budget to cover the cost of this project. The Bourne Group, an architectural firm, was retained to create the architectural drawings for this project. Two designs were submitted for this project. The first design was a straight access walkway and the other design went around the outskirts of the walkway area. A gazebo was included in the project. It would be located midway along the path. Various designs were reviewed to address potential environmental concerns that may arise with Coastal Zone Management. Both designs were sent out to bid, and three contractors picked up packages. Two companies, Neon Construction and Mack Construction, submitted materials. The Committee was asked to review and approve the project and forward its report to the Executive Committee.

The motion to approve walkway project (alternate A) with the gazebo was adopted: 4 yeas (Trustees Smock, Moorhead, Thraen, and Todman), 1 abstention (Dr. Hall). The Committee approved the alternate A bid received from Neon Construction.

B. Melvin Evans Electrical Rewiring & Upgrade Project

The Melvin Evans electrical rewiring and upgrade project includes rewiring circuit branches, replacing breaker boxes, installing ground protection on breakers, and installing new electrical panels. Ms. Washington and Mr. Buggy have devised a plan to limit the disruption of services in the building. Five conference rooms (A204, U-105, EVC138, EVC801A, and EVC807) and three classrooms (MB102, NWW102 and NWW103) were identified as possible sites for temporary relocation of offices.

The project is anticipated to take six months to complete. As a way of minimizing disruption to day-to-day operations and scheduled classes, the University would require that work scheduled for Monday through Friday be completed between the hours of 11:00 p.m. and 8:00 a.m., and that as much as possible, work be scheduled for weekends and holidays.

Campus Operations and the Office of Capital Projects evaluated the electrical construction plans and have made a preliminary estimate of 60-70 days that impacted areas would be off-line: 45 – 50 days for offices and 15-20 days for classrooms. Most of the preparatory work required for this project will be completed prior to relocation of an office. The work plan and analysis will be reviewed with the selected contractor, and an optimal schedule and a systematic approach to complete the project will be established. The project cost is estimated at \$300,000. Some work has been completed. This project has not been placed out to bid yet.

The walkway project and the Melvin Evans electrical distribution project were forwarded to the Executive Committee for action.

C. St. Croix Campus Projects Report

The St. Croix report addressed the progress of various projects. These included updates on the Hurricane Omar Repairs Progress Report, Evans Center Room 509 Renovation Project, Research & Publications (Caribbean Writer) Offices Renovation Project, Emergency Communication System Upgrade and Basketball Court Renovation Project.

D. St. Thomas Campus Project Report

The St. Thomas report addressed the progress of various projects. These included updates on the Executive Residence Main Walkway, Upper Academic Buildings Exterior Painting & Refinishing, President's Guest House Air Conditioning Project, Dining Pavilion Main Kitchen Ceiling Replacement, Sports & Fitness Concession Upgrade, Business Administration Space Relocation (B-109), Cooperative Extension Project and Emergency Communication Systems Upgrade.

E. Capital Projects Report

The Capital Projects Report addressed the progress of various projects on the two Campuses. On the St. Thomas Campus, these included the Wind Turbine Partnership Program, Wellness Center Project and the John Brewers Bay Beach Restroom and Shower Facility. On the St. Croix Campus, projects reported on included the Campus Electric Service Upgrade, Evans Center Electrical Upgrade and Evans Center 100-ton Air Conditioning Chiller Replacement.

Wind Turbine Partnership Program

Dr. George W. Oprisko is the Executive Director of the Public Research Institute. He has developed a draft proposal to team with UVI to create an entity that would install and operate Wind Turbines on the UVI campuses and sell the power produced back to the University at a reduced rate. Mr. Buggy, Attorney Sam Hall, and Dr. Hall met with Dr. Oprisko to discuss his proposal. After Dr. Oprisko's presentation, Attorney Hall pointed out some concerns. One concern was there appears to be legal issues with one of the members of the Institute. Also, the Institute does not have a proven record for the types of projects that were discussed. Attorney Hall has offered to contact WAPA to establish collaboration between WAPA and the University.

Wellness Center Project

The project is currently 70% complete and is projected to meet the completion date of March 2010. At this time, the progress of the project includes: the foundation and exterior walls, installation of underground mechanicals, concrete floor slabs, structural steel, electrical, plumbing and sewer service rough-ins. The roof is completed and the doors and windows will be installed. The interior partitions are all completed and dry wall installation has begun. In response to an inquiry, it was reported that a total of \$150,000 was budgeted to purchase the fitness equipment for the facility.

Committee on Trustees.....Jennifer Nugent- Hill

A. New Trustee Orientation

The Committee on Trustees focused on the importance of completing the new Trustee orientations timely. It was agreed by the Committee that Committee Chair Nugent-Hill and Trustee Smock would lead the orientation process since the President is himself a new Trustee.

B. 2010 Goals for the Committee on Trustees

The Committee on Trustees adopted goals for 2010 to guide their work. The Committee agreed on the following goals:

- Complete orientation for new Trustees.

- Revise and approve changes in the Board of Trustees Manual by the June Board meeting.
- Review and approve the Trustee Emeritus Policy and implement the process to review candidates and grant Trustee Emeriti status by May Commencement.
- Perform a periodic review of the performance of the Board of Trustees by the end of the calendar year.
- Complete the nomination process for Chair and Vice Chair by the June Board meeting.

C. Update to UVI Board of Trustee Manual

The Committee on Trustees discussed the importance of completing updates on the Board of Trustees Manual as part of the new Trustee orientation process. The Committee agreed on a timeline that will bring final revisions to the full Board of Trustees by the annual meeting in June.

Executive Committee.....Alexander A. Moorhead

Preferred Users Program at UVI Library

President Hall gave a briefing on a plan by the Administration to establish a Preferred Users Program at the UVI Library System as a pilot program for one year.

He indicated that the University has traditionally opened the doors of the libraries to adult members of the VI community to browse and use the library facilities and general collections. He reported that a more extensive program – the Preferred Users Program – has been developed to address the needs of the adult community users who have a need for more extensive use of our library facilities than our general, open door opportunity allows.

He added that, in crafting the policy, research was done looking at similar programs at a wide range of universities. Also, what was kept in mind was the need to balance extended access to community users and the need to be vigilant about the university’s fiduciary responsibility relative to the resources within the libraries.

He noted that under the existing policy, community users pay a one-time refundable fee of \$50.00 and have access to traditional library materials such as books on the stacks and a library card to check out the resources. Under the new program they would pay an annual fee of \$30.00 and would receive the following benefits: a domain account; access to UVI’s wireless network; Internet access; access to computer labs in the library; and access to printing (at a minimal cost).

He concluded that the Administration was poised to implement the policy on a pilot basis for one year.

Finance Committee.....Edward E. Thomas

A. Update on the Local Government Appropriation

The University has received a total of \$14,374,425 in allotments from the V.I. Government as of February 11, 2010 for Fiscal Year 2010. This represents 100% of the amount of \$14,374,425 requested by the University through February 2010.

B. (a) Review of Unrestricted Operating Budget to Actual Performance through December 31, 2009

Total actual revenues through the period ending December 31, 2009 was \$15,997,457 representing 110.9% of the budgeted amount of \$14,402,351. Actual expenditures of \$10,243,871 were less than the budgeted amount of \$12,061,593. Total actual revenues and total actual expenditures were \$16,091,407 and \$10,321,448, respectively, for the same period last year. Total revenues decreased by -0.7% from last year and total expenditures decreased by -0.8%.

2 (b) Review of Restricted Current Funds Expenditures through December 31, 2009

For the period October 1, 2009 through December 31, 2009, the University's restricted current funds performed as follows:

Category	Budgeted Expenditures	Actual Expenditures	Difference
Federal Grants	\$24,106,329.08	\$3,623,126.39	\$20,483,202.69
Local Grants and Contracts	\$549,792.41	\$323,553.50	\$226,238.91
VI Legislature	\$738,739.00	\$55,750.09	\$682,988.91
Private Grants and Contracts	\$267,411.10	\$202,411.10	\$65,000.00
Other	\$860,267.55	\$107,229.34	\$753,038.21
Total	\$26,522,539.14	\$4,312,070.42	\$22,210,468.72

2 (c) Review of CELL Budget to Actual Performance through December 31, 2009

CELL's activity through December 31, 2009 shows actual tuition and fees collected were more than the budgeted amount for the period in review. During this period an OSHA grant was added for consultation programs. The actual unrestricted revenues were \$50,000 compared to the amount of FY 2009 unrestricted revenues of \$21,724. CELL has a Net Operating Position (NOP) of (\$71,950) as of the first quarter of 2010.

2 (d) Review of Reichhold Center Budget to Actual Performance through December 31, 2009

The Reichhold Center's total revenues received through December 31, 2009 were \$275,073. Actual expenditures of \$372,788 exceeded the budgeted amount of \$333,702. This was attributed to deposits being paid for upcoming shows this season. An increase in private grants/sponsorship by 270% is attributed to the institution of a comprehensive sponsorship campaign.

C. Quarterly Grants and Contracts Report through December 31, 2009

In the first quarter of FY2010, fifteen proposals were submitted requesting \$4,160,182 in funding. This represents an increase of 25% in the dollar volume of proposals, when compared to the corresponding quarter of the previous fiscal year. Eight awards totaling \$913,956 were received in the first quarter of Fiscal Year 2010; this shows a decrease of 23% for the dollar volume of grants awarded.

A comparison of cumulative proposal and award activity for both FY 2008 and FY 2009 indicates that the cumulative amount for proposals submitted is higher in FY 2009 than in the previous fiscal year, with proposal dollar volume up by 55%, while the cumulative dollar volume of grants awarded declined by 35%.

D. Audited Financial Statements and Single Audit of Federal Financial Assistance Programs for the Year Ended September 30, 2009

The University is working with the auditor, Ernst & Young, to ensure timely publication of the FY 2009 Audited Financial Statement in order that the reports requiring Federal and Local Government information will also be submitted in a timely manner. The field work for the Financial Audit and the Single Audit is substantially completed (The Financial Audit about 70% and the Single Audit about 85%). The projected completion date of the audit is April 30, 2010.

Planning Committee Mr. Sinclair Wilkinson

A. Report on Enrollment

The Vice Provost for Access and Enrollment reported that as of February 17, 2010 the total enrollment count at the University of the Virgin Islands was 2,642 students. 1,110 of these students were in St. Croix, 1527 were in St. Thomas and 5 in St. Martin. For the Spring 2010 semester, there were 273 freshmen on the St. Croix campus and 277 freshmen on the campus on St. Thomas.

B. VISION 2012 Closeout Report for 2008/2009

The Committee reviewed the 2008-2009 Close-out Report. Specifically, Dr. Davies reported the following amendments with respect to the Close-out Report 2008-2009 as follows:

2E1 – The Planning Committee requested a change to 2.E.1 on September 29, 2009 to read: “Achieve national recognition for at least two publicity events each year that are collaboratively conceived by University components, divisions or areas. The Public Relations Office shall provide input and support for events that have the potential to increase the University’s name recognition and market profile.”