

**MEETING OF THE BOARD OF TRUSTEES  
JUNE 12, 2010**

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

**DRAFT CONSENT AGENDA**

**COMMITTEE REPORTS**

**Academic, Research, and Student Affairs.....Dr. Yvonne E. L. Thraen**

**A. Provost's Report**

In lieu of an extensive presentation, the Provost highlighted the contents of the report and provided an opportunity for committee-members to comment and ask questions. Data on the characteristics of the graduating class was not available at the time of the meeting and will be presented during the Board meeting.

The Committee discussed the P-Semester Pilot program, which is scheduled during the intersession break between fall 2010 and spring 2011. The program is a joint collaboration between Clark Atlanta University and UVI. It is intended to offer a cultural communications program on the St. Croix campus primarily for students from Clark. It is also intended to be a signature program that would allow students coming from other locations to participate in the St. Croix Christmas festival activities as part of the P-Semester experience. The President's long-term plan is to encourage all of the schools and colleges at UVI to create opportunities for new and existing programs that will attract both students and faculty from other institutions during the P-Semester. The pilot program will also give UVI an opportunity to determine the level of resources required to run the program at a time when the University is normally closed.

The Provost's Report also highlighted student participation in several academic and professional activities. Among the activities were the annual meeting of the National Society of Black Engineers; the national meeting of the American Chemical Society; the Ocean Leadership Conference; and the annual Spring Research Symposium. Committee members acknowledged the student accomplishments and suggested that efforts are made to utilize these students in the University's recruitment efforts.

Finally, there was a brief discussion about plans for the ASN program in the School of Nursing. The Provost indicated that the ASN program is being discontinued in most places or transitioned to a four-year program. The University has not started formal discussion to phase out the ASN program, but it is something that will have to be considered.

**B. Other Business**

Trustee Highfield presented the committee with her findings on the advantages of Early-College Schools. Many schools in the United States are advocating a fast-track program that allows students to earn high school diplomas and up to two years of college credits. One of the goals of the program is to keep at-risk students in school by eliminating the barriers between high school and college.

Trustee Highfield shared with the Committee some of the recommendations from the Colorado Community College system for bringing the program on line. Committee members voiced support for the program and discussed the opportunities to target the program to at-risk students. The President informed the Committee that there were elements in the recent Education Task Force Report that looked at the type of intervention programs that the Committee was discussing. He suggested that the proposal be placed in the context of the collaboration between the Board of Education, Department of Education, and the University.

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

**A. Approval of the February 15, 2010 Minutes**

Trustee Moorhead pointed out that the draft minutes of the February 15, 2010, meeting of the Committee states that the Committee entered into Executive Session but no minutes of an Executive Session were distributed to Committee members. He further stated that minutes of the Executive Session are required under the Sunshine Act. Trustee Smock agreed to table the presentation of the February 15, 2010 Regular Session and the Executive Session minutes until the next committee meeting. No objections were raised.

St. Croix Campus Projects Report

The St. Croix Projects Report addressed the progress of various projects. These included updates on the Sudgen Property Maintenance Project, E-Waste Recycling & Disposal, Emergency Replacement of Air Conditioning Units, Upgrade and Refurbishing of North West Wing (NWW) Room 133.

St. Thomas Campus Projects Report

The St. Thomas Projects Report addressed the progress of various projects. These included updates on the Executive Residence Main Walkway, Upper Academic Buildings Exterior Painting & Refinishing, Cooperative Extension Project, Reichhold

Center Renovations Project, Commuter Lounge Minor Renovation, Library Guttering Replacement, and Classroom Administration Building Guttering Replacement.

**B. 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, the John Brewers Bay Beach Restroom and Shower Facility, Library and Upper Classroom ADA Accessibility Project and the Classroom Administration (CA) Building ADA and Code Compliance Renovation Project. On the St. Croix Campus, projects reported on included the Library Expansion Project, Evans Center Electrical Upgrade and the Physical Education Athletic Field Project.

Wind Turbine Partnership Program

Mr. Buggy reported he had received a call from Wind Turbine Energy which indicated that the company has a new proposal. Mr. Buggy further reported he has responded that the University has not made any decision yet and is open to new opportunities. Mr. Buggy stated that, to his knowledge, the company has a combination of wind turbine and solar technology that they wish to incorporate into a power purchase agreement. The company anticipates submitting a proposal to the University by the end of May or early June.

Wellness Center Project

The project is approximately 98% completed. Electrical and building inspections are being scheduled this week. The wooden dance floor is installed. The installation of the rubber floor in the fitness room will be done the day before the contractors complete the project. Due to vendor delays in supplying the railings, the contractor will install temporary code compliant railings so that a temporary certificate of occupancy can be issued. The fitness equipment and other items can be installed for the grand opening. The permanent railings are scheduled to be on island and installed by the end of May.

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

**A. Editorial Changes in the Statement of Expectations**

The Committee on Trustees reviewed language in the introductory portion of the Statement of Expectations that was incorrectly copied from the Bylaws. The Statement of Expectation was previously approved by the Board of Trustees. The Committee approved a change in the text of the Statement of Expectations document to match the text in the Bylaws.

**B. Review of Candidates for Trustee Emeritus**

The Committee on Trustees agreed that it would be difficult to meet the deadline set in its 2010 Goals to make a recommendation to the Board of Trustees for Trustee Emeriti Candidates by Commencement. This deadline was set to allow candidates to be brought before the Board of Trustees at the June meeting. The Committee agreed to postpone the discussion of potential Trustee Emeriti to allow for more time for consideration of this matter and to bring recommendations to the Board of Trustees at the November 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.

**Development Committee.....Rev. Dr. Wesley S. Williams, Jr.**

**Status Report on Annual Fund**

Total Contributions Fiscal Year (Oct 1, 2009 – May 14, 2010)     \$554,413.39.

The University raised \$554,413.39 from 698 gifts received from 516 donors. The alumni giving rate is 5.10%. The University has seen an increase in contributions and alumni participation which is largely attributed to the implementation of initiatives spearheaded by President Hall and the Office of Institutional Advancement. President Hall recognized the Interim Vice President for Institutional Advancement, Dr. Henry Smith, and his staff for the progress made since the March 13, 2010 Board meeting. President Hall provided an update on his fundraising and outreach activities completed during the quarter.

**Executive Committee.....Alexander A. Moorhead**

**A. 1996 VI Legislative Bills**

The Committee discussed Bills enacted by the VI Legislature in 1996 naming of certain facilities on the St. Croix Campus and gave guidance to the Administration on how to proceed.

**B. Update on Executive Searches**

The Committee received an update report from President Hall regarding Executive Searches and with respect to the position of Internal Auditor and guidance was given to the President on how to proceed forward with filling the position.

**C. Letter from Senate President**

There was discussion on a letter that was received from the Senate President inviting the Chair to appear at a meeting of the Legislature in the Committee on the Whole and give testimony on a bill to authorize the Government to borrow \$250 million. The President received a similar letter. The Committee gave guidance on how to respond to the letters.

**D. Update on Pending Initiatives**

President Hall gave an update report on pending initiatives that would be going to various board committees for review and approval

**E. Vacancy on Research and Technology Park Board**

There was a discussion on the vacancy on the Research and Technology Park Board of Directors which vacancy is to be filled by the Board of Trustees electing one of its members. No recommendations were made at this time.

**F. Salary of Board Liaison**

There was a discussion on the review of the salary of the Liaison to the Board. The matter was tabled until the next meeting of the Committee.

**Finance and Budget Committee.....Edward E. Thomas**

**A. Authorization of University of the Virgin Islands 2010 General Obligation Refunding Bonds**

The Administration of the University is considering requesting authorization to reissue all of the outstanding Series 1999 A Bonds to finance the construction of the St. Thomas residence hall. The Administration is continuing its due diligence prior to securing authorization for this action.

**B. Update on the Local Government Appropriation**

As of May 12, 2010, the University received a total of \$22,999,080 in allotments from the V.I. Government for Fiscal Year 2010. This represents 100% of the amount of \$22,999,080 requested by the University through May 2010.

**(a) Review of Unrestricted Operating Budget to Actual Performance through March 31, 2010**

Total actual revenues through the period ended March 31, 2010 was \$27,409,152 representing 109.8% of the budgeted amount of \$24,952,037. Actual expenditures of \$22,430,313 were less than the budgeted amount of \$24,080,875. Total actual revenues and actual expenditures were \$25,664,113 and \$22,071,488, respectively, for the same period last year. Total revenues increased by 6.8% from last year and total expenditures increased by 1.6%.

**(b) Review of Restricted Current Funds Expenditures through March 31, 2010**

For the period October 1, 2009 through March 31, 2010, 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	\$34,841,963.59	\$10,957,645.00	\$23,884,318.59
Local Grants and Contracts	\$1,009,585.76	\$746,291.29	\$263,294.47
VI Legislature	\$315,373.38	\$315,373.38	\$0.00
Private Grants and Contracts	\$750,470.11	\$533,044.69	\$217,425.42
Other	\$1,189,279.87	\$434,865.73	\$754,414.14
<b>Total</b>	<b>\$38,106,672.71</b>	<b>\$12,987,220.09</b>	<b>\$25,119,452.62</b>

**C. Review of CELL Budget to Actual Performance through March 31, 2010**

CELL's activity through March 31, 2010 shows actual tuition and fees collected were more than the budgeted amount for the period in review. The actual unrestricted revenues were \$268,367 compared to the budget amount of \$100,000. During this period an OSHA grant was added for consultation programs. CELL has a Net Operating Position (NOP) of \$44,067 in unrestricted funds as of March 31, 2010.

**D. Review of Reichhold Center Budget to Actual Performance through March 31, 2010**

The Reichhold Center's Net Operating Position (NOP) as of March 31, 2010 was (\$216,313). Total revenues received through March 31, 2010 were \$408,347. Actual expenditures of \$624,660 were below the amount budgeted of \$634,571.

Grants/Sponsorships are up by 129% over 2009 due primarily to aggressive efforts to increase corporate sponsorship for programs. Costs of travel for performers were significantly higher than estimated.

**E. Quarterly Grants and Contracts Report through March 31, 2010**

In the second quarter of FY2010, twenty-two proposals were submitted requesting \$4,201,685 in funding. This represents an increase of 49% in the dollar volume of proposals when compared to the corresponding quarter of the previous fiscal year. Eleven awards totaling \$3,132,248 were received in the second quarter of Fiscal Year 2010; this shows an increase of 16% for the dollar volume of grants awarded.

**F. Draft Audited Financial Statements for the Year Ended September 30, 2009**

The University is presenting a draft of the audited financial statements for the year ended September 30, 2009. The auditor, Ernst & Young, has indicated that the final report, in addition to the Single Audit report, would be completed by May 31, 2010.

**G. Tuition and Fees Increase Timeline**

The Board of Trustees has supported a policy of modest annual increases in fees while keeping tuition rates affordable and competitive. The last tuition increases, approved by the Board June 14, 2008, covered a three-year period ending Fall 2010. The timeline being presented is projecting a tuition and fees increase proposal to be presented to the Board of Trustees at the Fall 2010 meeting with an effective date of Fall 2011.

**H. Wellness Center Operating Budget**

The Administration of the University reported that the Wellness Center on the St. Thomas campus is near completion and is being prepared to open for business. On March 11, 2006, the Board of Trustees approved a resolution to plan, construct and complete the Wellness Center. The Administration will present, for further consideration, any variances with the information contained in the plan as approved by the Board of Trustees.

**Planning Committee.....Sinclair L. Wilkinson**

**A. Institutional Effectiveness and Assessment**

A document outlining an approach to institutional effectiveness and assessment at UVI was presented as information to the Committee. The document shows the

interconnected relationships among planning, accreditation, institutional assessment and student learning outcomes assessment. It also speaks to the applicable use of assessment results to improve the overall effectiveness of the University and sets out guiding principles and the organizational structure through which the preceding approach could be achieved. This approach to institutional effectiveness and assessment is expected to respond more fully to the planning and accountability needs of the University within the context of shared governance.

## **B. VISION 2012 2009 – 2012 Update on Measures of Accomplishments**

The report examined the status of the 33 measures of accomplishment applicable to the period October 2009 to September 2010. Twelve of these were determined to have been fully achieved and 13 are in progress but more than 50% achieved. The remaining 8 are in progress but less than 50% achieved. Among those fully achieved were changing the name designations of academic divisions to schools and colleges, establishment of a male organization on each campus targeted to meeting retention and recruitment needs of male students and increasing faculty and staff giving by 2% over FY 2008. Clarifications were provided to committee members to their inquiries on the wellness center, campus signage, upgrading of existing facilities, service charters, the internal auditor, enhancement of the student learning experience, establishment of a Professional Service Agreement Repository and sustainability of the CELL Workforce Training Center.

## **C. Admissions to UVI: Fall 2010 to Fall 2012**

A presentation emphasized the need to be always aware of data related to admissions of students to UVI and to use this in determining who should be targeted for recruitment if the target goal of 2,700 students by fall 2010 is to be met. Data presented showed that applications to the university at the time of the meeting were below the projected number raising the question whether the projected 10% increase for the coming year will be reached. A large number of applications received are incomplete. This is expected because many students at this time have not made decisions on what college they will attend. A recruiter will be on the UVI staff in the fall to lead efforts that will market the University and recruit student at high schools and other non-traditional places. Activities aimed at increasing enrollment have already been implemented. These include the "Shadow our Students" program and also having more school groups participate in tours of the campus.