

**MEETING OF THE BOARD OF TRUSTEES  
JUNE 15, 2013**

**UNIVERSITY OF THE VIRGIN ISLANDS  
ADMINISTRATION AND CONFERENCE CENTER  
ST. THOMAS CAMPUS  
9:00 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 Spring semester. The Provost provided the committee with highlights of some of those activities and initiatives. They included the addition of new minors in the areas of Political Science, Caribbean Cultural Studies and Environmental Science; the addition of IRBNet, a technology update that offers the University's research community electronic protocol management, on-line submissions and many other important research oversight features; Research and Public Service updates; highlights of Student Affairs and student life; updates on the Center for Student Success; and a number of student and faculty achievements.

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

**Ernst & Young Update**

The Committee received an update from the external auditor Ernst and Young as well as a progress report from the Internal Auditor.

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

**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 (Update): New piping, vertical turbine pumps and frequency drive controllers were installed in the pump room. Installation of the supplemental water purification system is currently in progress. This project has a revised completion date of May 15, 2013.

Melvin Evans Center Theatre (401) – Interior Facility Upgrade: Installation of new blinds and the purchase of the instructor podium/cabinetry and other miscellaneous furniture are the remaining outstanding items for this project. The project has a revised completion date of July 1, 2013.

Palm Drive Access – Electronic Gates (Update): The gate is operational but there are some technical issues. ADT purchased additional equipment to integrate the intercom IS system with the overall IP base for the surveillance cameras. Security officers can now monitor and activate the electronic gate using a telephone handset which displays a visual image of the caller.

Security Upgrades – Surveillance Cameras & Emergency Code Blue Phones: The vendor has received all of the necessary materials and equipment for this project. This project has a revised completion date of July 1, 2013.

E-Devices Recycling Drive: The scope of work for this project included the collection of all spent electronics from campus offices. Approximately 700 spent electronic items were collected. This project was done in conjunction with VI Waste Management Authority and the direct expenditures for recycling the spent devices totaled approximately \$6, 750.00.

Drinking Water Fountains – Upgrade Project: The scope of work for this project includes the purchase and installation of seven drinking water fountains for the campus. This project has a completion date of May 31, 2013

#### Renovations

Northwest Wing Restrooms – Renovation & ADA Compliance: There are several outstanding items which include replacement of the light fixtures, installation of the ADA restroom stalls, replacement of additional restroom fixtures and the purchase and installation of the lockers. This project is anticipated to be completed prior to Commencement 2013.

#### ARRA Project

Athletic Field Establishment Project: This project is approximately 98% complete. Outstanding items remaining for this project include implementing a method to eliminate the invasive grass on the practice field and top dressing both fields with sand and topsoil. This project has a new revised completion date of July 30, 2013.

Athletic Fields – Augment Maintenance & Irrigation Equipment: The scope of work for the maintenance augmentation equipment includes the purchase of a fairway mower for the new athletic fields (soccer fields). A used Jacobsen SLF-1880 mower was selected.

The scope of work for the irrigation equipment project includes the purchase of a SB140 traveling water reel irrigation sprinkler.

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

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

#### Renovation Projects

Campus Shuttle-Bus Purchase: The new shuttle-bus was placed into operation on March 11, 2013. The older shuttle-bus was taken off-line for mechanical repairs and refurbishing.

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. The restrooms on the upper levels were also renovated. This project is complete.

Sports & Fitness Center A/C Upgrade: A radiator has been ordered for the 750KW Detroit Spectrum generator. The delivery time is approximately six (6) weeks. The radiator should be installed by June 2013.

Generator repairs and fuel storage: This project is in the procurement stage.

Marine Science Restroom Upgrade: The ground floor restrooms in the Marine Science building were scheduled to be renovated to meet requirements of the 2010 American with Disability Act. This project addressed the replacement of plumbing fixtures, stall partitions, shower valves and accessories, doors and hardware. This project is complete.

Reichhold Center Cistern Rehabilitation: This project addresses 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. This project is currently on hold pending identification of a funding source.

Campus Outdoor Basketball Facility: The scope of work for this project includes the replacement of the basketball goals, lighting, fencing and the upgrade of the playing surface. The project is in progress.

Installation of Electronic Gates: This project addressed the purchase and installation of electronic gates for access control to the St. Thomas campus. One gate has been installed by the Cooperative Extension Services building. ADT and the UVI Information and Technology Department are working together to rectify technical problems encountered with the system. The electronic gate is anticipated be fully functional by fall 2013. To date, there is no progress on the second gate, which was approved to be installed on the eastern side of the campus.

Installation of Surveillance Cameras and Blue Phones: Surveillance cameras and blue phones will be installed on the St. Thomas campus in two phases. The Chief of Security is currently investigating the cost and technology of the surveillance cameras and blue phones.

## **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 remaining to be completed by GEC. There are also warranty issues not associated with the punch list items. Once these items are rectified, this project will be complete.

Marine Science Center 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.

Center for Geo Computational and Statistical Analysis and Caribbean Green Technology Center: The center is occupied and operational. A proposal for the installation of additional doorknobs is pending.

#### ARRA Projects

Library and Upper Campus ADA Accessibility Project: This project is complete.

#### Albert A. Sheen Campus

Research & Technology Park Construction: The University issued RFP's for this project. Tip Top Construction was awarded the contract for the general construction services. The University anticipated beginning construction of the fit-out space while construction on the building itself was underway. UVI was informed by the Research and Technology Park that they were not comfortable with UVI commencing construction of the fit-out space until the RTP building contractor has achieved substantial completion of the building, which is currently scheduled for April 28, 2013. This request should not negatively affect the fit-out schedule. If there are any additional delays which extend the completion date of the RT Park building beyond April 28, 2013, then UVI will be required to alter its fit-out schedule for occupancy of the fit-out spaces.

### **Energy Management Report**

#### University Wide Photovoltaic System Project

The Power Purchase Agreement and the site lease contract remains under negotiations at this time. Also, UVI is currently awaiting Caribbean Wind Energy and Systems 3 to complete site surveys for both campuses and the termination fees calculations.

#### Energy Consumption Analysis

The consumption rates which were reviewed are for January 2013. There was an increase in energy consumption on the Albert A. Sheen main campus. Some factors contributing to the increased usage include the use of the irrigation system, the AG Fair and increased building usage. A decrease should materialize in the next cycle. There has been an increase in consumption at the Agricultural and Experiment compared to recent months when most of their equipment was turned off due to fewer active experiments.

The St. Thomas campus, Sports and Fitness Center, continues to see savings. The new dorm is currently on the Sports and Fitness Center meter; however, it will soon be separated and placed on its own meter.

The St. Thomas main campus saw a 10% savings this reporting cycle.

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

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

For Fiscal Year 2013 the University was appropriated a total of \$28,860,749 as authorized by Acts 7434 and 7458. However, on February 15, 2013, the University received a memorandum from the Office of Management and Budget advising of a 5% allotment reduction effective March

1, 2013. The reduction of \$713,666 brings the University's revised allotment level to \$23,754,611, which does not include the debt service costs of \$3,992,205. As a result of the change in the appropriations act, the debt service costs are appropriated to the Department of Finance for the University.

As of April 22, 2013, the University received a total of \$15,732,363.58, in allotments from the V.I. Government for Fiscal Year 2013. This represents approximately 95% of the amount of \$16,527,783.52 requested by the University through April 2013.

**B. (a) Review of Unrestricted Operating Budget Performance through March 31, 2013**

Total actual revenues through the period ended March 31, 2013 was \$22,898,199 representing 88.7% of the budgeted amount of \$25,822,016. Actual expenditures and transfers of \$20,176,191 were less than the amount budgeted of \$22,365,763. Total actual revenues and total actual expenditures and transfers were \$27,407,361 and \$20,618,153, respectively, for the same period in the prior year. Total revenues decreased by 16.5% from last year and total expenditures decreased by 2.1%.

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

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

Category	Budgeted Expenditures	Actual Expenditures	Difference
Federal Grants	\$11,801,695.65	\$8,964,545.72	\$2,837,149.93
Local Grants and Contracts	\$1,665,253.18	\$342,694.19	\$1,322,558.99
VI Legislature	\$568,636.49	\$568,636.49	\$0.00
Private Grants and Contracts	\$931,020.21	\$394,931.22	\$536,088.99

Other	\$908,579.24	\$908,579.24	\$0.00
<b>Total</b>	<b>\$15,875,184.77</b>	<b>\$11,179,386.86</b>	<b>\$4,695,797.91</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. Quarterly Grants and Contracts Report through March 31, 2013**

In the second quarter of FY2013, UVI submitted fifteen proposals totaling \$6,659,392 and was awarded nine grants totaling \$701,968. The College of Science and Mathematics received a total of \$358,430 in awards representing 51% of the total awards received.

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

The 2012 financial audit began on January 24, 2013 while the A-133, or the Single Audit, began February 2013. A problem was found in the prior year's audited financial statements which extended the completion date from March 31, 2013. As a result, an extension through May 31, 2013 was requested from and granted by the HBCU Loan officers. At present, the field work is basically finished and a draft was submitted to the Audit Committee.

**F. Reichhold Center Budget Performance through March 31, 2013**

The Reichhold Center's Net Operating Position (NOP) at the period ending March 31, 2013 was (\$103,931). The Center realized 80% of the budgeted revenues and 92% of the budgeted expenditures for the period ending March 31, 2013.

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

**Pathways to Greatness 2017**

The committee received a detailed report on the progress made in the new strategic plan, *Pathways to Greatness*. Close to 50 objectives were initiated this academic year and were at various stages of achievement.