

**MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 24, 2015**

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

**CONSENT AGENDA**

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

**A. Student Presentations**

During summer 2015, a cohort of eight students from UVI participated in the Washington Center Summer Internship program. The program provides opportunities for students to live and work in Washington, D.C. during a ten-week period while they also attend classes, participate in cultural exchanges, and community service activities. The students shared a Power Point presentation with the ARSA Committee, which highlighted their summer experiences. This is the second cohort of students that have participated in the Washington Center Summer Internship program, which is funded through a special appropriation from the Virgin Islands Legislature.

**B. Global Programs**

The Associate Provost of Global, Graduate, and Academic Affairs provided the ARSA Committee with an update on some of UVI's global initiatives. He indicated that UVI's primary focus is on China, India and South Korea. He spoke about the initiatives with China that will start in January 2016 and will provide students with an opportunity to spend a semester or academic year in China. He also spoke about the potential for collaborative relationships with universities in India and South Korea.

**C. Provost's Report**

The Provost's Report included an extensive update on the activities and initiatives in the Provost's Component during the period of May through August 2015. Enhanced recruitment efforts have led to an increase in the number of new freshman applications; accepted new freshmen students; and new freshmen students accepting UVI's offer of enrollment. Other activities and initiatives that were highlighted in the report included updates on the University of St. Maarten initiative; am development; and student and faculty achievements.

**Audit Committee.....Mrs. Gwen Norton**

**A. Presentation by Ernst & Young**

Representatives from Ernst & Young provided a summary of the FY 2014 Financial Statement Management Letter and the 2014 A-133 Single Audit Report. Highlights of the discussion included the Management Letter comments previously identified in the Financial Statement report, management responses and recommendations.

**B. Information Technology Risk Assessment**

Vice President for Information Services and Institutional Assessment provided a follow-up report on the technology audit through a presentation on Risk Assessment in the IT area. Highlights of the presentation included recommended policies, upgrades to equipment as well as budget implications.

**C. Audit Report**

The Internal Auditor presented a report on the 2014-2015 Audit Plan, 2015-2016 Risk Assessment, and the FY2016 Audit Plan.

**Buildings and Grounds Committee.....Mr. Alexander A. Moorhead**

**A. St. Thomas Campus Projects Report**

The St. Thomas campus report addressed the status of the following projects:

- Rouppe House renovations -- completed August 2015
- Upper Academic Classroom Access Control Hardware -- completed August 2015
- Dining Pavilion Air Conditioning Installation – completed August 2015
- Faculty East Eight/Former RT Park Office Suite repairs -- completed August 2015
- Center for Marine and Environmental Studies (CMES) Environmental Laboratory – Completed August 2015

Capital Projects, St. Thomas Campus

- Center for Marine and Environmental Studies Upgrade and Addition Project – Phases I and II completed; Phase III which includes the expansion and improvement of existing dock, new boat launch slip, stairway and lighting -- still in progress – scheduled completion, March 2016
- Reichhold Center Renovations:
  - A. Roof Repairs -- completed August 2015
  - B. ADA Accessibility and Code Compliance – completed August 2015
  - C. Electrical Infrastructure Upgrade -- completed August 2015
  - D. Exterior Siding Sealing and Replacement-- completed August 2015

- E. Driveway Improvement and Realignment Project Realignment -- completed August 2015
- F. Theater Interior Painting and Refinishes -- completed August 2015

## **B. Albert A. Sheen (AAS) Campus Project Report:**

The AAS campus report covered five (5) projects which included upgrades, equipment maintenance and repairs to facilities on the campus during the period May 2015 through September 2015. Projects highlighted follow:

- Equipment maintenance for three generators -- scheduled completion December 2015
- Air conditioning chiller & wall mount unit replacements – Repairs on the chiller were completed August 2015. The wall mount unit was purchased and replaced in Building Q and work on the wall mount unit for Building T was completed – September 2015.
- Soccer Field Maintenance Projects -- 70% completed - full completion scheduled for November 2015
- Campus Road Repairs -- completion scheduled for December 2015
- Student Activities Floor Tiling Project -- completed August 2015

### Compliance Activity Report, St Croix Campus

During the months of May, August and September 2015, the Albert A. Sheen Campus along with the assistance of VI Waste Management was involved in the disposal of pesticide clean-out, hazardous waste, fluorescent waste and medical waste disposal. E-device collection was also completed.

## **C. Energy Management Report**

### Photovoltaic Project

Permits for the St. Thomas and St. Croix campuses were completed and submitted to Veriown, the innovations and operations side of NGP that specifically deals with energy. The permits are expected to be functional the week of October 5, 2015 and the notice to proceed would be issued shortly thereafter. The financing company, PrairieGold Solar, has requested access to the site which is favorable. Mobilization is scheduled for October 20, 2015, for both campuses and the schedule will give clear detail of every step that will occur. Final completion is scheduled for April 2016.

## **D. Environmental Compliance Report:**

- The updating of Safety Data Sheet information on the UVI campuses was completed in advance of the deadline date, June 1, 2016. All Material Safety Data Sheets (MSDS) would be replaced with new Global Harmonized Systems

(GHS) compliant Safety Data Sheets (SDS) information to coincide with OSHA's Right to Know Act, and referenced by the Hazard Communication Standard.

- Numerous electronic devices were sourced for reuse resulting in substantial savings compared with buying new equipment. Formal training for Safety and OSHA compliance is ongoing. Identification and collection of waste chemicals was conducted and disposal of all waste or outdated chemical will be scheduled with VI Waste Management during the next quarter.

**E. Status of Medical Facilities Development:**

The designs are completed for the UVI Medical School and the Simulation Center. Meetings have been ongoing with the builders, contractors and designers on a regular basis. The Bourne Group was hired as UVI's project manager to oversee the development of the classroom building project and also on the STX Campus a project manager was also contracted. More focus is placed on the classroom building because of the urgency of the pending need. Modifications were made to the classroom building to stay within budget. The critical permits have been approved and issued and the contractor is ready to begin construction. The LCME decision is pending in another two weeks – mid October 2015.

In an effort to minimize risks, excavation and mobilization was halted. Substantial completion of building construction is scheduled for 11 months after the start date. September 15, 2016 is scheduled for the completion date. A backup plan is in place, if there is a need for temporary classroom space. The simulation center completion is still on track. Once the LCME decision is received the contractors would proceed with the construction.

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

**Institutional Advancement Report**

The Committee received a report on overall Development activities and Alumni Affairs report. An update on the Capital Campaign was presented. Mr. Neaves also provided the status on the search for the position of Director of Major Gifts.

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

**1. Update on Local Government Appropriation – Fiscal Year 2015**

The Committee received an update on the local government appropriation for 2015 and also a status report on the appropriation for Fiscal Year 2016.

## 2. Unrestricted Budget Performance through August 31, 2015

### a. Review of Budget to Actual Performance through August 31, 2015 (Presentation/Discussion)

Total actual revenues for the period ended August 31, 2015 were \$43,092,223, representing 98.2% of the budgeted amount of \$43,867,452; see Operating Revenue Summary on page 6. Actual expenditures and transfers, for the period ended August 31, 2015, were \$43,346,752 representing 98.5% of the budgeted amount of \$43,987,005; see Operating Expenditure Summary on page 8.

### b. Review of Actual to Actual Comparison at August 31, 2015 and August 31, 2014 (Presentation/Discussion)

Total actual revenues for the periods ended August 31, 2015 and August 31, 2014, were \$43,092,223 and \$42,533,869, respectively; see Operating Revenue Summary on page 11. Total actual expenditures and transfers for the periods ended August 31, 2015 and August 31, 2014, were \$43,346,752 and \$43,616,481, respectively; see Operating Expenditure Summary on page 13. Total revenues increased by 1.3% over the previous year and total expenditures decreased by 0.6% from the previous year.

## 3. Review of Restricted Current Funds through August 31, 2015

For the period October 1, 2014 through August 31, 2015, the University's restricted current funds performed as follows:

### Summary of Restricted Current Funds August 31, 2015

Category	Budgeted Revenues	Actual Expenditures	Fund Balance
Federal Grants	\$ 26,887,085	\$ 16,992,177	\$ 9,894,908
Local Grants and Contracts	1,569,499	3,202,322	(1,632,823)
VI Legislature	2,241,849	1,638,580	603,269
Private Grants and Contracts	2,602,268	1,344,663	1,257,605
Other	3,613,036	2,311,528	1,301,508

<b>Total</b>	\$	36,913,737	\$	25,489,270
				\$
				11,424,467

At August 31, 2015, Local Grants and Contracts fund balance was (\$1,632,823) as a result of cost overruns in current year activities for the AES and CES Grant Programs. Those programs have been carrying deficits due to expenditures exceeding budgeted amounts and an annual reduction in the University's match (AES). See Restricted Current Funds Revenue and Expenditures on page 19.

**4. Review of CELL Budget to Actual Performance through August 31, 2015**

CELL's online programs are well positioned to extend CELL's reach using Veteran's benefits. Test Center capabilities are showing promise for increased revenue/enrollment. In summary, CELL must continue to aggressively peruse new and creative ways to generate revenue. The unrestricted fund for CELL has a net operating position of \$95,071 as of August 31, 2015; see CELL Revenue and Expenditure Summary on page 20.

**5. Review of Reichhold Center Budget to Actual Performance through August 31, 2015**

Reichhold Center is reporting a net operating loss of (\$222,239) as of August 31, 2015. Revenues from private grants and corporate sponsorships, facility/equipment rentals and stage bill advertising are below projections. The facility/equipment rental category fell below projections due to the Center's major renovation project in FY 2015. The Center was closed which resulted in the cancellation of all potential rental opportunities. Stagebill Advertising fell short of projections due to the reduction in Center staff which has inhibited the ability to secure additional external funding for the Stagebill. Revenues in excess of projections were realized in ticket sales, individual gifts, and concessions. The Center continues to experience challenges in performance expenditures in spite of efforts to minimize expenditures. No action required.

**6. Quarterly Grants and Contracts Report through August 31, 2015**

In the third quarter of fiscal year 2015, the Office of Sponsored Programs (OSP) submitted 24 proposals for a total of \$8,436,300 and received 16 awards totaling \$2,114,732 compared to 26 proposals totaling \$8,732,069 and 21 awards totaling \$2,917,541 for the same period in FY 2014.

## **7. Quasi-Endowment Fund Status Report through July 31, 2015**

The University's endowment funds, which are Commonfund, totaled \$10,093,022 as of August 31, 2015, a decrease of \$649,405 compared to the quarter ended September 30, 2014 as shown in the Quasi-Endowment Fund Schedule on page 23.

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

### **A. Enrollment Report**

The committee received a report on enrollment for the fall 2015 semester. The report indicated that 184 new graduate students enrolled this semester as compared to 170 for the fall 2014 semester. The undergraduate enrollment this semester totaled 2372 resulting in a 2% increase as compared to 2331 for the fall 2014 semester.

### **B. Key Performance Indicators/Pathways to Greatness**

The committee received a report on the Key Performance Indicators as linked to the Institution's Strategic Plan, Pathways to Greatness to the Committee. The report focused on enrollment, academic achievement/top achieving students, and financial aid in comparison with the University's aspirational and institutional peers. In addition, academic quality, community engagement and globalization and development completed the report.