

**MEETING OF THE BOARD OF TRUSTEES
JUNE 9, 2012**

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

**DRAFT
CONSENT AGENDA**

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

A. Periodic Review Report

The Periodic Review Report (PRR) was presented to the ARSA Committee for review and approval. The document reflects the collaborative efforts of several committees over the course of the past two years that were responsible for various aspects of the report. The PRR, which is due to Middle States by June 1, 2012, provides an update on the progress the institution has made since the last site visit. As the committee reviewed the document, there were a number of proposed updates and amendments. After an extensive discussion, the committee voted unanimously to approve the Periodic Review Report as amended and forward it to the Executive Committee for approval at the May 7, 2012 meeting.

B. UVI's Response to Dual Enrollment

The University was invited to testify before the Virgin Islands Legislature on Bill No. 29-0161 – an act amending 17 V.I.C., chapter 5, relating to education and establishing a dual credit program between the University of the Virgin Islands and the Department of Education for public and state supported high school students in the Virgin Islands.

The President's testimony, in general, supported the proposal. The major concern, however, was the lack of resources and knowledge of how many students would participate. The bill was withdrawn in order to address some of the concerns raised during the testimony and may be resubmitted at a later date.

C. Provost's Report

The Provost provided the committee with highlights of some of the successes during the academic year. They included the Faculty Research Day activities; the University colloquium and working paper series; a new state of the art environmental science lab; student participation in summer research; the 13D Entrepreneurship Program awards; and the approval of four minors for Fall 2012 in Entrepreneurship, Fine Arts, English, and Communications.

Federal Audit of LEPC Grants

The Audit Committee engaged in general discussion about a recent newspaper article published in the Virgin Islands Daily News regarding an audit of grants awarded to the Virgin Islands Law Enforcement Planning Commission (LEPC) which was conducted by the U. S. Department of Justice’s Office of the Inspector General (DOJ OIG). Based on information contained in the newspaper article, the DOJ OIG concluded that the University did not provide the LEPC with supportive documents for costs incurred against a sub-award grant that the LEPC issued to the University for a summer music program. The Internal Auditor reported that the Subgrantee Special Conditions provided by the LEPC only required the University to submit monthly reports and a final fiscal report to LEPC, with which the University appears to have complied. The Subgrantee Special Conditions did not require the University to submit supportive documents for the costs claimed in its fiscal reports; rather, the special conditions only required the University to retain project records and keep such records available for inspection for a period of three years after the submission and acceptance of all final reports. During the conduct of the DOJ OIG review, neither the OIG nor the LEPC contacted the University to request or review project records. Because this matter was reported in the local newspaper, Audit Committee members reached consensus agreement that the President should send a letter to the DOJ OIG and the central government informing them that project records are available for review and the University should not have been classified as being in non-compliance with the terms and conditions of the grant it received from the LEPC. Each member of the Board of Trustees received a copy of the letter, via electronic mail, on May 4, 2012.

Albert Sheen Campus Project Report

A. Major Projects

Melvin Evans Center Water Pump Distribution System: This project addresses the replacement of the water pump distribution system. This would reduce reliance on WAPA and reduce utility costs. Scheduled completion is July 2012.

Tennis Court Lights: This project addresses the repair of the arms of pole-mounted lights at the tennis court. A total of six single and three double arms will be replaced. Scheduled completion by June 2012.

Guttering- Research Extension Center: This project addresses the repair of the deteriorated gutter to downspout connection in the Research Extension Center. The project was completed in February 2012.

B. ARRA Projects

ARRA Project III – Melvin Evans Center Improvement Project.

ARRA Project V – Athletic Field Establishment Project.

These projects address the revamping of the Evans Center electrical distribution system and roofing repairs as well as the installation of two soccer fields on the West campus.

The two projects are in progress. Both projects are scheduled to be completed by June 2012.

St. Thomas Campus Report

A. Major Projects

Campus Main Walkway Repairs and Upgrade: This project addressed the repair of walkways leading from the Upper campus to Lower campus. This project is completed.

Campus Main Walkway Lighting Upgrade/Green Project: This project is completed. It addressed the replacement or retrofit of lights along the walkway to solar-powered, energy efficient, lights. Some light poles were also replaced.

Campus Solar Water Heater Installation Project/Green Project: This project addressed the installation of solar-powered water heater systems in selected campus residential buildings. This project is completed.

B. Grant Projects

Environmental Protection Agency (EPA) Drinking Water Improvement Grant: This grant funded project addressed the upgrade and improvement in the campus's water distribution system. Five of the six approved components of the project were completed. The remaining component should be completed by September 2012.

C. Renovation Projects

Physical Plant/Purchasing Building Rear Ramp Replacement: This project is completed. This project addressed the replacement of the deteriorated access ramp to the building.

Old Business Office Building (The Environmental Analysis Lab Facility) Project: This project addressed the final interior preparations as well as cosmetic exterior repairs and grounds maintenance in preparation for occupancy of the building. This project is completed.

Marine Science Restroom Upgrade: This proposed project will address the upgrade of shower and restroom facilities. The project will be funded through EPSCoR with an anticipated completion by September 2012.

Sports & Fitness Center A/C Upgrade: This proposed project will address the replacement of air handlers in the Sports & Fitness Center roof-mounted a/c system. Funding of this project is pending.

Generator repairs and fuel storage: This proposed project calls for the replacement of the main generator radiator and fuel storage unit as a preventative maintenance measure due to the mechanical age of the system and early signs of compromise. Funding for this project is pending.

Capital Projects Report

The Capital Projects Report addressed the progress of various projects on both campuses. These projects included:

A. Major Projects

New 100-Bed Student Residence Facility: This project is in progress with an August 2012 completion date anticipated.

Marine Science Center Upgrade and Addition Project: Do-Right Construction has been selected to complete this project. Two of the three components of the project have been approved. The dock, which is the third component, requires additional assessments and vetting with the Army Corps of Engineers and the Department of Planning of Natural Resources. All phases of the project, with the exception of the dock, will be completed October 2012.

Center for Geo Computational and Statistical Analysis and Caribbean Green Technology Center: These programs will be housed on the top floor of the Old Business Office Building. The design for the layout of the offices is completed. The scheduled completion date for the space reconfiguration is July 2012.

B. ARRA Projects

Library and Upper Campus ADA Accessibility Project: This project is intended to improve ADA access in the Library, the four Upper campus academic buildings and ADA parking. The project is substantially completed except for delays in shipment of five (5) of the nine (9) ADA lifts. This has resulted in a second revision of the project completion date of June 30, 2012.

Classroom Administration Building: This project was designed to improve ADA access in the Classroom Administration (CA) Building and to upgrade the electrical and life safety systems in the Little Theatre. The inspection of the elevator by DPNR is delayed due to the agency's requiring the addition of an exhaust fan in the elevator mechanical room. The inspection is anticipated during the week of May 7, 2012. This project has a revised completion date of May 30, 2012.

Research & Technology Park Construction

Construction of the 19,000 sq. ft. two story Research and Technology Park is in progress. The design for the fit out of the approximate 8,300 space to be leased by the University is in progress. This project is scheduled to be completed by March 2013.

Status of Reichhold Facilities

Mr. Buggy completed an inspection of the Reichhold Center at the request of President Hall and VP Lake-King. In his preliminary analysis, Mr. Buggy observed that there are significant deferred maintenance and code-compliance issues. Mr. Buggy recommended that a meeting with the members of Reichhold Center and members of the University to conduct a more extensive analysis be undertaken.

Energy Management Report

Energy Consumption Analysis

A comparison of the energy consumption for the 2011 fourth quarter versus the 2003 baseline year reflects an overall reduction of 9.2% in consumption between both campuses. The overall performance for the 2011 calendar year showed a 4.3% reduction in energy consumption. The net combined cost avoidance was \$102,034 for the fourth quarter and a total of \$187,336 for the 2011 calendar year.

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

Status Report on Annual Fund

Total contributions to date for fiscal year 2012 (Oct 1, 2011 – April 23, 2012) \$626,601.97

Ms. Jackson outlined the strategy for UVI's 50-for-50 Campaign. Ms. Jackson also shared the development of the gifts pipeline to cultivate and secure leadership gifts for the University. President Hall reported on the positive feedback received from individuals selected to serve on the Capital Campaign Committee and the increased donor engagement he has participated in during the past few months.

EXECUTIVE COMMITTEE.....Alexander Moorhead

A. Reichhold Center for the Arts

President Hall reported that an Operational Assessment of the Reichhold Center and the Reichhold Center Foundation was done upon the request of both the Vice President for Institutional Advancement and himself. He presented an update report to the members of the Executive Committee. No action was taken regarding the report.

B. Update on Financial Challenges

President Hall updated the Executive Committee on the current financial challenges that the University was facing. He reported that Town Hall meetings with Faculty and Staff were held on both campuses. He informed the Committee that as the result of his participation on an interagency task force established by the Governor, he would be engaging in several meetings regarding revenue generating opportunities with local government agencies. He

assured the Committee that UVI will not take any action in that regard without prior consultation with the Board of Trustees.

FINANCE AND BUDGET.....Edward E. Thomas

A. Update on the Local Government Appropriation – Fiscal Year 2012

As of May 9, 2012, the University received a total of \$20,222,563.38 in allotments from the V.I. Government for Fiscal Year 2012. This represents 100% of the amount of \$20,222,563.38 requested by the University through May 2012.

B. (a) Review of Unrestricted Operating Budget to Actual Performance through March 31, 2012

Total actual revenues through the period ended March 31, 2012 was \$27,407,361 representing 103.8% of the budgeted amount of \$26,409,396. Actual expenditures of \$20,618,153 were less than the budgeted amount of \$22,581,811. Total actual revenues and total actual expenditures were \$28,079,973 and \$23,188,711, respectively, for the same period last year. Total revenues decreased by 2.4% from last year and total expenditures decreased by 11.1%.

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

For the period October 1, 2011 through December 31, 2011, the University’s restricted current funds performed as follows:

Category	Budgeted Expenditures	Actual Expenditures	Variance
Federal Grants	\$13,599,461.01	\$8,795,791.18	\$4,803,669.83
Local Grants and Contracts	\$3,413,102.62	\$1,998,197.77	\$1,414,904.85
VI Legislature	\$438,888.00	\$434,059.43	\$4,828.57
Private Grants and Contracts	\$880,127.59	\$400,725.00	\$479,402.59
Other	\$2,139,085.08	\$728,584.13	\$1,410,500.95
Total	\$20,470,664.30	\$12,357,357.51	\$8,113,306.79

C. Review of CELL Budget to Actual Performance through March 31, 2012

During the reporting period CELL wrote and submitted a \$16.8M Cooperative Agreement for Health Sector training, launched new on-line accredited programs in support of the P-16 initiative and several summer remedial courses, commenced year-4 of the Teaching American History Project supporting teacher professional development and contributed to the Department of Labor \$8.6M emergency grant for dislocated workers. CELL’s unrestricted fund has an operating balance of \$82,186 as of March 31, 2012.

D. Quarterly Grants and Contracts Report through March 31, 2012

In the second quarter of fiscal year 2012, UVI submitted fourteen proposals totaling \$17,792,010 and was awarded eight grants totaling \$1,020,950. Compared to the corresponding quarter of the previous fiscal year, proposal dollar volume increased by 86%, while the dollar volume of grants awarded decreased by 35%. Also, in the period October 2011 through March 2012, UVI submitted \$18,425,841 in proposals, and was awarded \$3,471,924, an increase of 30% in awards received over the previous fiscal year.

E. Update on Audited Financial Statements for the Year Ended September 30, 2011

The Administration presented a verbal report on the status of the FY2011 audited financial statements. The single audit portion of the report is approximately 96% complete. Draft findings are being reviewed by the Controller for appropriate disposition. The audit report is on schedule to meet the extended deadline of June 30, 2012 as granted by the US Department of Education HBCU Capital Financing Program Office.

F. Update on Human Resources Policy Manual Revision

The Administration reported that a draft of the revised Human Resources Policy Manual was presented to Cabinet and Legal Counsel for review. The revised draft will be shared with the constituent groups through the shared governance process and should be available for review by the Board of Trustees in the Fall 2012 semester after the return of faculty.

G. Reichhold Center Budget to Actual Performance through March 31, 2012

The Reichhold Center for the Arts experienced significant developments and changes in the second quarter of Fiscal Year 2012. The Net Operating Position (NOP) of the Center for the period ended March 31, 2012 was (\$369,102). A total of \$318,231 in revenues and \$687,333 in expenditures were recorded during the reporting period. Appropriations from the Center's Foundation, budgeted at \$650,000 for the year, were not received.

H. Update on HBCU Loan Funded Construction Projects

The University received funding through the US Department of Education HBCU Capital Financing program to construct a 100-bed student residence hall on the St. Thomas campus and to fit-out classrooms, laboratories and faculty offices in the Research and Technology Park building on the Albert A. Sheen St. Croix campus, in addition to financing outstanding debt. Of the \$16M allotted towards the construction projects, the University has drawn down a total of \$5,868,822 as of May 11, 2012.

PLANNING COMMITTEE.....Sinclair L. Wilkinson

A. VISION 2012: 2011-2012 Update Report

Significant progress was made in meeting the measures of accomplishments in VISION 2012. Out of the 50 measures, 20 were fully achieved and 18 were greater than 50% achieved though not fully achieved. 12 measures were less than 50% achieved and of these, the

Planning Committee agreed to remove 4 since their achievement was either no longer feasible or possible. A determination will later be made on what measures will be continued, if any, into the next strategic plan.

B. Update on New Strategic Plan and Request for Special Meeting

A brief update was provided to the Committee on progress to date on the new strategic plan – Pathways to Greatness. The Committee agreed to hold a special meeting on Tuesday, May 29, 2012 to review a draft of the new strategic plan ahead of the Board Retreat and the meeting of the full Board in June 2012.