

MEETING OF THE BOARD OF TRUSTEES

June 6, 2015

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

**REGULAR SESSION
MINUTES**

MEMBERS PRESENT

Attorney Henry C. Smock, Chair
Mr. Alexander Moorhead, Vice Chair
Dr. David Hall, President and Secretary
Dr. Aletha Baumann, Faculty Trustee
Dr. Sharon McCollum, Commissioner of Education
Mrs. Jennifer Nugent-Hill
Ms. Jacqueline A. Sprauve, Alumni Trustee
Hon. Patricia D. Steele
Mr. Edward Thomas
Dr. Yvonne E.L. Thraen
Mr. Sinclair L. Wilkinson
Rev. Wesley S. Williams, Jr. (late arrival)

MEMBERS ABSENT

Ms. Wendy Aurelien, Student Trustee
Mrs. Carol Fulp
Mrs. Gwendolyn Adams Norton
Attorney Nandi Sékou, Chair, Board of Education
Mrs. Luz Suarez de Highfield

OTHERS PRESENT

Dr. Camille McKayle, Provost and VP Academic Affairs
Mr. Mitchell Neaves, Vice President Institutional Advancement
Ms. Tina Koopmans, Vice President, Information Services and Institutional Assessment
Dr. Frank Mills, Vice Provost for Research and Public Service
Mrs. Verna Rivers, Dean of Students, St. Thomas Campus
Mr. Tony Valentine, Associate Vice President, Business and Fiscal Affairs
Mrs. Nereida Washington, Director of Campus Operations

CALL TO ORDER

A quorum being present, the Chair, Henry C. Smock, called the Regular Session of the meeting to order at 9:10 a.m.

Chairman Smock noted the excused absences of Trustees Gwen Norton, Luz Suarez de Highfield, Wendy Aurelien, and Nandi Sékou.

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Chairman Smock also acknowledged the presence of Honorable Senator Samuel Sanes, member of the 31st Legislature.

ELECTION OF OFFICERS

Chairman Smock appointed Trustee Jennifer Nugent-Hill as Chair pro tem pending the election of officers.

Trustee Nugent-Hill reported that the Governance Committee conducted its annual meeting for nominations as outlined in the Nomination Process adopted by the Board of Trustees in November 2009. She noted that nominations were received as required. Based on the nominations received, the Committee has presented the slate of Henry Smock and Alexander Moorhead, for Chair and Vice Chair respectively, to the Board of Trustees for its deliberation and action.

After the slate was presented, the Chair pro-temp opened the floor for nominations from the floor. None was made. Trustee Patricia Steele made a motion, which was seconded by Trustee Aletha Baumann, to close the nominations. The vote on the motion was unanimous by the members present. The nominations were closed.

A motion was made by Trustee Steele, which was seconded by Trustee Thraen, to approve the slate of Smock for Chair and Moorhead for Vice Chair for 2015-2016. The vote on the slate was unanimous by the members present. Trustee Nugent-Hill then yielded the chair back to Chairman Smock. Chairman Smock and Vice Chairman Moorhead successively thanked the members of the Board for electing them as Chair and Vice Chair, respectively.

CONSENT AGENDA

A motion was made by Trustee Wilkinson, which was seconded by Trustee Edward Thomas, to approve the Consent Agenda. The vote on the motion was unanimous by the members present.

PRESIDENT'S REPORT

President Hall highlighted several items in his written report and updated the report based on occurrences since the report was issued. His oral report included the following:

- Student and Faculty Achievements
- Memorandums of Understanding with China
- Delegation of 17 members - students and faculty – who traveled to China
- Memorandum of Understanding with Community Colleges of China
- Association of Governing Boards (AGB) Grant
- PULSE Institute (**P**eople **U**sing **L**anguage **S**kills **E**ffectively) at UVI
- 13D Entrepreneurship Student Competition
- President for a Day
- Alfred O. Heath Distinguished Lecture Series
- Inaugural Virgin Islands Literary Festival and Book Fair
- Afternoon on the Green
- Pride Week
- Charter Day – Keynote Speaker, Honorable Kenneth E. Mapp
- UVI Honors Jazz Legend Wynton Marsalis

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PRESIDENT'S AWARD

For this reporting cycle, President Hall recognized the Hospitality and Tourism Management Program in the School of Business.

He reported that at this year's commencement exercises, we witnessed the birth of a dream that started six years ago in response to the concerns raised by the Hotel and Tourism Association for a need for the University to develop a hospitality program that produces the next generation of managers and leaders for the U.S. Virgin Islands tourism industry. The University embraced this challenge, and through the efforts of our School of Business, and the excellent leadership of our Hospitality and Tourism Management Program Director Ms. Tamara Lang, on May 15, 2015 the University of the Virgin Islands Class of 2015 proudly celebrated the first graduates who earned their Bachelor of Business Administration degrees in Hospitality and Tourism Management.

President Hall reported that UVI's Hospitality and Tourism Management Program continues to make an indelible impact in our community and the hospitality and tourism industry. He stated that our students have excelled in this program and continue to be a cornerstone of many high-end signature events on campus and throughout the Territory. Our Hospitality and Tourism Management Program has partnered with Reichhold Center for the Arts and fully managed the Sky Lounge and Bar. Within the community, there are ongoing developing collaborative programs, training, fund raising efforts and placement of students. He congratulated Ms. Tamara Lang for her service and leadership and congratulated the School of Business and all the students of our Hospitality and Tourism Management Program.

Chairman Smock thanked President Hall for his report and opened the floor for questions and comments to the report.

Several trustees expressed congratulations to the leadership and the students of the Hospitality and Tourism Management program.

CHAIRMAN'S COMMENTS

Chairman Smock thanked Board Members for their active participation in the several board meetings this past year. He also thanked President Hall for the opportunity to participate in the President for a Day activity. He briefly indicated to members that, based on the AGB Grant that was received, he looks forward to a productive Board Retreat this fall once we have in place new members appointed to the UVI Board.

Chairman Smock stated that he is revising the agenda to move up on the agenda the report from the Finance Committee regarding the Sexual Misconduct Policy in light of Senator Sammuell Sanes' presence and the Senator's interest in this subject.

BOARD COMMITTEE REPORTS

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Sexual Misconduct Policy

At the invitation of Trustee Thomas, Chair of the Finance and Budget Committee, President Hall provided an overview of the matter. He reported that Senator Samuel Sanes drafted Bill No. 30-0513, the “Yes means Yes” Campus Sexual Assault Program. He met with President Hall discussed the matter and they both agreed to allow the University to take the lead on the matter. He indicated that the Administration has proposed revisions to the Sexual Harassment Policy which was last updated in 2011. He noted that the proposed revisions were made under the guidance of the University’s Legal Counsel and were in keeping with federal mandates.

The Finance and Budget Committee reviewed the matter and voted to recommend to the Board of Trustees the approval of the proposed revisions to the Sexual Harassment Policy.

UVI Legal Counsel, Attorney Marie Thomas Griffith outlined the salient changes to the document:

1. Change in the Title of the Policy from Sexual Harassment Policy to *Sexual Misconduct Policy* to address the national standards
2. Under Section captioned CONSENT, insertion of Policy considerations regarding Consensual Relationships
3. Under Section II – Reporting Mechanisms; Confidential, Informal and Informal Reporting
4. Section II Responsibilities of Managers and Supervisors (insertion)
5. Section III – Subsection C. Appeals – re: Appeals to the Faculty Grievance Committee and Appeals to the Personnel Review Committee

President Hall indicated that once the document is approved, a training and awareness campaign would begin. The campaign would include the theme “UVI CARES” which stands for UVI **C**risis **A**wareness **R**esponsibly **E**valuate **S**afety

The campaign would also include among other things the following:

- Flyers, posters and t shirts
- Website updates to reference the campaign
- Implemented in the Fall and Spring student Orientations
- Mandatory meetings in the Residence Halls
- Student leadership trainings
- Clubs and organizations trainings
- Athletics area training
- Staff Council

After the presentation, the Chair opened the floor for questions.

Trustee Moorhead offered a change on Page 13 under Section B, Formal Grievance Procedure, paragraph 1, line 3. He proposed to replace the word “create” with the word “file”.

Trustee Moorhead also offered the following amendment to the resolution. He suggested that the resolution should be titled “to rename the existing Sexual Harassment Policy and to update the policy”

since we did not have a Sexual Misconduct Policy in place and that we were renaming the existing Sexual Harassment Policy. Members agreed with the suggestion.

After the discussion and clarification, Trustee Thomas made a motion, which was seconded by Trustee Jennifer Nugent-Hill, to approve the resolution to rename the existing Sexual Harassment Policy and to update the Policy. The vote on the motion was unanimous.

Senator Sammuel Sanes thanked the Administration for their review and amendments to the policy in order to include certain federal mandates within the policy and he also thanked President Hall and the members of the Board for acting expeditiously on the matter.

RESEARCH AND TECHNOLOGY PARK UPDATE REPORT

Trustee Thomas, who serves as the Chair of the RTPark briefly indicated Dr. Gillian Marcelle is off island on a business trip and therefore unable to attend this meeting. He added that a written report was submitted by Dr. Marcelle and he is available to answer any questions to the report. He noted that the RTPark Board was currently reviewing the structure of the Park and would be making the necessary changes as needed in the near future. He took the opportunity thank the members of the RTPark and also thanked Senator Sanes for his participation and attendance at the dinner reception that was held for the St. Croix senators. There were no questions to the written submitted report.

FOUNDATION FOR THE REICHHOLD CENTER FOR THE ARTS UPDATE REPORT

One of the outcomes from the June 2014 Board Retreat was a request by Board members for a presentation regarding the function of the other UVI-related boards. At its March 2015 meeting, the Board received a presentation from the Foundation for the University of the Virgin Islands (FUVI).

Mr. Mitchell Neaves, VP for Institutional Advancement and Executive Director of the Foundation for the Reichhold Center for the Arts (FRCA), made a presentation to the Board concerning FRCA. The presentation included the following:

- Brief overview of the Mr. Henry Reichhold
- The Mission and Strategy of the Reichhold Center
- Membership and Directors
- Investment portfolio
- Update on renovations and upgrades to the Center

Chairman Smock thanked Vice President Neaves for his presentation and report from the Foundation for the Reichhold Center for the Arts.

BOARD COMMITTEE REPORTS continued

Tuition and Fees Payment Policy

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At the invitation of the Finance and Budget Committee Chair, President Hall reported that the Administration has proposed the adoption of a Tuition and Fees Payment Policy, which would ensure that students complete their enrollment by paying the required tuition and fees prior to the start of classes. A number of payment options are included in the draft policy.

President Hall briefly outlined the options specified in the policy, which are:

1. Pay tuition and fees in full for the academic year prior to completing enrollment and entering classes. Students paying in full for the entire academic year will receive a 2% discount. The discount does not apply to students receiving financial aid/assistance.
2. Pay tuition and fees for the academic year in two installments prior to completing enrollment and entering classes in August and January. There would be 0% discount granted and 0% interest due on the payments.
3. Pay tuition and fees for the academic year in four installments in August, October, January, and March at 2% interest on balances.
4. Pay 20% of tuition and fees for the academic year in August and pay the remaining 80% of tuition and fees in four equal installments in October, December, February, and April at 3% interest on remaining balances.
5. Students who do not conform to one of the foregoing options will be regarded as not enrolled and debarred from attending classes, residing on University property, and accessing University services.
6. Students with outstanding balances at the start of the fall semester will be required to agree to a payment plan of no more than twelve consecutive monthly payments to liquidate the outstanding balance in addition to conforming to one of the foregoing options. (Requests for exceptions to the length of time for settling outstanding balances may be submitted for approval by the Vice President for Administration and Finance).

President Hall added that the timely completion of enrollment would also serve to reduce students' accounts receivable.

After President Hall's presentation, Trustee Thomas stated that the Finance and Budget Committee reviewed the matter and voted to recommend to the Board of Trustees the approval of a tuition and fees payment policy inclusive of several options for making payment.

A motion was made by Trustee Thomas, which was seconded by Trustee Steele, to approve the tuition and fees payment policy effective Fall 2015. The vote on the motion was unanimous by the members present.

Planning Committee.....Mr. Sinclair Wilkinson

Recommendation for the Planning Committee to extend the Strategic Plan for a year

At the invitation of the Chair of the Committee, President Hall reported that the Planning Committee voted in favor to recommend to extend the Strategic Plan for a year. This recommendation was based on the fact that the University was going through its reaffirmation of accreditation process and a part of

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that process which will culminate in 2017, required the institution to engage in a self-study which was the kind of planning that would be done for the development of a Strategic Plan. The present Strategic Plan will also expire in 2017, presenting a parallel process which will involve many other people focusing on the self-study process.

A motion was made by Trustee Wilkinson, which was seconded by Trustee Williams, to approve extending the Strategic Plan 2017 to 2018. The vote on the motion was unanimous by the members present.

Key Performance Indicators/Pathways to Greatness

The Board members received a report on the KPI's as linked to *Pathways to Greatness*. The report focused on RETENTION RATE, which includes (2B1, 2E6); Graduation Rate - 6yrs (2B1), Degrees Awarded (2B2), Academic Achievement (1D), Study Away (3E1) and DEVELOPMENT (6E1).

EXECUTIVE SESSION

A motion was made by Trustee Wesley Williams, which was seconded by Trustee Yvonne Thraen, to go into Executive Session to address the following matters, which could be reasonably expected to result in the disclosure of information of personal nature wherein public disclosure would constitute a clearly unwarranted invasion of personal privacy, or premature disclosure that would seriously frustrate implementation of the proposed action, and for the Board to obtain legal advice on those matters:

- Receive reports from the Academic, Research and Student Affairs Committee and the Finance and Budget Committee
- Update report on the medical School
- Update on UVI Next
- Report from the President on personnel matters

The vote on the motion was unanimous by the members present at the meeting.

RETURN TO REGULAR SESSION

Upon return to the Regular Session of the meeting at 3:15pm, the Chairman reported the following:

In the Executive Session:

1. The Board approved tenure for: Dr. Glenn Metts, Dr. Rosalyn Rossignol, and Dr. Nancy Morgan.
2. The Board approved Faculty Emeritus status for Dr. Gilbert Sprauve
3. The Board approved a Memorandum of Understanding with Northeast Maritime Institute
4. The Board approved 14 recommendations on the UVI NEXT program

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5. The Board received an update on the Medical School
6. The Board received an update on personnel matters and legal issues

Chairman Smock thanked outgoing Trustee Aletha Baumann, faculty representative, and Trustee Wendy Aurelien, student representative, for their service on the Board.

ADJOURNMENT

There being no other business, a motion was made by Trustee Williams, which was seconded by Trustee Thomas, to adjourn the meeting. The vote on the motion was unanimous. The meeting adjourned at 3:17 pm.