

SPECIAL MEETING OF THE BOARD OF TRUSTEES
JANUARY 19, 2017

UNIVERSITY OF THE VIRGIN ISLANDS
ADMINISTRATION AND CONFERENCE CENTER, THIRD FLOOR (STT)
PROVOST CONFERENCE ROOM (STX)
AND BY TELECONFERENCE
4:00 P.M.

REGULAR SESSION
MINUTES

MEMBERS PRESENT

Attorney Henry C. Smock, Chair
Mr. Alexander Moorhead, Vice Chair
Dr. David Hall, President and Secretary
Mrs. Oran C. Bowry
Dr. Sharon McCollum, Commissioner of Education
Mrs. Jennifer Nugent-Hill (by telephone)
Ms. Jacqueline A. Sprauve, Alumni Trustee
Dr. Yvonne E.L. Thraen
Rev. Dr. Wesley S. Williams, Jr.

MEMBER ABSENT

Ms. Debbie Bermudez, Student Trustee (excused)
Dr. David Gould, Faculty Trustee (excused)
Ms. Mary Moorhead, Chair, Board of Education(excused)

OTHERS PRESENT

Dr. Camille McKayle, Provost and Vice President for Academic Affairs
Ms. Shirley Lake-King, Vice President for Administration and Finance
Mrs. Tina Koopmans, Vice President for Information Services and Institutional Assessment
Dr. Haldane Davies, Vice President Business Development and Innovation
Dr. Frank Mills, Vice Provost Research and Public Service
Dr. Kevin Williams, Vice Provost Access and Enrollment Services

Attorney Marie ThomasGriffith, UVI Legal Counsel

CALL TO ORDER

A quorum being present, Chairman Henry C. Smock called the Regular Session of the meeting to order at 4:33p.m. Chairman Smock noted the excused absences of Trustees, Gould, Bermudez and Moorhead.

APPROVAL OF MINUTES

A motion was made by Trustee Wesley Williams, which was seconded by Vice Chairman Alexander Moorhead, to approve the minutes of October 22, 2016. The vote on the motion was unanimous by all members present. The minutes were approved.

BOARD COMMITTEE ITEMS

EXECUTIVE COMMITTEE.....Atty. Henry C. Smock

Chairman Smock reminded members of the Board that according to Article VI, Section 1(a) of the Bylaws of the University which states in part, "The Executive committee may act for the Board between Board meetings, in the event of emergencies requiring Board action; and that section of the Bylaws further states, "The Executive Committee shall report to the Board at its next meeting on all actions taken by it , and the Board shall ratify or revoke such actions."

RATIFICATIONS OF ACTIONS TAKEN BY THE EXECUTIVE COMMITTEE

Ratification of FY2016-2017 Compensation Strategy

During its meeting of November 18, 2016, the Executive Committee of the Board reviewed the Compensation Strategy proposed by the UVI Administration. President Hall reported that the that the consultant's report and Administration's compensation proposal were shared with the University employees through the staff and faculty constituent groups, the University Budget Committee, and at an October 31, 2016 town hall meeting.

He added that the FY2016-2017 Operating Budget for the University provides \$1.2 million for the implementation of salary increases based on the allotment ceiling for FY 2017, which allotment is a reduction from the total appropriated to the University for FY 2017 through Act No. 7920.

The Administration proposed that the salary of employees receiving salaries less than \$25,000 be increased \$1,000 in recognition of the fact that the lowest paid employees are currently being paid below the "Living Wage" standard of \$22,645 for a single adult, salaries of employees currently being paid between \$25,001 and \$65,000 be increased by 4%, and salaries of employees being paid more than \$65,000 be increased by 2%; provided that the salary of all employees are increased to at least at the minimum established for the respective salary range recommended by Compdata.

The Chairman reported that the Finance and Budget Committee reviewed the proposal and voted to recommend the approval of the proposed salary-grade structures and the Administration's compensation proposal.

The Executive Committee reviewed the proposal and voted to approve the proposed salary-grade structures and the Administration's proposal.

The matter was being presented for ratification by the Board.

Ratification of FY2017 Proposed Operating Budget

Also at the Executive Committee meeting of November 18, 2016, The Administration presented a proposal for approval of the FY 2017 Operating Budget for the University. The administration submitted a resolution with proposed operating revenues of \$48,371,649 and expenditures and transfers of \$48,371,649 for FY2017.

It was reported that the Finance and Budget Committee voted to recommend the approval of the FY 2017 proposed operating budget resolution.

The Executive Committee reviewed the matter and voted to approve the Fiscal Year 2016-2017 Operating Budget for the University of the Virgin Islands.

The matter was also being forwarded for ratification by the Board.

After both presentations, a resolution summarizing both actions taken by the Executive Committee was presented for ratification by the full Board.

A motion was made by Vice Chairman Moorhead, which was seconded by Trustee Wesley Williams, to ratify the actions taken in Regular Session by the Executive Committee of the Board of Trustees, to ratify approval of the FY2016-2017 Compensation Strategy and approval of the FY2017 Proposed Operating Budget.

The vote on the motion was unanimous by all the members present. The resolution was approved.

The resolution is appended to the Minutes.

UVI SELF-STUDY – 2017

President Hall reminded members that prior to the October Board of Trustees meeting, information was presented to the Planning Committee and the Board's Executive Committee on our Greatness by Design Self-Study project. This information included a timeline to deliver a complete, Board-approved Self-Study to the Middle States visiting team by February 2, 2017. The draft information was sent to members prior to the holiday recess.

Members were also reminded that the Self-Study was prepared by the Self-Study Initiative Steering Committee. This Committee, composed of faculty, staff and administrators, has been working diligently over the past two years to compile evidence that UVI meets the Middle States standards and to tell the story of UVI and its successes.

President Hall noted that one of the major things that Middle States require as a part of that process is for the institution to develop a self-study document that demonstrates that the University is meeting their standards, but also that we are engaging in processes that indicate we have plans for the future, that we are moving toward that and that we have the entire community engaged in that process.

The Self-Study also analyses areas of improvement, where the University can continue to grow. UVI, as you recall, was selected by Middle States to participate with fourteen other colleges and universities to pilot a new set of standards. The new standards came with a new approach for the document that included demonstrating how the University meets the Middle States standards within its mission, strategic plan, and seven management values.

At the invitation of the Chair, Vice President Koopmans briefly outlined the proposed edits to the document. After the discussion regarding the edits, the Chair thanked the President and Vice President and the Steering Committee for their hard work.

A motion was made by Trustee Alexander Moorhead, which was seconded by Trustee Wesley Williams, to approve the Self-Study document that will be presented to the Middle States Commission on Higher Education, which is the accrediting body of the University. The vote on the motion was unanimous. The document was approved.

President Hall congratulated VP Koopmans and her team on their work to complete the document. He also thanked Board members for their review and input.

EXECUTIVE SESSION

A motion was made by Trustee Oran Bowry, 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(s), and for the Board to obtain legal advice on those matters:

- Approval of Minutes of Executive Session of October 22, 2016 Meeting of the Board;
- Consider ratifications of actions taken by the Executive Committee in Executive Session

The Executive Session convened at 5:00pm on January 19, 2017.

Please note that the Executive Session of the meeting recessed on January 19, 2017 at 5:46pm.

The Executive Session resumed on January 31, 2017 at 5:46pm.

**SPECIAL MEETING OF THE BOARD OF TRUSTEES
CONTINUATION ON JANUARY 31, 2017**

**UNIVERSITY OF THE VIRGIN ISLANDS
ADMINISTRATION AND CONFERENCE CENTER, THIRD FLOOR (STT)
PROVOST CONFERENCE ROOM (STX)
AND BY TELECONFERENCE
5:30 P.M.**

**REGULAR SESSION
DRAFT MINUTES**

RETURN TO REGULAR SESSION

MEMBERS PRESENT

Attorney Henry C. Smock, Chair
Mr. Alexander Moorhead, Vice Chair (by telephone)
Dr. David Hall, President and Secretary
Mrs. Oran C. Bowry
Dr. David Gould, Faculty Trustee (by telephone)
Dr. Sharon McCollum, Commissioner of Education (by telephone)
Ms. Jacqueline A. Sprauve, Alumni Trustee (by telephone)
Dr. Yvonne E.L. Thraen
Rev. Dr. Wesley S. Williams, Jr. (by telephone)

MEMBERS ABSENT

Ms. Debbie Bermudez, Student Trustee (excused)
Mrs. Jennifer Nugent-Hill (excused)
Ms. Winona A. Hendricks, Chair, Board of Education (excused)

OTHERS PRESENT

Dr. Camille McKayle, Provost and Vice President for Academic Affairs
Ms. Shirley Lake-King, Vice President for Administration and Finance
Attorney Marie ThomasGriffith, UVI Legal Counsel

Upon return to the Regular Session of the meeting on January 31, 2017 at 6:25pm, the Chairman reported the following:

In the Executive Session:

1. The Board approved the minutes for the October 22, 2016 Board of Trustees Executive Session,

2. The Board approved to grant an honorary degree to the Honorable Sonia Sotomayor, Associate Justice of the US Supreme Court, and;
3. The Board approved a service agreement with Level Playing Field to provide instructional course design, technology infrastructure and academic support for online courses and degrees.

ADJOURNMENT

There being no other business, a motion was made by Trustee Williams, which was seconded by Trustee Thraen, to adjourn the meeting. The vote on the motion was unanimous. The meeting adjourned at 6:27pm.

Resolutions following:

**UNIVERSITY OF THE VIRGIN ISLANDS
RESOLUTION OF THE BOARD OF
TRUSTEES**

To ratify the actions taken in Regular Session by the Executive Committee of the Board of Trustees (“the Board”) of the University of the Virgin Islands for the Board

WHEREAS, Article VI, Section 1 (a) of the Bylaws of the University of the Virgin Islands states in part, “The Executive Committee may act for the Board between Board meetings, in the event of emergencies requiring Board action;” and

WHEREAS, that section of the Bylaws further states, “The Executive Committee shall report to the Board at its next meeting on all actions taken by it, and the Board shall ratify or revoke such actions,” and

WHEREAS, the last meeting of the Board was on October 22, 2016; and

WHEREAS, during the Regular Session of a meeting on November 18, 2016, the Executive Committee (“the Committee”) acted for the Board as follows:

- Approved the proposed FY2016-2017 Compensation Strategy; and
- Approved the FY 2017 Proposed Operating Budget for the University

(A copy of these documents is attached hereto for reference.)

NOW THEREFORE BE IT RESOLVED BY THE BOARD:

The actions taken by the Executive Committee of the Board during the Regular Session of its meeting on November 18, 2016, which are summarized above, are hereby ratified.

CERTIFICATION

The undersigned hereby certifies that the foregoing is a true and exact copy of a resolution approved by the Board of Trustees of the University of the Virgin Islands at a Special Meeting on Thursday, January 19, 2017 as recorded in the minutes of that meeting.



Secretary of the Board

January 19, 2017

Date

UNIVERSITY OF THE VIRGIN ISLANDS BOARD FINANCE AND BUDGET COMMITTEE

Fiscal Year 2016-2017 Employees' Compensation Plan

Authorizing the approval of the Fiscal Year 2016-2017 Compensation Plan for employees of the University

WHEREAS, the University is committed to establishing and maintaining levels of employee compensation that are sufficiently competitive to enable the institution to carry out its mission; and

WHEREAS, the University is expected to develop and maintain fair compensation policies that respond to market changes, motivate high performance, recognize productive employees and job growth, are affordable to the university and comply with applicable legal requirements; and

WHEREAS, the University is cognizant of the impact of the economy on its employees and of the need for periodic salary-adjustments to respond to economic conditions and salaries for similar positions in markets in which the University competes for employees; and

WHEREAS, the *Pathways to Greatness* strategic goal 1E states that the University would develop competitive compensation packages inclusive of salary and benefits by first conducting a salary comparison study and the Board of Trustees directed the administration of the University to prepare an employee compensation adjustment plan for review and approval by the Board of Trustees; and

WHEREAS, the University retained the services of CompData to perform a detailed review of the positions at the University; an analysis of external competitiveness; recommend base pay updates for regular, professional, administrative and executive staff positions; review faculty salaries and recommend a set of ranges for the faculty positions at the University; and

WHEREAS, the consultant's report and Administration's compensation proposal were shared with the University employees through the staff and faculty constituent groups, the University Budget Committee, and at a October 31, 2016 town hall meeting; and

WHEREAS, the Administration is proposing that the salary grade structures for staff and faculty positions, as recommended by the consultant, CompData, be approved, effective October 1, 2016; and

WHEREAS, the FY2016-2017 Operating Budget for the University provides \$1.2 million for the implementation of salary increases based on the allotment ceiling for FY 2017, which allotment is a reduction from the total appropriated to the University for FY 2017 through Act No. 7920; and

WHEREAS, the Administration is proposing that the salary of employees receiving salaries less than \$25,000 be increased \$1,000 in recognition of the fact that the lowest paid employees are currently being paid below the "Living Wage" standard of \$22,645 for a single adult, salaries of employees currently being paid between \$25,001 and \$65,000 be increased by 4%, and salaries of

[Minutes Recorded by Gail T. Steele, Board Liaison](#)
[Approved by the Board of Trustees – March 4, 2017](#)

employees being paid more than \$65,000 be increased by 2%; provided that the salary of all employees are increased to at least at the minimum established for the respective salary range recommended by CompData; and

WHEREAS, on November 10, 2016, the Finance and Budget Committee of the Board of Trustees voted to recommend to the Board of Trustees the approval of the proposed salary grade structures and the Administration's compensation proposal.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF THE VIRGIN ISLANDS AS FOLLOWS:

A. That, for the purpose of implementing salary increases and the new salary grade structures for employees of the University, excluding the President, for Fiscal Year 2017, which began October 1, 2016 and ends September 30, 2017, the following compensation scenario is hereby approved:

1. Employees currently receiving salaries less than \$25,000 shall receive an increase of \$1,000, salaries of employees currently receiving between \$25,001 and \$65,000 shall be increased by 4%, and salaries of employees currently receiving greater than \$65,000 shall be increased by 2%; provided that all employees shall be paid at least at the minimum salary of their position salary range recommended by CompData.

B. That the President and Vice-President for Administration and Finance are authorized to take such actions as are necessary and proper to implement this resolution.

CERTIFICATION

The Undersigned does hereby certify that the foregoing is a true and exact copy of a resolution of the Board of Trustees of the University of the Virgin Islands adopted at a special meeting of the Executive Committee on November 18, 2016, as recorded in the minutes of said meeting.



November 18, 2016

Secretary of the Board

Date

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**BOARD OF TRUSTEES
UNIVERSITY OF THE VIRGIN ISLANDS
OPERATING BUDGET RESOLUTION**

Minutes Recorded by Gail T. Steele, Board Liaison
Approved by the Board of Trustees – March 4, 2017

FISCAL YEAR 2016-2017

Resolution approving the Fiscal Year 2016-2017 Operating Budget for the University of the Virgin Islands

WHEREAS, on March 21, 2016 the University submitted its Fiscal Year 2016-2017 appropriation request of \$34,371,750 to the Honorable Kenneth E. Mapp, Governor of the US Virgin Islands; and

WHEREAS, on October 6, 2016 Act 7920 was passed by the 31st Legislature of the Virgin Islands appropriating \$32,246,750 to the University for the fiscal year ending September 30, 2017; and

WHEREAS, on October 17, 2016 the University received correspondence from the Office of Management and Budget advising of an allotment ceiling of \$31,763,049 which represents a reduced amount of 1.5% of \$483,701 from Fiscal Year 2017 appropriation of \$32,246,750; and

WHEREAS, the distribution of the reduction across programs already in place would negatively impact their operations; and

WHEREAS, on November 4, 2016 the University Budget Committee voted to recommend for adoption the proposed distribution of the allotment reduction of \$483,701 as reflected in Exhibit A of this resolution; and

WHEREAS, on November 4, 2016, the University Budget Committee voted to recommend a balanced operating budget consisting of revenues of \$48,371,649 and expenditures and transfers of \$48,371,649 for Fiscal Year 2017, which is incorporated into this resolution as "Exhibit B;" and

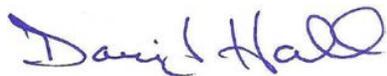
WHEREAS, on November 10, 2016, the Finance and Budget Committee of the Board of Trustees voted to recommend to the Board of Trustees the approval of an operating budget consisting of revenues of \$48,371,649 and expenditures and transfers of \$48,371,649 for Fiscal Year 2017, which is incorporated into this resolution as "Exhibit B."

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

- A. That, for the purpose of carrying out the operations of the University for the fiscal year, which began October 1, 2016 and ends September 30, 2017, the operating budget proposed by the Administration, a copy of which is incorporated into this resolution as Exhibit "B", is hereby approved. The total projected operating revenues and expenditures in the Fiscal Year 2016-2017 Operating Budget are as follows:
- i) Total revenues of \$48,371,649; and
 - ii) Total expenditures and transfers of \$48,371,649.
- B. That the President and Vice-President for Administration and Finance are authorized to take such actions as are necessary and proper to implement this resolution.

CERTIFICATION

The Undersigned does hereby certify that the foregoing is a true and exact copy of a resolution of the Board of Trustees of the University of the Virgin Islands adopted at a special meeting of the Executive Committee on November 18, 2016, as recorded in the minutes of said meeting.



November 18, 2016

Secretary of the Board

Date

Minutes Recorded by Gail T. Steele, Board Liaison
Approved by the Board of Trustees – March 4, 2017

EXHIBIT A

University of the Virgin Islands Government of the Virgin Islands Appropriations Breakdown Fiscal Year 2017			
		Allotment Reduction	Adjusted Line Item
Program	FY2017	-\$483,701	(Proposed)
General Operating Appropriation	\$23,902,208	\$0	\$23,902,208
Sub Total	\$23,902,208	\$0	\$23,902,208
Debt Service Appropriation	\$3,992,205	\$0	\$3,992,205
Small Business Development Center Appropriatio	\$300,000	\$0	\$300,000
Senior Citizens Tuition	\$87,773	\$0	\$87,773
Valedictorian and Salutatorian	\$400,966	\$0	\$400,966
UVICELL	\$100,000	\$0	\$100,000
Green Technology	\$200,000	\$0	\$200,000
Hotel Management Program	\$100,000	\$0	\$100,000
John Brewers Bathroom Maintenance	\$15,000	\$0	\$15,000
University Bound	\$355,901	\$0	\$355,901
Senior Reserves Officers' Training Corp	\$100,000	\$0	\$100,000
AAS Nursing Bachelors Program	\$400,000	\$0	\$400,000
Employee Salary Increases	\$1,500,000	\$300,000	\$1,200,000
VI Academic & Cultural Awards	\$430,470	\$99,758	\$330,712
Senior Citizens Tuition Additional Support	\$162,227	\$37,595	\$124,632
Social Work Program Accreditation	\$100,000	\$23,174	\$76,826
John Brewers Beach Maintenance and Security	\$100,000	\$23,174	\$76,826
Sub Total	\$8,344,542		\$7,860,841
Total Appropriations	\$32,246,750	\$0	\$31,763,049

EXHIBIT B
UNIVERSITY OF THE VIRGIN ISLANDS
FISCAL YEAR 2017 PROPOSED OPERATING BUDGET

REVENUES	BOT APPROVED FY2016 Operating Budget	FY2017 Proposed Budget
Tuition & Fees	\$12,486,224	\$13,959,409
Appropriations	\$23,902,208	\$25,102,208
Government Grants & Contracts	\$970,000	\$1,170,000
Private Grants & Contracts	\$1,290,447	\$1,290,447
Sales & Services Education	\$4,000	\$4,000
Sales & Services Auxiliary	\$6,469,579	\$6,541,333
Other Revenues	\$304,252	\$304,252
Total Revenues	\$45,426,710	\$48,371,649
EXPENDITURES	BOT APPROVED FY2016 Operating Budget	FY2017 Proposed Budget
Instruction	\$11,776,006	\$12,582,880
Research	\$848,971	\$741,563
Public Service	\$690,517	\$827,808
Academic Support	\$3,057,984	\$3,296,936
Student Services	\$3,374,720	\$3,559,344
Institutional Support	\$10,998,523	\$11,032,357
Operations/Maintenance of Plant	\$7,346,214	\$7,241,323
Student Aid	\$447,450	\$278,650
Auxiliary Enterprises	\$5,790,990	\$6,461,433
Salary Increases Undistributed	\$0	\$1,200,000
Transfers	\$1,095,335	\$1,149,355
Total Expenditures & Transfers	\$45,426,710	\$48,371,649
Net Operating Position	\$0	\$0