



University of the Virgin Islands Senate
Meeting Minutes
March 18, 2011

Present:

Senator Ardrina Scott Elliott, Chair
Senator Gillian Royes
Senator Nancy Morgan
Senator Alexander Randall
Senator Lyle Gumbs
Senator Raquel Santiago-Silver
Senator Dayle Barry
Senator Leslyn Tonge
Senator Daniella Henry

Excused: Senator Maria Fleming

Absent: Senator Patricia Harkins-Pierre

Cabinet Members Present:

Senator David Hall
Senator Henry Smith
Senator Vincent Samuel
Senator Karl Wright
Senator Claude Steele
Senator Haldane Davies
Senator Noreen Michael
Senator Judith Edwin
Senator Tina Koopmans

Absent Cabinet Members:

Senator Dionne Jackson
Senator Dianne Piper

In attendance:

There were no additional persons in attendance on behalf of any senator.

CALL TO ORDER by: Senator Ardrina Scott-Elliott

ROLL CALL by: Senator Ardrina Scott-Elliott

Presentation of Minutes for the February 18, 2011 UVI Senate Meeting

Senator Scott-Elliott indicated that the Minutes for November 19, 2010 and February 18, 2011 were circulated prior to the meeting. A motion was made by Senator Randall to accept the Minutes of November 19, 2010. The motion was seconded by Senator Barry and unanimously approved. A motion was made by Senator Morgan to accept the Minutes of February 18, 2011. The motion was seconded by Senator Randall and was unanimously approved after adding “Edwin” to read “Judith Edwin.” The minutes from January 21, 2011 will be deferred until the next Senate meeting set for April 15, 2011.

Matters Arising:

Consultancy and Business Interest Policy. A motion to reaffirm the support of the Senate for the Consultancy and Business Interest Policy was presented by Senator Randall and seconded by Senator Harkins-Pierre at the February 18, 2011 meeting. It was unanimously approved. It was also agreed that the language in the policy applicable to times when University personnel would reasonable be expected to be engaged in University work will be made consistent in both summary and policy documents. It was further requested on March 18, 2011 that the corrected document be re-circulated to the Senate.

St. John Academic Learning Center. Ms. Koopmans stated that the St. John Academic Learning Center Open House will be on Monday March 21, 2011 from 6:00pm to 8:00pm. This is as a result of collaborative efforts among many University departments. Transportation will be provided from and to the Cruz Bay dock for attendees.

UVI Goes Green. The UVI Goes Green Initiative was officially launched at Afternoon on the Green on March 13, 2011 on the St. Thomas campus and again on Wednesday March 16, 2011 on the St. Croix campus during the Charter Day Ceremony. Mr. Mario Leonard represented the Virgin Islands Waste Management Authority (VIWMA) which is collaborating with the University on this initiative. There was also an official unveiling of the first phase of the recycling program. This included the placement of recycling bins across both campuses through the courtesies of VIWMA and E.A.S.T. Additional bins from Coca Cola will be placed around both campuses.

AGENDA ITEMS

Shared Governance Matrix

Dr. Davies reminded the Senate of the clarification that was given to the ABCD Sections of the Matrix as follows:

- A – Decisions reserved to Board of Trustees
- B – Administrative Matters
- C – Personnel Matters
- D – Curricular Matters

The Matrix formed part of the original set of documents that formed the shared governance package/approach for the University. The intent of the Matrix is to identify how the many areas of responsibility across the spectrum of decision making works across the University. It was decided that the Senate would take a closer look at the document to further refine any outstanding issues about the Matrix and engage in a further discussion at the Senate Retreat in May 2011.

UVI Wellness Center

Mr. Peter Sauer reported that the Wellness Center has been in operation for approximately five month and had recently received the best fitness center of the Virgin Islands award from the Daily News. The center offers first class equipment including treadmills, bikes, upright bikes, cross trainers, etc. Classes at the center include palades, rip, kickboxing, aerobics, zuma body work, and opt sculpt. The Wellness Center recently hired Mr. Lorenza Donastorg to manage the facility and he is actively involved in building the gym membership. Membership numbers stand at 50 community memberships, 1428 students, 63 alumni, and 52 faculty and staff. A senior citizen special rate is under consideration. Approximately 520 students use the facility on a weekly basis. The Center is open Monday to Friday 6:00am to 9:00pm, Saturday 7:00am to 5:00pm and Sunday 10:00am to 5:00pm.

Sexual Harassment Policy

President Hall stated that the Sexual Harassment Complaint Process was revised and posted on the UVI Website upon advice from Legal Counsel. The Sexual Harassment Policy has been revised using the Brown University policy as a template. It is anticipated that each of the constituency groups will have the opportunity to discuss the document and submit comments in time for presentation to the Board of Trustees in June. The President thanked all those who contributed to the development of the document including Dr. Michael and Ms. Miller.

Board of Trustees Updates

The Board of Trustees ratified the actions of the Executive Committee to accept the revised FY 2010-2011 Budget and the Budget Reduction Principles.

The Executive Committee approved a design-build concept for the construction of the new Residence Hall on the St. Thomas campus. The Board also ratified this action.

Highlights of activities across the University were presented at the Board meeting. The Information and Technology Services Component received the President's Appreciation Award for their leadership in the Library renovations and bringing on-line the St. John Academic Learning Center. ITS was also recognized for its consistent demonstration of goal setting and evaluation of personnel.

The Provost reported on the Key Performance Indicators to the full Board in terms of enrollment, financial information, and fundraising matters.

University Budget Committee Review Plan

The University received letters from the Office of Management and Budget (OMB) for a 3% reduction for the current year and a further 4.3% reduction for the next year. The President will formally present a plan to the UBC shortly regarding his recommendations. Component Heads were asked to scale back on funds not used or positions not filled in the current year and to also identify what they could do without if they had to reduce their budget by 10%. An administrative zero based budgeting process will also be considered as a possible option to reduction. Units have also been asked to look specifically on what is being spent on travel and food. The President will also be working with the VP for A&F to determine if there are other areas where cost savings could be realized as part of the budget reduction process. The revised budget will be presented to the University Budget Committee, the Finance and Budget Committee of the Board, and the full Board in June 2011. The budget reduction principles will be used to determine the recommendations of the revised budget.

50th Anniversary Committee

The 50th Anniversary Honorary Committee comprised primarily of former presidents and members of the Board of Trustees, Governor, senate Chair, existing Board members, and distinguished alumni has been formed and had an initial meeting. The 50th Anniversary Celebration will be initiated in January 2012 and run for the entire year until December 2012. A 50th Anniversary Operations Committee that will work closely with the Honorary Committee to plan and execute activities is in the process of being formed. The Honorary Committee is interested in exploring a book/document that captures the history of the institution as well as an oral history project. Celebrations should build on existing programs and raise them to a higher level including an improved Reichhold Season, special Charter Day ceremony, and a significant speaker for graduation. A possible theme has been presented for consideration. Mr.

Steele recommended that the University commence the introduction of an annual Home Coming celebration and suggested that perhaps the 50th anniversary year may be a good time to get it started.

Dean 360 degree Evaluations

The University has established an Administrator Evaluation Process for the evaluation of Provost and Deans. This is as a result of a faculty resolution of 2009 to provide for this evaluation. The Northeastern University model was used as a based to develop the process which includes an Administrator Evaluation Oversight Committee and Evaluation Committees. It is anticipated that three deans will be evaluated before the end of the spring 2011 semester.

Human Resources Policy Manual (Sections)

The Human Resources Policy Manual is being presented in three sections for consideration by constituency groups. The official name of the document should actually be the Employee Policy Manual. This document is an attempt to separate the policies of the University from the procedures. After a lengthy discussion regarding the process for the review of the document, it was decided that the document will be reviewed by sections and that the Senate will reserve the right to review and approve the document in its entirety.

Other Matters

Senators were reminded that they are expected to participate in Commencement and that arrangements should be made with the Book Stores regarding the acquisition of regalia. It was also recommended that the Senate Retreat take place on May 19, 2011. The last Senate meeting will take place on May 20, 2011 on the St. Croix campus. Senators were encouraged to attend the Employee Awards ceremonies on both campuses.

Senator Barry presented a staff work issue to the Staff Council for consideration regarding an appeal process for performance evaluation of employees. He recommended that this matter should be addressed by the Senate. He also shared a section from the Magens Bay Authority policy regarding appeals for performance evaluation reports. He suggested that a similar clause be included in the applicable UVI policy document. The information will be circulated for review by the Senate.

Motion for adjournment

Moved by Senator Randall, Senator Barry Seconded. Meeting adjourned at 3:30 p.m.

Respectfully Submitted by:
Office of the President