Standing Agenda

1. Facilities and/or Technology items requiring Committee and/or Board approval
2. Capital Projects Status Report
3. Receive informational updates on facilities matters
4. Major Technology Projects Status Report
5. Receive updates from staff on technology matters
   a. Review new initiatives, anticipated investments, and operations
   b. Information security

Ad Hoc Agenda

* Periodic reports on the Administrative Review, including draft and final recommendations, implementation progress, and savings achieved (Information Technology, Procurement, Human Resources, and Facilities)
* Draft and final recommendations on Strategic Integration Targets 2 (comprehensive financial management structure) and 3 (comprehensive administrative plan).
* Monitor, evaluate and approve strategic plans for Facilities and Information Technology
* Approval of Annual Operating Budget and Tuition Charges (March Meeting)
* Request for Appropriation (September Meeting)
* Multi-Year Financial & Structural Gap Analysis (November Meeting)

Agenda for Joint Meeting of the Audit Committee and the Finance/Facilities/Technology Committee (late October/early November Meeting)

1. External Auditor Report including Required Communications Letter and Summary of Audit Results
3. Update on Internal Audit

Informational Reports to the Board

Financial Update (Every Board Meeting)
Annual Report on Gifts, Fund Raising and Endowments (October)
Current Fiscal Year-to-Date Forecast to Budget (November, March, and May)
Multi-Year Financial Analysis (November)
Maine Economic Improvement Fund Report (January Meeting)
Student Financial Aid Report (January Meeting)
Student Charges Report (March Meeting)
Annual Report on Acquisition & Disposition of Real Property (September Meeting)

**Meeting Schedule**
The Committee meets six times during the year in advance of the Board of Trustees meetings. In March, the Committee meets to review, in depth, the Annual Operating Budget and Tuition Charges. When possible, a joint meeting with the Audit Committee is held in late October/early November to review the Auditor’s findings and the Annual Financial Report. Additional meetings may be scheduled to discuss facilities and/or technology issues if needed.

*Note: Items in red require a vote of the Committee*