August 22, 2014

TO: Members of the Finance/Facilities/Technology Committee

FR: Tracy B. Bigney, Clerk of the Board

RE: September 2, 2014 Finance/Facilities/Technology Committee Meeting

The Finance/Facilities/Technology Committee will meet from **1:00 pm to 4:00 pm on Tuesday, September 2, 2014.** In addition to the Rudman Board Room at the System Office in Bangor, the following Polycom location will also be available:

- UMFK – Alumni Conference Room
- UMM – Executive Conference Room, Powers Hall
- UMPI – Executive Conference Room, Preble Hall
- USM – 327 Wishcamper Center, Portland

The agenda and background materials are enclosed. These materials will be posted on the Board of Trustees website (http://www.maine.edu/about-the-system/board-of-trustees/meeting-agendas/finance-facilities-committee/) by August 25th. If you have questions about the meeting materials please call me at 973-3234.

If you have any questions or desire additional information about the agenda items, please call Rebecca Wyke at 973-3351.

Encl.
cc: James Page, Chancellor
    Presidents
    Rebecca Wyke
    David Stevens
    Dick Thompson
    Tracy Elliott
    Chip Gavin
    Miriam White
    Ryan Low
Board of Trustees

Finance/Facilities & Technology Committee

Tuesday, September 2, 2014
1:00 p.m. – 4:00 p.m.
University of Maine System Office
Rudman Board Room, 3rd Floor
16 Central Street, Bangor

AGENDA

1:00 – 1:45  Finance Items
   • Strategic Integration Target #2: Financial Management Structure
     TAB 1
   • HR Administrative Review Update TAB 2

1:45 – 2:30  Technology Items
   • Review of Projects with a value of $250,000 or greater TAB 3
   • US:IT Transitions TAB 4
   • 5-Year Capital Plan TAB 5

2:30 – 4:00  Facilities Items
   • Authorization to dispose of Stone House, USM TAB 6
   • Central Heat Plant Replacement, USM TAB 7
   • Boardman Hall STEM Lab Renovation, UM TAB 8
   • Little Hall STEM Classroom Renovation, UM TAB 9
   • Wells Commons Dish Room Renovation, UM TAB 10
   • Capital Project Status Report TAB 11
   • FY 2014 Annual Report on Real Estate and Lease Activity TAB 12
   • Facilities Management Administrative Review Update TAB 13
   • System-wide Annual Energy and Sustainability Report TAB 14

Items for Committee decisions and recommendations are noted in red.
Note: Times are estimated based upon the anticipated length for presentation or discussion of a particular topic. An item may be brought up earlier or the order of items changed for effective deliberation of matters before the Committee.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Strategic Integration Target 2: Financial Management Structure

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

   The Board of Trustees 2014 Strategic Outcomes were approved July 21, 2014. Strategic Integration Target 2 reads as follows:

   Develop and implement a comprehensive financial management structure for the entire System that enhances transparency, enables appropriate fiscal control, and advances comprehensive intra-system collaboration. New model review September 2014; implementation in FY15.

   Vice Chancellor Wyke will provide an update on the process to develop the new financial management structure. The draft plan will be ready for presentation at the September Board of Trustees meeting and a feedback tool will be made available on the ThinkMissionExcellence.maine.edu website for the purpose of taking comments on the plan. It is anticipated that the final plan for the new financial management structure will be presented to the Board of Trustees at the November meeting.
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** HR Administrative Review Update

2. **INITIATED BY:** Norman L. Fournier, Chair

3. **BOARD INFORMATION:** X **BOARD ACTION:**

4. **BACKGROUND:**

   The Human Resources Administrative Review was chartered by the Board of Trustees in May 2012. Phase I of the Review, approved in July 2013, has been completed and Phase II is being developed to support the strategic goals of the University System.

   Phase II of the Administrative Review will include a service delivery model that moves all repetitive and transactional work from the campuses and either centralizes, outsources, or automates the work to gain efficiencies. Centers of Excellence will be established to support other human resources functions for the University System. Strategic Human Resource Business Partners will be located on each campus in support of the strategic mission and goals of their respective University. The draft Phase II plan will be ready for presentation at the September Board of Trustees meeting and a feedback tool will be made available on the ThinkMissionExcellence.maine.edu website for the purpose of taking comments on the plan. It is anticipated that the final Phase II plan will be presented to the Board of Trustees at the November meeting.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Review of projects with a value of $250,000 or greater

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

   • On-time projects update
     ◦ Data Center Capacity and Security
     ◦ Facilities Software Project – IWMS
     ◦ UMaine Telecommunications Upgrade

   • Detailed review of projects that are behind schedule or over budget

   • Discussion of new initiatives using the operation principles outlined above
Status Update

Data Center Capacity and Security Projects

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Overview

This project consolidates several initiatives which impact the data centers. The projects are being combined for coordination and management of the projects collectively. These initiatives will build upon the facilities renovation of the data centers in Orono and Portland and will respond to the information security recommendations provided by Presidio.

The data center expansion is funded at $250,000. It will provide support for additional servers and data storage equipment in the Orono data center in order to consolidate current campus-based services as outlined in the IT Transformation plan. The project provides two additional 10 Gigabit per second switches, an additional 16 terabytes of storage and five server blades are needed.

The information security projects funded at $410,000 include secure network engineering and boundary controls; configuration and account management; and centralized logging.

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<td>Dick Thompson</td>
<td>6/30/15</td>
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Status

- Initial equipment orders have been placed.
  1 – 10 Gbps switch
  1 – Firewall pair (High Availability configuration)
- Evaluating best plan and technical solutions for additional storage, including options for cloud storage where appropriate.
- VPN solution for system administrator remote access to Datacenter configuration underway, final cutover by September 30, 2014.

Note: Firewall pair is comprised of commodity hardware and open source software. Implementation will give us more data/experience for right sizing, feature set selection and operating the final solution. This also allows creation of security zones now rather than after lengthy selection process of a proprietary product.

Risks

None identified at this time.
Status Update

IWMS Facilities Project

Overall status:  
Change from previous report: None

Budget status:  
Change from previous report: None

Schedule status:  
Change from previous report: Yes

Overview

The purpose of this project is to acquire and implement an integrated workplace management system to replace the current UMS work management, space management, utility management, asset management and, ultimately, capital planning systems to support facility management activities, planning and decision-making statewide. The system must be able to interface with existing MaineStreet systems.

Outcomes will include a solution scalable enough for the smallest and largest of campuses to use efficiently, better integration between general ledger, procurement and human resources, and provide standards and a system of record for space, which today is stored in several systems in varying, inconsistent, ways.

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<td>1/11</td>
<td>Chip Gavin</td>
<td>12/31/12</td>
<td>09/07/15</td>
<td>$2,220,000</td>
<td>UM, USM, and the University Services implementation date under consideration.</td>
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Approved Budget: $2,220,000  | Expended Budget: $960,979  | Project % Complete: 45%

Status

Most recent effort has been focused on data conversion and the development of the interfaces between AiM, SciQuest, and PeopleSoft. Additionally, the project functional team is reviewing setup and processes in the AiM test system and preparing their operations for the transition to AiM. The campus teams continue to review their business processes to determine where they can be optimized, and to make certain AiM is setup to support their processes and key performance measures.

Work related to the development of the SciQuest to PeopleSoft interface is completed and testing is underway. The completion of the AiM interfaces has fallen behind schedule in the month of August and now represents a risk to the project schedule. The project team is working with the AssetWorks and US:IT management teams to assess the status of interface development, to implement strategies to expedite completion of the interfaces, and to set firm dates for completing them. Pending the outcome of this assessment, the project Core Team will determine if any adjustment in the schedule or delay in the go-live date is necessary or prudent in order to allow for sufficient time to fully test the delivered interfaces. Initial go-live currently is scheduled for September, 2014, and final completion for September, 2015. The initial go-live is the event most threatened by the current interface risks.

Work to convert all existing UMS AutoCAD floor plan drawings, totaling approximately 9,500,000 square feet, is completed and drawings are now being linked to Property and Location records in AiM. This will enable AiM users to view PDF versions of the drawings via the AiM application.

Risks

- The project is progressing at a rapid pace. We need to make certain all campuses, including the small campuses, are represented throughout the process. Not doing so will present a risk to AiM usability, user buy-in, and overall project success. To mitigate this risk, we will continually include key campus stakeholders in planning meetings and communications.
• The project has an aggressive timeline that requires continual time and effort from UMS facilities leaders and staff members. Given their dedication to the project and to their credit, they are going above and beyond to participate in project planning and to accomplish project tasks. Competing demands on their time do pose a risk to the project schedule, however. To mitigate this risk, the project Core Team regularly reviews the timeline with campus facilities leaders to help them prepare for the project work ahead and assess staffing requirements.

• The development and testing of AiM interfaces is behind schedule. This is primarily due to additional time needed for AssetWorks and US: IT staff to make final plans for and adjustments to the interfaces. The IWMS project team is working with the AssetWorks and US:IT management teams to assess the status of interface development, to implement strategies to expedite completion, and to set firm dates for completing and testing the interfaces.

• The team has tracked 12 specific issues and risks that have surfaced during the project. Seven of them are resolved and closed. Five remain open and in active mitigation, including two of them which revolve around updating certain business practices at the University of Maine to align with those practices with the IWMS tool and the practices other institutions will be using. Stewart Harvey has been leading this effort with support from the project team and resolution is proceeding and will be completed in advance of the large campus AiM implementation.
Overview

In 2009, the University of Maine began the implementation of the University of Maine Information Technologies Telecommunications Services Roadmap 2010 –2015. The University of Maine’s telephone system has been in continuous service since December 6, 1991. Phase 2 of this project completes the planned initiative to upgrade the communications network at UMaine, replacing 1,300 additional digital telephones, approximately 800 analog telephone ports, and upgrading wiring in key buildings.

Project expenses will include the upgrade of the local area network (LAN) wiring infrastructure in some of these buildings as well as the purchase of telephones, licenses, LAN switches, and power protection to serve these remaining locations.

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Status

- Planning and prioritization are underway to efficiently and systematically address necessary buildings.
- Initial equipment orders have been placed.

Risks

The project coordinator is no longer on the project and has not yet been replaced. Work continues on schedule and options are being considered.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: US:IT Transitions

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

This item is a report of the transitions underway at University Services Information Technology. The Chief Information Officer (CIO) will describe implementation of a core component of the Administrative Review Plan, a unified, shared technology support center. Well planned by IT staff from across the system, this successful launch serves as a benchmark for other initiatives at various stages of completion. The CIO will deliver a brief overview using the attached slides prepared by support center leaders and staff.
Actions

- UMA IT Support and SWS/University College Technical Support combined as test pilot to prove concept (July, 2013)

- Lauren DuBois, Director UMA/University College IT volunteered to lead initiative #5 and build the University Technology Support Center

- Project Management team was established:
  Project Manager - Robin Sherman
  Team Members - Michael Cyr, Lauren DuBois, Floyd Goodell, Laurin Gordon, Stan Moszczenski, and Larry Shewell-Woodbury

- Project Plan developed. Weekly team meetings to give status updates, assign new tasks and keep the project moving forward

- Floyd Goodell hired as Manager of the Technology Support Center:
  Floyd formerly worked in SWS/UC Tech Support and managed multiple teams in several distributed call centers at Fairpoint
Actions Cont’d

● Staff from all campuses collaborated to develop the Call Center software and install agent software and phones

● Request Tracker (RT) chosen as interim Ticketing System
  o Four larger campuses already used RT giving familiarity
  o New RT instance implemented to integrate all campus and SWS ticket tracking
  o Sys Admins were chosen to develop and manage the new RT

● Staff were reassigned from the campuses to the UTSC center
● Go-Live dates were discussed with campus IT Leaders
● A UTSC logo was designed by combining ideas from the UTSC staff
● A Portal Page was launched
● A webpage is in the planning stages
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UMA Portal Home with UTSC Logo
UMS Portal Home Page

Welcome

Primary Campus Selector

This portlet allows you to determine which campus portal home page you prefer as your default landing page. You may navigate between campuses (which you are affiliated with) through use of the communities icon or through the quicklinks drop-down menu.

University of Maine at Augusta (UMA) ▼

Save

Logged in as: Lauren

Technology Support

Do you need help?
Please visit the University Technology Support Center.
Process

- Flowcharts developed to detail paths for incoming calls
- Charts developed detailing the ticketing process
- A meeting was held with campus IT Leaders to decide naming of ticket queues and how tickets would be handled
- An escalation chart was developed and approved
- Chose a phased roll-out
Phased Implementation

Phase 1 - Calls start with local Helpdesks then fail-over to central Augusta location (current)
This allows us to discover necessary model resolutions for all campus services. Phase 1 allows us to mitigate customer risk - where the majority of customers will continue to speak to usual representative.

Phase 2 - Tiered Approach - single number. Students across all 7 campuses answer first line support calls. Staff members based at each campus serve as internal consultation for student workers.
Incoming calls to existing Help Desk numbers

Phase 1

1Historical phone numbers retained. Calls routed to traditional physical location first. If no agents are available at that location, the call is routed to the central UTSC location.

1 Hosted on Unified Contact Center Express server (UCCX)
Current Service level is 80% of calls answered within 30 seconds. Future performance goals will be working towards a goal of 90% of calls answered within 20 seconds.
This chart represents a single day's call totals for the new UTSC by agent and grouped by Campus.
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** 5-Year Capital Plan for Information Technology

2. **INITIATED BY:** Norman L. Fournier, Chair

3. **BOARD INFORMATION:** X **BOARD ACTION:**

4. **BACKGROUND:**

   The Chief Information Officer will discuss a draft of a 5-Year Information Technology Capital Plan for UMS. This document captures necessary and anticipated technology investments to sustain regulatory compliance, operational efficiencies and known strategic opportunities. This plan will become a living document to capture projects as they are considered, approved and budgeted.

   Information on the 5-Year Capital Plan will be distributed prior to the Finance, Facilities and Technology Committee Meeting.

08/22/2014
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Authorization to dispose of Stone House, USM

2. **INITIATED BY:** Norman L. Fournier, Chair

3. **BOARD INFORMATION:**

   **BOARD ACTION:** X

4. **BACKGROUND:**

   The University of Southern Maine requests permission, pursuant to Board of Trustee Policy 802 and in accordance with the gift agreement which transferred the property, to dispose of the property at 642 Wolfe’s Neck Road, Freeport, Maine.

   The parcel consists of an approximately 4-acre lot and a 10,000 square foot building known as the Stone House. Policy 802 requires approval of the Board of Trustees for the sale or other transfer of real property whenever the value is greater than $50,000. The appraised value of the parcel and structure are expected to exceed that threshold. The Town of Freeport Assessor’s Office values the property at $1.15 million.

   The property is subject to certain gift constraints and the University has been and continues to work in collaboration with the Wolfe’s Neck Farm Foundation which, pursuant to the gift, is to advise the University regarding the property and is to direct the disposition of the house should disposition occur.

   The Stone House is located approximately 22.5 miles from USM’s Portland campus. The primary use of the property is for 40-days a year between June 15th and October 15th, and then again during the month of January. The total number of people utilizing the property over the 40 days of use is approximately 250. The primary uses are for a Masters in Fine Arts (MFA) in Creative Writing, the Stone Coast Writers’ Conference and a summer Book Arts program. These programs can be relocated to a suitable alternative location.

   As with Portland Hall (sale approved by the Board of Trustees at the July 2007 meeting) and 68 High Street (sale approved at the by the Board of Trustees at the May 2009 meeting), the Stone House is under-utilized and needs extensive renewal. The Stone House is the largest USM facility identified by Sightlines as having a low utilization rate and being in poor condition. Because USM’s over-abundance of buildings that are in the “over fifty year old” renovation age category, which includes this building, and the much higher than normal levels and rate of accrual of deferred maintenance such buildings demand, USM is taking steps to reduce the number of square footage in this age category. The Stone House would be the third major building disposal at USM in the last five years.
The National Landmark Home was designed by renowned Maine architect John Calvin Stevens as a summer residence and occupies a location with deeded water views of both the Harraseeket River and Casco Bay.

The building and property have significant deferred maintenance and major infrastructure improvements needs. Though in working order for a seasonal house designed more than 95 years ago, it needs extensive work to make it suitable as a year-round conference center or meeting location with all levels of the facility compliant with standards established by the Americans with Disabilities Act. The estimated amount of maintenance and infrastructure work is approximately $8,500,000. Additionally, a property of this type as a University facility would require an annual operation/maintenance budget of between $75,000 and $110,000, after all systems and the building were restored so that it would not again fall into disrepair.

The property uses are limited by deed restrictions and zoning requirements. Changes to the exterior of the house are limited by deed and, because of the environmentally and regulatory sensitive nature of the land, care will need to be taken when working on the septic and water systems. Additionally, because of the history of the house and the close association with the Wolfe’s Neck Farm Foundation, care must be taken to ensure the property maintains the special characteristics of such a diverse piece of property (ecology, conservation, marine life, land use planning and coastline development).

The April 23, 1984 (amended August 16, 1985) Memorandum of Agreement between Mrs. Smith, the American Farm Land Trust, and the University of Southern Maine establishes a special process that must be followed if the Stone House, referenced as the “Main House” cannot be operated as a conference center and retreat. It states that:

“… the Board of Directors of the Foundation shall direct appropriate disposition of the Maine House (including a sale to private owners as one possible disposition) consistent with the spirit of this Agreement.”

Upon approval of the necessary resolution by the Board of Trustees, USM will continue to work with the Wolfe’s Neck Farm Foundation to define and execute a public process with opportunity for community engagement that complies with the spirit of the agreement and which seeks to preserve and solidify the future of this unique house and property. USM will regularly report on the status of the disposition process.

5. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the September 21-22, 2014, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorize the sale or other transfer of property located at 642 Wolfe’s Neck Road, Freeport, Maine following a public engagement process and subject to the written concurrence of the Chair of the Board of Directors of the Wolfe’s Neck Farm Foundation on behalf of that Board consistent with the terms of the gift agreement which transferred the property to the University as well as review and approval of the final terms and conditions by the University of Maine System Vice Chancellor of Finance and Administration and General Counsel.
August 5, 2014

Mr. Richard Campbell
Chief Financial Officer
University of Southern Maine
P.O. Box 9300
Portland, ME 04104

Dear Mr. Campbell,

Thanks again for the time that you, Cecile Aitchison, Dan Demeritt and Chip Gavin spent with David Herring, Executive Director of Wolfe’s Neck Farm Foundation and myself on July 30th to discuss the Stone House and related matters. We found the discussion to be open, productive and positive.

I’m writing today with regard to the Agenda Item Summary and subsequent resolution entitled Authorization to dispose of Stone House, USM. The Wolfe’s Neck Farm Foundation Board supports this resolution and sees it as an important next step in continuing our discussions with USM and the UMS regarding the Stone House. The Board takes its role in directing the appropriate disposition of the Stone House very seriously and appreciates the collaborative and communicative approach currently being taken by USM/UMS with regards to these matters.

Going forward we look forward to working in concert with USM/UMS to protect the historic nature of this building and together with USM/UMS, utilize an appropriate community engagement plan that includes key stakeholders.

Thanks again for your time. I look forward to your update after the meeting of the Finance, Facilities and Technology Committee on September 2, 2014.

Respectfully,

[Signature]

Tom Whelan
Board President
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Central Heat Plant Replacement, USM

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

This is a request pursuant to Board of Trustees Policy 701 and other applicable policies to replace the dual-fuel-fired central heating plant on Portland campus.

The University of Southern Maine requests approval for the expenditure of up to $3 million to replace the existing Portland Central Heat Plant boilers, related boiler room equipment switch gear, the main distribution panel and the transformer serving the Central Heat Plant and the adjacent Woodbury Campus Center.

The main buildings on the USM Portland campus are heated by a low pressure steam generation and distribution system that supplies steam and returns condensate to the central heat plant. Boilers 1 and 2 burn #6 fuel oil and were installed in 1964. Boiler 3 has dual fuel capacity as a result of replacing the burners in 2010 and was installed in 1970. Either natural gas or #2 fuel oil is burned, depending on which fuel is more cost effective at any given time.

The American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) estimates the service life of these types of boilers to be 30 years. USM’s have been in service for 44-50 years. A condition assessment done in 2012 concluded that the boilers’ critical components have undergone thermal stress cycles beyond the expected service life, thereby making it impracticable for any type of further life extension. There should be no expectation of continued reliable service for these boilers and a complete catastrophic equipment failure is possible. A life extension, though financially impractical, would require replacement of all major components consisting of burner, tubes and tube sheets, refractory, insulation, boiler jacket and controls.

USM retained an engineering firm to prepare a central heat plant assessment, study options, and make recommendations. This study was informed by information in the 2010 Utility Master Plan and the goals of the President’s Council on Climate Neutrality.

Several options were presented and considered for replacement of the existing boilers at the plant. Considering many factors, including efficiency, carbon footprint, capital and operating costs, and available space, the decision was made to replace the existing boilers
with dual fuel boilers of like size utilizing natural gas and #2 fuel oil. This project will also include building improvements to adhere to current codes and accommodate the three replacement boilers.

The following scope will be included in the overall Central Heat Plant Replacement and infrastructure improvements project.

- Replace three existing low pressure steam boilers and all associated piping and equipment. Include solar preheated hot water make up water, stack economizers, full system automation and coordination with the building automation system, ventilation and combustion air make up, and an environmentally controlled control room.
- Installation of a permanent standby emergency generator to provide reliable full power requirements to operate the central heat plant during an extended electrical outage. This will maintain the ability to provide steam distribution throughout the campus during an extended electrical outage.
- Building exterior upgrades include new windows and doors, masonry repointing, roof replacement, chimney removal, and refurbishing the existing oil tank for #2 oil.
- Building interior upgrades to include a new control room, bathroom facility, maintenance area, and mechanical area.
- Electrical upgrades include new switch gear, main distribution panel, and transformer for the Central Heat Plant and Woodbury Campus Center.

This project will improve efficiency resulting in an approximate fuel savings of 11%; in FY ’14 that would have reduced costs by $63,000. Additional savings will be realized by equipment reliability, significantly reduced repair costs, and reduced overtime labor for emergency repairs. While savings are significant, this project is not being undertaken for energy savings. Rather, the purpose is the fundamental need to reliably heat and operate the involved facilities as cost-effectively as possible.

USM has accumulated approximately $3 million in University E&G funds for this project. Because of the lead time necessary to order the specialized equipment, construction is estimated to start at the end of the 2014-2015 heating season to be in operation by October 1, 2015. There will be no increase in square footage from this project. The estimated renovation age and net asset value of the plant currently stand at 49 years and 36 percent respectively. The project will re-set the renovation age to the equivalent of a new building and the net asset value is expected to increase to 100 percent, new status.

5. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the September 21-22, 2014 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorize the University of Southern Maine to expend up to $3,000,000 in University E&G funds to replace the Portland Central Heat Plant and related equipment.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Boardman Hall STEM Lab Renovation, UM

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

The University of Maine requests approval to expend up to $610,000 of General Obligation Bond Funds approved by voters to renovate room 18 and associated support space in Boardman Hall which is used by Civil Engineering students.

This request is pursuant to Board Policy 701 which requires projects with a total cost of more than $500,000 to be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. In this case, the request can be approved directly by the Committee and does not need to be forwarded to the Consent Agenda.

Boardman Hall Room 18 is a laboratory for studying and teaching about concrete and is original to the building. Primarily this room is used to provide Materials courses for Civil Engineering. Boardman Hall was built in 1948 and this lab was part of the original construction. The lab has received very minor alterations since it was built.

The proposed schedule for the project is to complete design during the fall and early winter of 2014 followed by construction during the summer of 2015. The scope of work includes improvements to material handling operations, heating and ventilating (including dust control and air quality), plumbing/drainage systems and general laboratory layout and aesthetics. This will address current code and safety concerns and will include minor asbestos remediation.

This project does not increase space at UM. It will improve the Net Asset Value. The estimated renovation age and net asset value of the original Boardman Hall (excluding the Edwards wing – built in ‘90) is 65 years and 32 percent, respectively. As a whole the building net asset value is 76 percent. No increase in operating costs is expected.

5. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee of the Board of Trustees authorizes expenditures of up to $610,000 from the proceeds of General Obligation Bond funds approved by voters in November 2013 to upgrade room 18 and associated support space in Boardman Hall.

08/22/2014
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Little Hall STEM Classroom Renovation, UM

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

The University of Maine requests approval to expend up to $1,740,000 of General Obligation Bond Funds approved by voters in November 2013 to renovate first floor lecture halls in Little Hall.

This request is pursuant to Board Policy 701 which requires projects with a total cost of more than $500,000 to be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. In this case, the request is to approve and to forward this matter to the Consent Agenda of the Board of Trustees.

The renovation includes at a minimum transformation of room 130 into a collaborative learning classroom including new seating which allows collaboration among students, improvements to the electrical, audio visual, heating, ventilation and air conditioning systems as well as asbestos remediation. The renovation may also include building system improvements to rooms 140, 120 and 110. Primarily these rooms are used as lecture halls for Psychology, Math, and Computer Science. Little Hall was built in 1965. These lecture halls have had minimal renovations since they were originally constructed. Seating was replaced in 2010.

The proposed schedule for the project is to complete design during the fall and early winter of 2014 followed by construction during the summer of 2015. This project does not increase the amount of space at UM. It will improve the Net Asset Value. The most recent estimated renovation age of the facility is 50 years and the estimated net asset value stands at approximately 53 percent. A slight decrease in operating costs is expected due to the newer, more efficient air handling equipment and lighting.

5. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the September 21-22, 2014 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the expenditure of up to $1,740,000 from the proceeds of General Obligation Bond funds approved by voters in November 2013 to upgrade first floor lecture halls in Little Hall.

08/22/2014
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Wells Commons Dish Room Renovation, UM

2. **INITIATED BY:** Norman L. Fournier, Chair

3. **BOARD INFORMATION:**

   **BOARD ACTION:** X

4. **BACKGROUND & JUSTIFICATION:**

   The University of Maine requests approval to expend up to $1,300,000 of Dining Reserve funds to provide an expanded dish room function at Wells Commons to accommodate greatly increased meal service at this location following changes introduced in 2012 to increase diner satisfaction.

   The customer-focused meal service changes resulted in an increase of more than 70 percent in the number of meals being served, to a current daily total of approximately 2,200 meals across breakfast, lunch and dinner.

   This request is pursuant to Board Policy 701 which requires projects with a total cost of more than $500,000 to be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. In this case, the request is to approve and to forward to the Consent Agenda of the Board of Trustees.

   For diners, the project includes renovating the existing convenience store and coffee service area. By rearranging this area, the project will improve the dining experience further with a single, centrally located beverage station.

   For effective and safe operations, the project will create a new full service dish room with a pass through drop off area, trayless accumulator and dish machine. This is needed because of both the increase in diners and a change from disposable to non-disposable dishware that occurred as part of the customer-focused meal plan changes in 2012. The current dish room which dates to 2007 is only 130 square feet and was intended only to handle incidental dish wares in a facility which, at that time, used primarily disposable dish wares.

   From 2008 to 2011, the low volume in meals being served prompted the additional changes in 2012 to attract customers. The subsequent increase in meals being served has caused a tremendous strain in keeping the dining area clean and clear and has created safety concerns because of the challenges that staff face each day in the limited space. This renovation will provide the much needed larger dish room with the capacity to handle the increased number of wares.
The proposed schedule for the project is to complete design during the fall and early winter of 2014 followed by construction during the summer of 2015.

This project does not increase the amount of space at UM. Wells Commons has an estimated renovation age of 7 years and an estimated net asset value of approximately 90 percent. Due to the reduction in waste and the efficiency of the new equipment a reduction in operating costs of approximately $0.30 per meal, or more than $150,000 per year is expected. The reduction in waste is also in line with the Green Campus Initiative.

5. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the September 21-22, 2014 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the expenditure of up to $1,300,000 from Dining Reserve funds to renovate the Dish Room at Wells Commons and to make associated improvements.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Capital Project Status Report

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

Attached is the Capital Project Status Report for the September 2, 2014 meeting of the Finance/Facilities/Technology Committee.

The report reflects a net total of 25 projects.

Three projects have been added per Board actions. The three new projects appearing on the report for the first time are: Science Labs Renovations (Preble and Ricker Halls), UMF (project # pending); Natural Gas Central Heating Plant, UMF (project # pending); and, Compressed Natural Gas (CNG) Heating Conversion, UMM (4100028).

No projects have been removed since the last report.

Five projects are complete and will be removed from the next report. They are: Fogler Library HVAC Upgrades, UM (5100216); Estabrooke Repurposing & Renovations and International Study Center, UM (5100302); Gorham Central Heat Plant Replacement, USM (6100196); Gorham Water Tank Refurbishment, USM (6100207); and, International Study Center, USM (6100225).

The LAC Nursing Lab Renovation, USM (6100238), had a typographical error in the Original and Current Approved Estimate on the report in July. The Board approved amount is $600,000 but was shown at that time as $800,000. That has been corrected in this report.

Other updates are as noted on the list.

In consultation with the Chair of the Board of Trustees and with the Chair of the Finance, Facilities and Technology Committee, a new graph has been added to the report this month. The graph, which indicates the current number of projects and approved total maximum expenditures for major active capital projects, remains and will continue. The new graph shows the relative proportion of the various funding sources which comprise that total authorized expenditure amount. This may continue to be refined, and is introduced here.
# Capital Project Status Report

## Board Approved Projects

**September 2014 Board of Trustee**

With Grand Totals and % of Current Approved Estimates

<table>
<thead>
<tr>
<th>Campus, Project Name (Project ID)</th>
<th>Funding Source(s) &amp; each source’s share of expenditures to date</th>
<th>Status</th>
<th>Original Estimated Completion</th>
<th>Current Est. Completion</th>
<th>Original Approved Estimate</th>
<th>Current Approved Estimate</th>
<th>% Expended of Current Approved Estimate</th>
<th>Prior Actions, Information &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM</td>
<td></td>
<td></td>
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<tr>
<td>***Fogler Library HVAC Upgrades (5100216)</td>
<td>2007 State Bond (93%), E&amp;G Reserves (7%)</td>
<td>Complete</td>
<td>2010</td>
<td>2014</td>
<td>$1,200,000</td>
<td>$1,470,000</td>
<td>88%</td>
<td>Board approved $1.2M in May 2009 and an increase to $1.47M in May 2011.</td>
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<td>Aquaculture Research Center Fish Lab (5100277)</td>
<td>MTAF Grant (100%)</td>
<td>Design In Progress</td>
<td>2012</td>
<td>2014</td>
<td>$600,000</td>
<td>$600,000</td>
<td>10%</td>
<td>Finance and Facilities Committee approved $600K in May 2011.</td>
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<tr>
<td>**Planetarium and Observatory (5100146)</td>
<td>Gift and Fund Raising (90%), Campus Funds: E&amp;G Funds (10%)</td>
<td>Construction Complete</td>
<td>2014</td>
<td>2014</td>
<td>$5,200,000</td>
<td>$5,200,000</td>
<td>82%</td>
<td>Board approved $5.2M in July 2011</td>
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<tr>
<td>Field House/Memorial Gym Complex (5100255)</td>
<td>2012 Revenue Bond (55%), Gifts and Fund Raising (39%), E&amp;G Funds (6%)</td>
<td>Construction in Progress</td>
<td>2014</td>
<td>2014</td>
<td>$14,000,000</td>
<td>$15,665,000</td>
<td>84%</td>
<td>Board approved $14M in November 2011. Board approved additional $1M in March 2013. Finance Facilities &amp; Technology Committee approved $665K in March 2014.</td>
</tr>
<tr>
<td>**Advanced Structures and Composites Center Expansion (5100316)</td>
<td>U.S. EDA Grant (89%), E&amp;G Funds (0%), 2010 State Energy Bond (11%)</td>
<td>Construction in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$6,400,000</td>
<td>$8,000,000</td>
<td>7%</td>
<td>Board Approved $6.4M in November, 2012. Board approved $1.6M in March 2014.</td>
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<tr>
<td>***Estabrooke Repurposing &amp; Renovation and International Study Center (5100302)</td>
<td>Campus Funds: E&amp;G Funds (100%)</td>
<td>Complete</td>
<td>2014</td>
<td>2014</td>
<td>$3,200,000</td>
<td>$4,200,000</td>
<td>94%</td>
<td>Board Approved $3.2M in January 2013; Board approved additional $1M in May in part in connection with the International Study Center, 2013.</td>
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<td>**Morse Field Scoreboard Upgrade (5100364)</td>
<td>Gift and Fund Raising (100%)</td>
<td>Construction Complete</td>
<td>2015</td>
<td>2015</td>
<td>$800,000</td>
<td>$800,000</td>
<td>98%</td>
<td>Finance/Facilities/Technology Committee approved $800K in January 2014.</td>
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<tr>
<td>Merrill Hall Heating Boiler Replacement (2100039)</td>
<td>Campus Funds: E&amp;G Funds (100 %)</td>
<td>Construction in Progress</td>
<td>2012</td>
<td>2014</td>
<td>$650,000</td>
<td>$710,666</td>
<td>95%</td>
<td>Board approved $650K in January 2013. Total current approved estimated to $710,666 to accurately report pre-existing feasibility costs.</td>
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<tr>
<td>Mantor Green Geothermal Well Field (2100046)</td>
<td>Campus Funds: E&amp;G Funds (100 %)</td>
<td>Construction in Progress</td>
<td>2013</td>
<td>2014</td>
<td>$1,550,000</td>
<td>$1,550,000</td>
<td>96%</td>
<td>Board approved $1.55M in January 2013.</td>
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<tr>
<td>Dearborn Gymnasium Renovation (2100035)</td>
<td>Campus Funds: E&amp;G Funds (100 %)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2014</td>
<td>$1,200,000</td>
<td>$1,200,000</td>
<td>15%</td>
<td>Board approved $1.2M in March 2014.</td>
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<tr>
<td>*Science Labs Renovations (Preble &amp; Ricker (Project # pending)</td>
<td>2013 Lab &amp; Class State Bond (0%), Campus Funds: E&amp;G Funds (0%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$1,377,000</td>
<td>$1,377,000</td>
<td>0%</td>
<td>Board approved $1.377M in July 2014.</td>
</tr>
<tr>
<td>*Natural Gas Central Heating Plant (Project # pending)</td>
<td>Revenue Bond (100%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2017</td>
<td>$11,000,000</td>
<td>$11,000,000</td>
<td>0%</td>
<td>Board approved $11M in July 2014.</td>
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<tr>
<td>Campus, Project Name (Project ID)</td>
<td>Funding Source(s) &amp; each source’s share of expenditures to date</td>
<td>Status</td>
<td>Original Estimated Completion</td>
<td>Current Est. Completion</td>
<td>Original Approved Estimate</td>
<td>Current Approved Estimate</td>
<td>% Expended of Current Approved Estimate</td>
<td>Prior Actions, Information &amp; Notes</td>
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</tr>
<tr>
<td>Renewable District Biomass Heating Plant (3100026)</td>
<td>Federal Grant (91%), System Loan (9%)</td>
<td>Construction in Progress</td>
<td>2013</td>
<td>2014</td>
<td>$3,000,724</td>
<td>$5,500,000</td>
<td>74%</td>
<td>Board approved $3M in May 2012; Change in project cost to $5.5M approved by Board in September, 2013 and estimated completion updated to 2014.</td>
</tr>
<tr>
<td>Forestry Geographic Info Sys Tech Labs/Nursing Lab Renov/Teleconf Ctr Upgrades (3100029 3100030 3100031)</td>
<td>2013 Lab &amp; Class State Bond (100%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$1,200,000</td>
<td>$1,200,000</td>
<td>8%</td>
<td>Board approved $1.2M in May 2014.</td>
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<tr>
<td><strong>UMM</strong></td>
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<tr>
<td>**Powers Hall Exterior and Masonry (4100026)</td>
<td>2013 Lab &amp; Class State Bond (0%), Campus Funds: E&amp;G Funds (100%)</td>
<td>Construction in Progress</td>
<td>2014</td>
<td>2014</td>
<td>$680,000</td>
<td>$1,508,221</td>
<td>3%</td>
<td>Finance &amp; Facilities Committee Approved $680K in January, 2014. Board approved increase to $1,508,221 in May 2014.</td>
</tr>
<tr>
<td>**Science Building Laboratory Upgrades (4100027)</td>
<td>2013 Lab &amp; Class State Bond (0%) E&amp;G Funds (100%)</td>
<td>Construction in Progress</td>
<td>2014</td>
<td>2014</td>
<td>$600,000</td>
<td>$600,000</td>
<td>10%</td>
<td>Finance &amp; Facilities Committee Approved $600K in January, 2014.</td>
</tr>
<tr>
<td>* Compressed Natural Gas Heating Conversion (4100028)</td>
<td>Revenue Bonds (100%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$1,800,000</td>
<td>$1,800,000</td>
<td>0%</td>
<td>Board approved $1.8M in July 2014.</td>
</tr>
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<td>UMPI</td>
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</tr>
<tr>
<td>Folsom/Pullen Science Classroom &amp; Laboratory Upgrades (7100009)</td>
<td>2013 Lab &amp; Class State Bond (0%)</td>
<td>Design in Progress</td>
<td>2015</td>
<td>2015</td>
<td>$1,200,000</td>
<td>$1,200,000</td>
<td>0%</td>
<td>Board approved $1.2M in March 2014.</td>
</tr>
<tr>
<td>USM</td>
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<td></td>
</tr>
<tr>
<td>*** Gorham Central Heat Plant Replacement (6100196)</td>
<td>Campus E&amp;G Funds (100%)</td>
<td>Complete</td>
<td>2013</td>
<td>2014</td>
<td>$2,700,000</td>
<td>$2,700,000</td>
<td>97%</td>
<td>Board approved $2.7M in November, 2012.</td>
</tr>
<tr>
<td>*** Gorham Water Tank Refurbishment (6100207)</td>
<td>Campus E&amp;G Funds (100%)</td>
<td>Complete</td>
<td>2013</td>
<td>2014</td>
<td>$625,000</td>
<td>$625,000</td>
<td>72%</td>
<td>Finance &amp; Facilities Committee Approved $625K in November, 2012.</td>
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<tr>
<td>*** International Study Center (6100225)</td>
<td>Campus E&amp;G Funds (100%)</td>
<td>Complete</td>
<td>2013</td>
<td>2014</td>
<td>$800,000</td>
<td>$800,000</td>
<td>85%</td>
<td>Board approved $800K in May, 2013.</td>
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<tr>
<td>Payson Smith Lab Renovation (6100236)</td>
<td>2013 Lab &amp; Class State Bond (0%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$1,250,000</td>
<td>$1,250,000</td>
<td>0%</td>
<td>Board approved $1.25M in May 2014.</td>
</tr>
<tr>
<td>Bailey Hall Lab Renovation (6100237)</td>
<td>2013 Lab &amp; Class State Bond (0%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$1,250,000</td>
<td>$1,250,000</td>
<td>0%</td>
<td>Board approved $1.25M in May 2014.</td>
</tr>
<tr>
<td>**LAC Nursing Lab Renovation (6100238)</td>
<td>2013 Lab &amp; Class State Bond (0%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$600,000</td>
<td>$600,000</td>
<td>0%</td>
<td>Board approved $800K in May, 2014.</td>
</tr>
<tr>
<td>Science Building Lab Upgrade (6100240)</td>
<td>2013 Lab &amp; Class State Bond (0%)</td>
<td>Design in Progress</td>
<td>2014</td>
<td>2015</td>
<td>$700,000</td>
<td>$700,000</td>
<td>0%</td>
<td>Board approved $700K in May, 2014.</td>
</tr>
</tbody>
</table>

Explanatory Notes:
* Project is new as of this report.
** Details of this project include updates since the last report.
*** This project has been completed since the last report and is not expected to appear on the next report.
Funding source(s) reflects primary source(s) for project.
Calendar Year unless otherwise noted.
Percentage expended reflects total expended as of July 31, 2014, as a percentage of the current approved project estimate.
FY2014 Annual Report on Real Estate & Lease Activity
Prepared for the Finance, Facilities and Technology Committee
September 2, 2014

Board Policies 801 and 802 governing property acquisitions and disposal require an annual information report on acquisitions and dispositions of real property to be prepared for the Board of Trustees. This summary and attachment comprise the report for FY2014.

SUMMARY

Real Estate Transactions:

Two properties were acquired. A gift of 75 acres and a building from Raynold and Sandra Gauvin of Mapleton intended to benefit the University of Maine at Presque Isle was accepted by the Board of Trustees on September 23, 2013. Also, the University acquired approximately 58 acres to be added to the Hirundo Wildlife Preserve as part of a legal settlement and as approved by the Finance, Facilities and Technology Committee pursuant to the Trustees delegation of authority matrix on February 14, 2014.

Lease Transactions:

As a Lessor, the University is engaged in agreements covering uses such as early education and childcare centers, research labs, innovation offices, and cell tower locations.

As a Lessee, agreements include uses such as athletic fields, radio tower space, university college centers, office space, parking facilities, research locations and utility purposes.

The net change in lease activity was relatively nominal. Compared with the prior year, the University’s costs were reduced approximately $22,000 or 1.3 percent statewide. Total revenue was down approximately $3,700 or less than 1 percent statewide.

In addition to the normal ebb and flow of lease costs, this year’s approximate $22,000 overall decline in annualized costs is explained largely by the ending of a $76,000 lease for sensor technology research and support space in Orono for the University of Maine and a $43,000 increase in cost associated with a new lease for the University of Maine Museum of Art in Bangor as approved by Trustees May 19, 2014.

Details are attached.
# EXECUTIVE SUMMARY
## REAL ESTATE AND LEASE ACTIVITY

### REAL ESTATE ACQUIRED FROM JULY 1, 2013 to JUNE 30, 2014

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<thead>
<tr>
<th></th>
<th>Acreage</th>
<th>Sq Ft</th>
<th>Value</th>
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<td>UM</td>
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<td>0</td>
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<tr>
<td>UMPI</td>
<td>75.0</td>
<td>1,276</td>
<td>$225,000</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>133.0</td>
<td>1,276</td>
<td>$285,000</td>
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### REAL ESTATE SOLD FROM JULY 1, 2013 to JUNE 30, 2014

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<tr>
<th></th>
<th>Acreage</th>
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### LEASED FROM OTHERS (UMS is LESSEE)

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<th>Acreage</th>
<th>Square Feet</th>
<th>Annual Cost</th>
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<td>Previous</td>
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<td>Previous</td>
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<tr>
<td>UMA</td>
<td>11</td>
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<td><strong>TOTALS</strong></td>
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<td>49</td>
<td>213,848</td>
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### LEASED TO OTHERS (UMS is LESSOR)

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<th>Square Feet</th>
<th>Annual Income</th>
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<td><strong>TOTALS</strong></td>
<td>58</td>
<td>59</td>
<td>57,152</td>
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AGENDA ITEM SUMMARY

1. NAME OF ITEM: Facilities Management Administrative Review Update

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

Ryan Low and Chip Gavin will provide an update regarding the status of the Facilities Management administrative review project, including fall outreach plans and the team’s anticipated reporting timeline.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: System-wide Annual Energy and Sustainability Report

2. INITIATED BY: Norman L. Fournier, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

Chip Gavin, Director of Facilities Management and General Services, will briefly update the Finance and Facilities Committee on energy and sustainability projects.

Attached is a presentation from the Collaborative System-wide Energy Management Committee updating its 2013 report to the Finance and Facilities Committee of the Board of Trustees. This report provides examples of various energy or sustainability projects across the system and reports that Sightlines has documented that the seven Universities have cumulatively reduced their total Carbon Footprint by 22% since 2006, although a slight increase in year-over-year emissions from 2012 to 2013, which was largely attributed to weather-induced energy consumption in the winter of 2012-2013. UMS remains a strong performer in the energy area compared with its own historical performance and compared with other higher education institutions in our climate zone, according to the Sightlines analysis.

The graph below excerpted from the report demonstrates the carbon emission reductions.

![Graph of carbon emissions reduction](image_url)
The University of Maine System

System-wide Energy & Environmental Sustainability Initiatives

2014 Report
Established in 1968, the University of Maine System is comprised of seven distinct universities, some with multiple campuses. With an annual enrollment headcount of nearly 40,000 students, it is the State of Maine’s largest educational enterprise. The System, much like higher education institutions nationally and globally, has experienced extraordinary energy price inflation and volatility over the last several years. Unlike its many national and global peers, these challenges have been compounded by a historical lack of viable and readily available energy supply alternatives, particularly in a state that has traditionally been heavily dependent on fuel oil for much of its energy needs. Together, these factors have significantly increasing implications and have underscored the vital importance of energy to the University of Maine System’s education, research, and public service mission; as an essential service in the delivery of the mission, as an environmental impact, and as a cost driver to the institution.
Executive Summary

In response to energy market demands, the universities have collectively and individually pursued projects and initiatives that have lessened the System’s environmental impact and helped to ensure the continued affordability of education to the citizens of the State of Maine, while allowing for allocation of resources to the research enterprise, and public service mission that serves Maine’s citizens and businesses. This report illustrates and highlights some of the many system-wide actions and accomplishments:

- System-wide gross **carbon emissions have been reduced** by 22 percent since 2006.

- Implemented **supply-side projects** have included conversions to natural gas, combined heat and power, and nearly every type of renewable alternative energy source, including: solar, geothermal, biomass, wind, and air-source heat pumps.

- **Demand-side projects** have included building envelope, variable speed drives, lighting, water conservation and heat recovery.

- **Upcoming noteworthy projects** include: expanded geothermal at UMF, biomass central heating plant conversion at UMFK, and central steam plant upgrades at USM.

- Energy efficiency, conservation, and sustainability efforts are ongoing on every campus. **New and updated projects will save the equivalent of hundreds of thousands of gallons of heating oil annually.**
Overview

In 2010, the University of Maine System formed the Collaborative System-wide Energy Management Committee, comprised of one representative from the University of Maine System office and one from each of the seven universities in the system.

The purpose of the “System Energy Team” is to serve as an enterprise-wide virtual energy manager. This objective is achieved through a collaborative effort by each of the universities in communicating and sharing their respective information, available resources, expertise, and perspectives in seeking to identify and realize opportunities for improving both supply and demand side energy management, and continuing the significant improvements made to date with respect to environmental stewardship across the seven universities of the University of Maine System.

In 2011, the System Energy Team first prepared the System-wide Energy & Environmental Sustainability Initiatives report in order to represent its collective and individual actions across the depth and breadth of the System.

Today, this presentation builds upon these past accomplishments and reflects the new initiatives and opportunities the System Energy Team pursues.
Since 2006 the seven Universities have cumulatively reduced their total Carbon Footprint by 22%. For the industry benchmark performance metric of MTCDE/Student FTE, UMS lowered its average to 3.30. The peer average in FY13 was 4.82 MTCDE/Student FTE.
USM recently completed an overhaul of the central heating plant at the Gorham campus.

The main buildings on the Gorham campus are heated by a hot water distribution system that supplies high temperature/high pressure hot water through a campus loop to the buildings.

The $2,700,000 project included the removal of the three existing 1960’s vintage boilers, which were obsolete, and the installation of three new gas fired boilers, as well as the auxiliary tanks, pumps, and controls.
- **The Black Bear Orono Express** is a free shuttle service that provides much-needed transportation for our students, staff and visitors within the University and the Town of Orono communities, providing thirty loops between Orono and the University of Maine throughout each day during the academic year. There were 53,870 rides in FY2013.

- **The Community Connector** is a fixed route public transit system operated by the City of Bangor for the communities of the Greater Bangor Urbanized Area. Each member of the University community is able to ride for free upon presentation of their Maine Card. University ridership in FY2013 was 83,406.

- **The Blue Bikes Program** recycles abandoned bikes into free transportation for campus community members. Anyone with a valid Maine Card is eligible.

- **The Campus Carpool** consists of two or more people traveling in the same vehicle, who receive a free Carpool parking permit which provides access to Reserved Carpool posted spaces on campus.

- **UMaine’s Anti-Idling Policy** seeks to reduce overall emissions on campus and improve air quality. All vehicles on university property are prohibited to idle unnecessarily.
Collaborative System-wide Energy Procurement

The University of Maine System, Office of Strategic Procurement, advertised a Request for Proposals for alternative fuel sources for the Universities of Maine at Augusta, Presque Isle, Farmington, and Machias. The RFP was open to any energy source solution, and generally sought alternatives to #2 heating oil and propane at the campuses. This scope covered the potential replacement of approximately 800,000 gallons of heating oil.

Competitive proposals were received for each of the respective university campuses. Some campuses received multiple proposals. Thus far, UMA and UMF have moved forward with awards under the RFP -- their respective projects are highlighted, below, in this report.

The University of Maine at Machias and University of Maine at Presque Isle both received proposals for compressed natural gas (CNG). Both University’s continue to pursue these attractive opportunities.

These solutions offer the promise of significant cost savings and environmental emissions reductions, as well as improved heating reliability and fuel diversity as a hedge against future fuel price volatility.
Through the collective efforts of the System-wide Energy Team’s members, and as the result of the System-wide Alternative Fuels RFP, the University of Maine at Augusta successfully negotiated a natural gas service contract for its Augusta campus.

For a total project cost of $103,000 the boilers have retained #2 fuel oil capability, ensuring reliability, fuel supply diversity, and protection against potential costs from future natural gas price increases.

The conversion from #2 fuel oil to natural gas is estimated to provide a simple payback period of approximately 1.5 years cutting fuel cost by 50%, and an environmental emissions reduction of 27%. 

Renewable Energy, Alternative Fuels, & Innovation
Renewable Energy, Alternative Fuels, & Innovation

Campus Central Plant Construction with Natural Gas

The University of Maine at Farmington has received Board of Trustees approval to develop an $11 million dollar project for the construction of a Central Heating Plant and distribution system on its campus. The Central Plant will be dual-fuel, with natural gas as the planned primary fuel and with a #2 oil backup. A bridge fuel is planned until the natural gas pipeline is constructed and natural gas delivery is available at the Plant. The Plant will also be designed with future provision for the addition of biomass fuel. UMF is currently in the design phase of this project.
Renewable Energy, Alternative Fuels, & Innovation

Pleasant Street Academy Biomass Boiler Project

This $5.5 million Project, so named to reflect the elements of educational collaboration between UMFK and the local school district (MSAD # 27, which is directly adjacent to the University campus), is an ambitious initiative which includes a central heating plant and an underground distribution heating system that supplies hot water to the University of Fort Kent and three MSAD # 27 buildings.

This project will spur northern Maine’s growing wood pellet and biomass fuel industry by consuming more than 1,300 tons of wood biomass annually; lower fuel costs by up to 80 percent (compared with #2 fuel oil); stabilize fuel prices; stimulate the local economy; strengthen energy independence by reducing dependence on foreign oil; reduce maintenance costs by displacing eight oil-fired boilers with two new pellet boilers; and help UMFK meet its climate neutrality obligations under the American College and University Presidents’ Climate Commitment.
Retro-commissioning Mechanical and Electrical Systems at the UMS System Office

The UMS Office of Facilities Management had a retro-commissioning study performed at the System office, located on Central Street in Bangor, which identified a series of issues concerning air balancing, mechanical controls and temperature control settings that could reduce heating and electrical costs, if corrective action was taken to address the issues.

A mechanical contractor was hired to implement the corrective actions. The study and upgrades to the mechanical systems will total approximately $32,800. If the modifications follow the engineers’ calculated savings, electrical consumption of the major air handling units will be reduced by approximately 30%, with an estimated annual savings near $16,000. This would result in a two year payback.
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*
The Finance/Facilities/Technology Committee shall oversee the financial affairs together with personal and real property which has been given to the university by donors, other than endowment and other investment assets and except as may be otherwise determined by the Board of Trustees. The Committee shall also review and monitor the delivery of information technology (IT) by the University of Maine System (System), its scalability and determine the future state of that technology.

Committee Authority

Bylaw - Section 3
Charter - Section 4
Board of Trustee Policy Manual
  Section 207:  Signature Authorities
  Section 700:  Financial Affairs
  Section 800:  Facilities
  Section 901:  Information Security Policy
  Section 1002: Environmental and Safety Policy
Delegation of Authority to the Finance/Facilities Committee Matrix

The primary duties and responsibilities of the Committee shall be to:

1. Prescribe the manner in which the accounts of the System shall be kept.
2. Review and recommend for approval the proposed annual capital outlay budget and appropriation request, prior to their submission to other state agencies and officials.
3. Review and recommend for approval construction of specific buildings and other capital improvements.
4. Oversee the System’s land and buildings used to accomplish the institutional mission.
5. Review and recommend for approval the distribution of financial resources, including state appropriation.
6. Review and recommend for approval the annual budget, tuition, room and board, and student fees.
7. Review actual financial performance compared to budget during the course of the fiscal year.
8. Review the multi-year financial projection and structural gap analysis.
9. Accept and recommend for approval the annual report of Gift, Donations, and Bequests.

10. Recommend for approval the annual financial report, naming of facilities, and major fund raising campaigns expected to generate $1,000,000 or more.

11. Oversee the strategic delivery of IT for the System, to include planning for solutions that ensure a return on investment and support the future state of the System.

12. Monitor the implementation of the MaineStreet enterprise solution and other system-level applications.

13. Ensure appropriate IT security measures are in place to adequately protect the system and its constituencies.

Membership of the Committee

The Finance/Facilities/Technology Committee shall be made up of at least three voting members of the Board of Trustees. The Chair and Vice-Chair of the Board and the Chancellor shall be ex-officio members, but the Chancellor shall have no vote. Faculty and student representatives to the Board may be members of the Finance/Facilities/Technology Committee, but have no vote.

Meetings

The meetings of the Committee ordinarily shall be called by the Committee Chair, but may be called by the Chair of the Board or a majority of the Committee.

Staff to the Committee

The Finance/Facilities/Technology Committee shall be staffed by the Vice Chancellor for Finance and Administration and Treasurer.
System-wide Commitment to Climate Leadership

Each campus President of the University of Maine System signed the Presidents’ Climate Commitment.

The seven universities joined the 680 colleges and universities that have signed to date, recognizing their unique responsibility to serve as role models for their communities and to develop solutions to reverse global warming.

Each institution pledges to develop and implement a plan for carbon neutrality.