



Board of Trustees
15 Estabrooke Drive
Orono, ME 04469

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Fax: 207-581-9212
www.maine.edu

October 22, 2018

TO: Members of the Finance/Facilities/Technology Committee

FR: Ellen N. Doughty, Clerk of the Board

RE: **October 31, 2018 Finance/Facilities/Technology Committee Meeting**

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

The Finance/Facilities/Technology Committee will meet from **1:00 pm to 4:00 pm on October 31, 2018**. The meeting will be located at the University of Maine System Executive Offices, Rudman Conference Room, 253 Estabrooke Hall, 15 Estabrooke Drive in Orono. In addition to the Estabrooke Hall location, the following Polycam locations and a conference call connection will also be available:

UMA – Room 125, Robinson Hall

UMF – Executive Conference Room, Merrill Hall

UMFK – Alumni Conference Room, Nadeau Hall

UMPI – Executive Conference Room, Preble Hall

USM – 327 Wishcamper

Phone: 1-800-605-5167 code 743544#

Refreshments will be provided at the UMS and the USM locations. The meeting materials are posted to the Diligent Board Portal as well as the Board of Trustees website (<http://www.maine.edu/about-the-system/board-of-trustees/meeting-agendas/finance-facilities-committee/>).

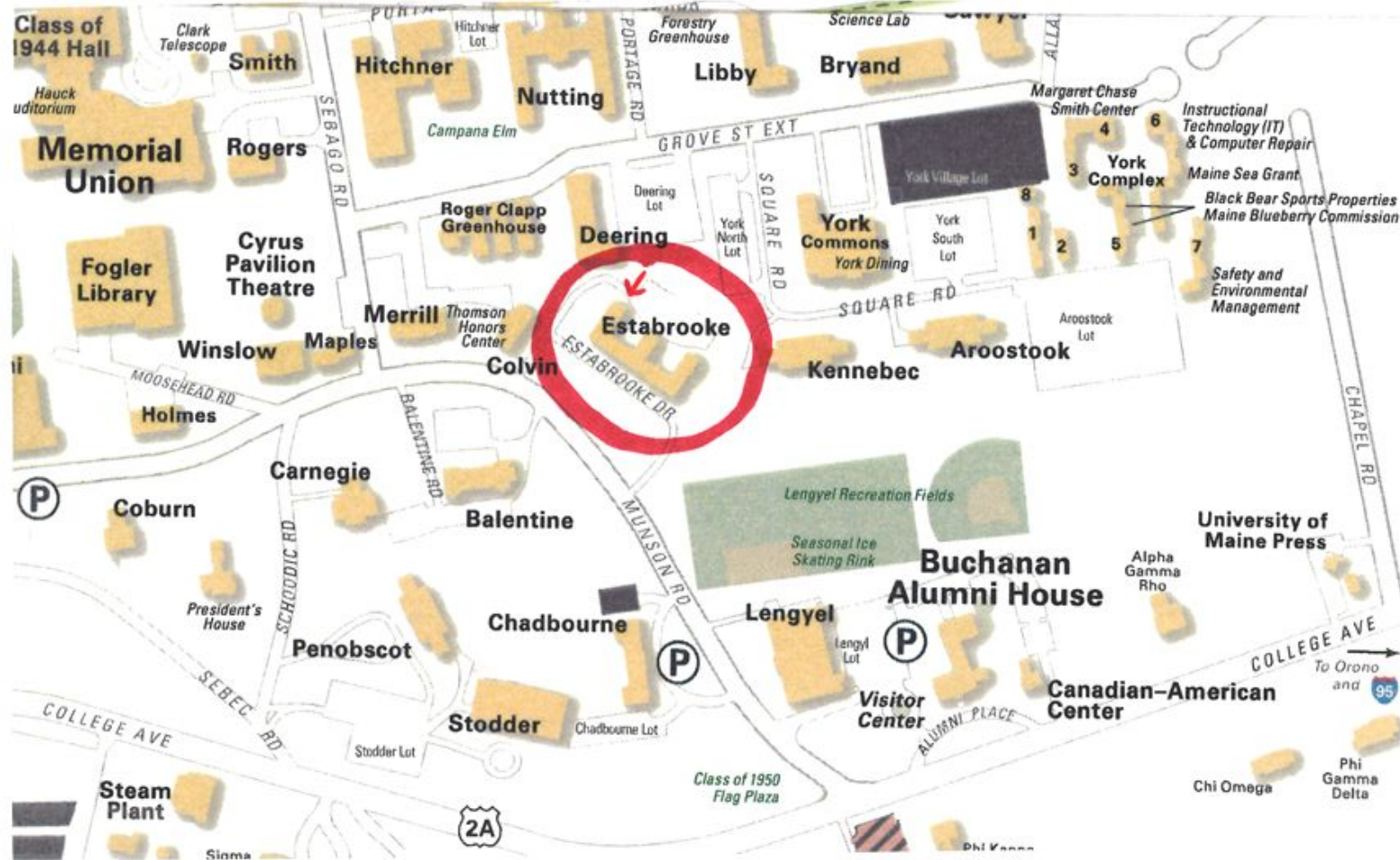
If you have questions about the meeting arrangements or accessing the meeting materials, please call me at 581-5840. If you have any questions or desire additional information about the agenda items, please call Ryan Low at 581-1541.

cc: James Page, Chancellor
Trustees who are not members for the FFT Committee
Presidents
Robert Neely
Ryan Low
David Demers
Tracy Elliott
Chip Gavin
Miriam White

University of Maine System

15 Estabrooke Drive, Orono

Rudman Conference Room
253 Estabrooke Hall, 2nd Floor
15 Estabrooke Drive, Orono



Directions to the UMS located on the UMaine Campus

From the South on I-95: take exit 191 to Kelly Road and turn right. Continue on Kelly Road for 1 mile until you reach the traffic light, then turn left onto Route 2 and go through downtown Orono. Cross the river. Turn left at the lights onto College Avenue. Buchanan Alumni House will be the first campus-related building on your right. Right after the Buchanan Alumni House, take a right onto Muson Road. Estabrooke Hall is the building on the right after Lengyel.

From the North on I-95: take exit 191 to Kelly Road and turn left. Continue on Kelly Road for 1 mile until you reach the traffic light, then turn left onto Route 2 and go through downtown Orono. Cross the river. Turn left at the lights onto College Avenue. Buchanan Alumni House will be the first campus-related building on your right. Right after the Buchanan Alumni House, take a right onto Muson Road. Estabrooke Hall is the building on the right after Lengyel.

The UMS is located on the 2nd floor of Estabrooke Hall. Enter Estabrooke Hall from the back of the building, the entrance closes to Deering Hall.



Board of Trustees

Finance, Facilities & Technology Committee

October 31, 2018, 1:00 pm to 4:00 pm
Rudman Conference Room, 253 Estabrooke Hall, Orono

AGENDA

1:00 pm Technology Items

- Review of Projects with a Value of \$250,000 or Greater..... TAB 1

1:20 pm Finance Items

- MCV Funding Request..... TAB 2

1:30 pm Facilities Items

- ~~Lease Request, UM..... TAB 3 (WITHDRAWN - 10/31/18)~~
- ESCO Authorization Request, USM..... TAB 4
- Dining Hall Investment, USM..... TAB 5
- Annual Real Property Report, Real Estate and Leases FY18..... TAB 6
- Capital Project Status Report..... TAB 7

2:45 pm Break

3:00 pm Executive Session

- Executive Session Regarding Real Property..... TAB 8

Action items within the Committee purview are noted in green.

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:** Review of Projects with a Value of \$250,000 or Greater
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** **BOARD POLICY:**
5. **BACKGROUND:**

Dr. David Demers, Chief Information Officer, will provide information on the following projects with a value of \$250,000 or greater:

- Classrooms for the Future
- UMS Wireless Infrastructure
- MaineStreet Improvements
- HR Enhancements

Status Update – October 2018

Classrooms for the Future

Overall status:		Change from previous report:	None
Budget status:		Change from previous report:	None
Schedule status:		Change from previous report:	None

Overview

This project will involve renovations to existing classrooms across the entire University of Maine System. The project team will focus on the data obtained during the earlier classroom assessment phase and resulting classroom ratings in order to prioritize work at each campus. The team will also develop standards for equipment in all classrooms. Vendors will be used for the larger renovations and campus services/classroom technology staff will be used for minor renovations and upgrades. Once the rooms have been updated, they will be re-assessed and scored accordingly.

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Committed to date	Budget % Committed	Project % Complete	Comments
4/2016	David Demers	12/2018	12/2018	\$4,362,345	\$4,362,345	100%	91%	Total project budget reflects additional allocation provided Dec. 2017

Status

The majority of summer projects have been completed, and some installations will continue to take place over fall and winter breaks. Reassessments of all completed rooms will take place this month. Remaining work at USM Bailey Hall is scheduled to resume Summer 2019 (post-graduation) pending asbestos abatement and clearance from facilities management. Capital Planning and Project Management, USM Facilities Management & Safety Management and US:IT have collaborated with the Treasurer to finalize a funding plan to address the asbestos abatement needs at USM to facilitate completion of scheduled work. A verbal update will be provided at the FFT committee meeting.

After Action Reviews are being scheduled with campus representatives to solicit input on what went well and what processes can be improved upon. These meetings will occur in October and early November.

The core team is finalizing the student survey to send out to each campus. The purpose of the survey is to gather feedback on updated classrooms and suggestions for future upgrades.

Discussions with campus instructional designers are underway to gather input on whether certain renovated classrooms have impacted teaching styles and student learning.

BUDGET SUMMARY

Campus	Allocation	% Committed to Date	\$\$ Not Yet Budgeted	% Complete
PROJECT TOTAL	\$4,362,345	100%	-0-	91%
UMM	\$195,900	100%	-0-	93%
UMF	\$379,896	100%	-0-	95%
UMaine	\$1,578,220	100%	-0-	96%
UMPI	\$257,276	100%	-0-	86%
USM	\$1,124,080	100%	-0-	86%

UMFK	\$245,768	100%	-0-	99%
UMA	\$581,205	100%	-0-	85%

Summary by Campus and Classroom ProjectReference: [Campus Room Renovations](#)

Campuses	Rooms By Project Setup	% Complete
UMA	Music Arts 124	100%
	RRSC 248 & 255	100%
	UC Bath/Brunswick 114	100%
	UC Norway SoPar 114 & 206	100%
	UC Saco 111	100%
	UC Ellsworth 2 & 7	100%
	UC Rockland 410 & 413	100%
	Jewett 124, 180, 189, 190 & 291	100%
	RRSC 246	95%
	UC Rockland 403, 410 (phase 2), 412	95%
	Fine Arts 122	90%
	Jewett 284, 293, 297	95%
	Katz 5, 15, 51	95%
	Katz 14, 16, 53	45%
	UMA Handley Hall	81%
	LAC 162K, 162L, 216A, 216B, 218, 222C	95%
	LAC 162J	81%
	UMA Bangor 135, 142	95%
UMF	Roberts 205 & 207	100%
	Ricker Addition 202, 205	100%
	Roberts C23 & 131	100%
	Ricker Addition 217	100%
	Preble 117	100%
	Roberts 105, 107, 201, 203	100%
	South 115	100%
	Education Center 6 & 113	100%
	Tech Commons Fusion Center	48%
	Roberts 3, 101, 103	98%
UMaine	Shibles 202	100%
	DPC 105	90%

	Neville 101	100%
	Estabrook 130, 152	100%
	Bennett 215	100%
	Dunn 315 & 316	100%
	South Stevens 106D	100%
	DPC 107, 115, 117	86%
	Boardman 116	100%
	Boardman 118	100%
	Shibles 217, 313, 316	100%
	Nutting 100	100%
	Aubert 354	100%
	Hitchner 157	100%
	Jenness 102, 104, 108	100%
	Lengyel 127	100%
	Libby 220	100%
	Little 110, 120, 202, 206, 220	100%
	Lord 200	100%
	Colvin 401	100%
	Memorial Gym Complex 106 & 110 (ROTC Army)	100%
	Merrill 228a	100%
	Murray 102 & 106	100%
	N Stevens 235	100%
	Rogers 206	100%
	ROTC Navy 201	90%
	ROTC Navy 203	98%
	Deering 101c	100%
	Barrows 123, 131, 133	100%
	Balentine 129	100%
	Dunn 1, 401	89%
	Dunn 44	90%
	Barrows 124	46%
	Bryand Global 100	97%
	Deering 17	98%
	North Stevens 235	90%
	South Stevens 232-B	98%
	Neville 116, 118	98%
	Neville 120	98%
	Little 212	98%
	Aubert 165	98%

	Barrows 128	97%
	Class of 44 100	98%
	Colvin 401	100%
	DPC 111	97%
	Little 350	90%
	Center Stevens 155	98%
	Darling Marine Center Brooke Hall	98%
	PAIL Necropsy Lab	48%
UMM	Torrey Hall 230, 232, 234 - Phase 1	100%
	Torrey Hall 106	100%
	Powers 208 & 209	100%
	Science 114	100%
	Science 102 & 120	100%
	Reynolds Center 14	98%
	Torrey 230, 232 & GIS Lab - Phase 2	98%
	Performing Arts Center	48%
UMFK	Powell 123	100%
	Cyr 113	100%
	Old Model School 11	100%
	Cyr 200 & 201	100%
	Cyr 203	95%
	Cyr 200, 201, 204, 209	98%
	Nadeau Telecom Room	98%
	Powell 123 - Phase 2	98%
UMPI	Folsom 206	100%
	Pullen 113, 212, 216	100%
	Folsom 204 & 205	100%
	Houlton 110	79%
	Folsom 203	91%
	Pullen 212	90%
	Pullen 213	98%
	Pullen 215	48%
	Preble 239	98%
	Gentile Athletic	98%
	Weidan Training	48%




USM	405 Bailey	100%
	John Mitchell 217	100%
	Payson Smith 301A	100%
	LB 103	100%
	Masterson 113	100%
	Bailey 320	100%
	Bailey 10, S113, 201, 202, 204, 205, 206, 207, 208, S213, S215, 218, S312, S313, 315, L319, 320, L321, C402, C403, C, 405,	100%
	Corthell 112, 211, 212	100%
	John Mitchell 151, 164, 181, 233, 235, 242, 252, 265, 270	48%
	LAC 287	100%
	LAC 210, 211, 212, 214, 216, 218, 224	100%
	LB 208, 209, 241, 302, 303, 310, 326, 327, 402, 403, 410, 424, 425, 502, 503, 509, 510, 523, 524	100%
	Payson Smith 1, 41, 42, 44, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 211, 303, 304, 306	100%
	Wishcamper 103, 113, 417, 419/427	48%
	Science 203, 403	48%
	Law 118	56%
	Payson Smith 42 & 44 - Phase 2	98%
	Payson Smith 201, 206, 304, 306 - Phase 2	48%
	Bailey 218 & 312	98%
	Bailey 313	75%
	Bailey 402	68%
	LAC 104, 106	98%
	Glickman Library 423/424	80%
	Luther Bonney 209	96%
	Science 157	48%
	Science 533	98%
	Russell 1 and Dance Studio	98%
	Masterton G38	98%

*Summary Table Note - Phase 1 refers to Summer 2017 projects and Phase 2 refers to Summer 2018 projects.

Risks

- The discovery of asbestos containing materials at USM has led to more thorough testing prior to starting work in a building. The need to complete more testing than anticipated and possibly conduct abatement has delayed the project schedule. An abatement plan has been completed to allow work to continue at USM during Summer 2019.

Status Update – October 2018**UMS Wireless Infrastructure**

Overall status:		Change from previous report:	None
Budget status:		Change from previous report:	None
Schedule status:		Change from previous report:	None

Overview

This project is a wireless technology connectivity Initiative to upgrade wireless service and associated cabling and equipment at all campuses to bring wireless capacity to gigabit speeds to support learning and living spaces.

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Committed to date	Project % Complete	Comments
4/2016	Jeffrey Letourneau	12/2018	12/2019	\$12,800,000	\$9,739,826.80(\$606,349.70 encumbered)	76%	

Status

All of the residence halls have been completed at UMF. A plan is nearly complete to upgrade campus fiber infrastructure with the work anticipated to be done in November.

Sennett Hall and Doward Hall have been completed at UMM. Contingency funds will be requested to complete the installation of switches in Dorward.

Blake Library at UMFK has been completed. Contingency funds will be requested to complete the installation of switches.

Wieden Hall at UMPI is nearly complete and the team is working with facilities management to assess conduit conditions for fiber upgrades.

Cabling in Hitchner Hall is underway. Fiber upgrades to several buildings will be completed in October. The team is working with facilities management to identify a data closet space in DPC so that we can begin work in that building. Space is also being identified in Hart Hall for core campus networking equipment.

Cabling is underway in Glickman Library at USM and will begin in Masteron Hall and Luther-Bonney Hall within the next couple of weeks. Remaining work at USM Bailey Hall is scheduled to resume Summer 2019 (post-graduation) pending asbestos abatement and clearance from facilities management. Planning and facilities preparation is underway for Payson-Smith, however, asbestos abatement will need to be addressed before remaining work begins. Capital Planning and Project Management, USM Facilities Management & Safety Management and US:IT have collaborated with the Treasurer to finalize a funding plan to address the asbestos abatement needs at USM to facilitate completion of scheduled work. A verbal update will be provided at the FFT committee meeting.

Through Facilities Management Capital Planning, a contract has been signed to design cooling systems for 26 data closets on the USM Portland campus. It is anticipated that construction bids will be requested in January with the work scheduled for late spring into summer 2019.

At UMA, HVAC systems are being installed in data closets at the Civic Center and Camden Hall. This will complete work in those buildings.

BUDGET SUMMARY

Campus	Allocation	% Budgeted to Date	\$\$ Not Yet Budgeted	% Expended & Encumbered to Date	\$\$ Expended & Encumbered	\$\$ Not Yet Expended /Encumbered
PROJECT TOTAL	\$12,800,000	96%	\$573,205	76%	\$9,714,879	\$3,085,121
Equipment in Inventory					\$1,217,976	
System-wide Services	\$620,000	100%	\$0	100%	\$620,452	-\$452
UM - Machias	\$653,200	100%	\$0	96%	\$625,183	\$28,017
UM - Farmington	\$1,674,800	100%	\$0	89%	\$1,490,931	\$183,869
UMaine	\$3,189,600	93%	\$220,680	70%	\$2,239,361	\$950,239
UM - Presque Isle	\$615,200	100%	\$0	88%	\$540,429	\$74,771
USM	\$5,017,600	93%	\$352,525	39%	\$1,967,856	\$3,049,744
UM - Fort Kent	\$469,600	100%	\$0	99%	\$466,321	\$3,279
UM - Augusta	\$560,000	100%	\$0	98%	\$546,371	\$13,629

(*) = original \$11.2M allocation plus reallocation of \$980k plus \$620K required from contingency funding for system-wide licensing.

BUILDING SUMMARY

Complete¹		Installation & Deployment Scheduled / In Progress²		Planning - Not yet Budgeted
University of Maine at Augusta				
Lewiston Katz Jewett Randall	Eastport Camden Belfast Civic Center College Center			
University of Maine at Farmington				
Mantor Library Dakin Black Mallett	Lockwood Purington Stone Scott North Scott West Scott South	Campus Fiber		Roberts Learning Center³
University of Maine at Fort Kent				
Powell The Lodge Crocker	Blake Library			Old Model Sch¹ Cyr³
University of Maine at Machias				
Torrey Hall / Merrill Library Reynolds	Powers Science Kilburn Dorward			

	Sennett			
University of Maine at Presque Isle				
Park Emerson	Merriman Folsom-Pullen Wieden	Campus Fiber		
University of Maine				
Fogler Library Shibles Bennett Rogers Jenness Lord Bryand Global Science	Boardman Murray Hall Little Aubert Class of 1944 Lengyel	<u>In Progress</u> Estabrook Core (80%) Hitchner (10%) Hart Core (10%) <u>Begin 0-3 months</u> Donald P Corbett (0%)	<u>Begin 3-6 months</u> Nutting (85%) Fernald (60%) Neville (90%) Barrows (50%) <u>Begin 6-9 months</u> Winslow(85%) Crosby Lab	Colvin Hall Sculpture Building Dunn
University of Southern Maine				
Drawing Studio Print Studio Academy Building <u>Wireless Only</u> Wishcamper John Mitchell Cen Law Building	Abromson	<u>In Progress</u> Glickman Library (40%) <u>Begin 0-3 months</u> Luther-Bonney Masterton Hall Payson-Smith (15%) Science (60%) Wishcamper (wired) JMC (wired)	<u>Begin 3-6 months</u> Corthell Brooks Dining Costell Complex Sullivan Complex <u>Begin 6-9 months</u> Lewiston-Auburn Woodbury Bailey (85%) - on pause	

¹ Networks are online and functioning; some testing and close-out paperwork may remain to be done

² Dates are estimated start dates for cable installation & deployment – subject to change

³ Insufficient funding to upgrade entire building; minimal upgrades to support Classrooms for the Future or future upgrades

⁴ Partial upgrade due to building limitations




Risks

- Identification of asbestos containing materials (ACBM) at USM in an area that was not anticipated has led to a higher awareness of and need to test for ACBM. Both the need for increased testing and the probability of higher than anticipated abatement needs will impact both project schedule and cost. The degree of impact will not be known until test results are completed.
- The project team is working closely with the Classrooms for the Future project team to coordinate efforts. Campus decisions to prioritize upgrades in residence halls over classroom buildings may negatively impact the Classrooms for the Future project.
- Many of the buildings require modifications by Facilities Management prior to network installation. The project team is working with each campus to plan this work. Resource availability and scheduling for this work may cause project delays.
- A risk to perceived success is unreasonable stakeholder expectations. Although a ubiquitous system-wide upgrade is needed, this project will only partially meet that need given the constraints of limited resources (schedule, budget, staffing, construction limitations, and coordination with other campus resources).

- Many buildings have network infrastructure that will need to be upgraded before new wireless networks can be installed. In some cases, this may include new fiber installation and/or the need for facility renovations.
- The phased funding approach will necessitate maintaining two separate WiFi networks on most if not all campuses driving up the ongoing operational costs and efforts for US:IT while creating inconsistent wireless service levels building to building on the campuses.
- There are a large number of factors and variables that will affect this project's timeline. There are other sizeable projects taking place at the same time. Another factor affecting the timeline will be the coordination among involved entities in setting priorities and timing.

Status Update – October 2018

MaineStreet Improvements

Overall status:		Change from previous report:	None
Budget status:		Change from previous report:	None
Schedule status:		Change from previous report:	None

Overview

This initiative is comprised of two projects; a technical upgrade of the PeopleSoft Campus Solutions (CS) student information system from version 9.0 to 9.2, the underlying PeopleTools architecture will be upgraded from version 8.55 to 8.56, and a project to enhance the PeopleSoft user experience (UX Enhancements).

- **Campus Solutions (CS) 9.2 Upgrade:** This upgrade will bring the Campus Solutions version in line with the HCM and FN systems while providing access to several features that are currently unavailable within the 9.0 environment. Version 9.2 standardizes interface navigation using Oracle's "Fluid" design framework, resulting in an overall enhancement of usability.

This upgrade will also permit the migration of the CS database from the legacy Sun Solaris server over to the current infrastructure standard (Intel/Linux). This move will result in greater system stability, resilience, and performance.

- **UX Enhancements:** This project will acquire and deploy a 3rd party PeopleSoft UX enhancement tool to streamline and improve usability, navigability, and utility of the MaineStreet environment for students and faculty alike. These tools will allow for initial deployment in the Campus Solutions 9.0 environment with portability to the CS 9.2 environment post-upgrade. Enhanced Single Sign-On capabilities would be deployed to support a secure, fully integrated user environment.

Project	Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Initial Budget	Current Budget Balance	Project % Complete
CS Upgrade	October 2018	David Demers	June 2019	June 2019	\$1,349,263	\$1,349,263	5%
UX Enhancements	September 2018		January 2019	January 2019	\$463,680	\$385,179	10%

Status

CS Upgrade Status

In preparation for project kick-off targeted for late October, the project technical team has provisioned architecture for the move from the legacy Sun Solaris architecture to Intel-Linux architecture. The technical team is collaborating with the ERP Analyst Team to determine the most effective strategy for conducting the upgrade passes.

Internal resources have completed the instantiation of a baseline demo environment of Campus Solutions 9.2 in the newly provisioned architecture. Additionally, the project leadership team is working towards assembling the full project team that will include representatives from each of the campuses. David Demers is conducting project overview sessions at each campus to inform key stakeholders about the project and to elicit their assistance in assigning campus representatives to the project team.

UX Enhancements

It was determined that an RFP process was required to acquire a 3rd party UX enhancement tool. The RFP was posted and vendor proposals were submitted mid-September. The RFP team recently conducted vendor presentations and will conduct a final RFP scoring session on October 16. Barring any delays

during the contract award process, deployment should begin late fall 2018 term with a launch of a subset of features by late Spring 2019 term with full deployment targeted for the opening of the Fall 2019 term.

Recently Completed

- Statement of Work (SOW) with ERP Analysts for Campus Solutions upgrade
- Decision to upgrade MaineStreet Portal PeopleTools from version 8.5 to 8.6
- CS Upgrade project kick-off meeting scheduled for 10.26.18
- Instantiation of CS 9.2 Demo environment
- Campus informational sessions

In Progress




- 3rd party PeopleSoft UX tool RFP process
 - RFP posted on September 7
 - Review of proposals completed October 16
 - Vendor reference checks underway

Risks

The Campus Solutions Upgrade timeline assumes participation and engagement of functional offices for testing and validation as we approach go-live. Selection of the final go-live date will be discussed and negotiated with functional offices before final determination.

Status Update – October 2018

HR Enhancements

Overall status:		Change from previous report:	None
Budget status:		Change from previous report:	None
Schedule status:		Change from previous report:	Yes

Overview

To expedite and achieve economies of scale, this project will deliver improvements in interfaces and systems that support the Benefits and Payroll Center of Excellence.

Initiation Date	Sponsor(s)	Original Estimated Completion Date	Completion Date	Initial Budget	Current Balance	Project % Complete	Comments
6/2017	David Demers & Mark Schmelz	October		\$480,000	\$125,754	75%	

Status

HR and IT resources are now focused on refining and prioritizing the list of desired HR enhancements and developing plans to implement highly prioritized items this fiscal year. To expedite planning and development efforts, a Statement of Work with ERP Analysts was executed to extend through October the services of a lead consultant used during the HR Upgrade project.

Prior to the onset of the fall semester, the team targeted and successfully implemented a few of the highly prioritized enhancements including: Payroll Workcenter, Automated Time Reporter Set Up, Benefits Auto Enrollment, Roth option for retirement plans, and eStudent rehire and new hire process expansion.

Since the start of fall semester, limitations in resources as a result of fall hiring and payroll processing delayed efforts during the month of September. As a result, there is a two-week delay in finalizing requirements for Automated Life Event processing and Activity Guides. A decision to focus on *delivered* online forms and related functionality rather than customized forms was made by the team. The delivered forms will provide campus HR Liaisons with the tools needed to process non-financial change requests, as well as termination actions.

HR Enhancements

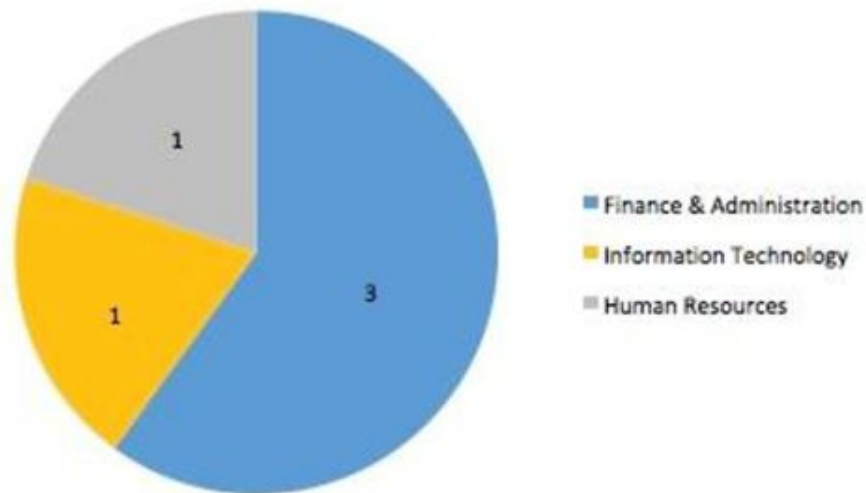
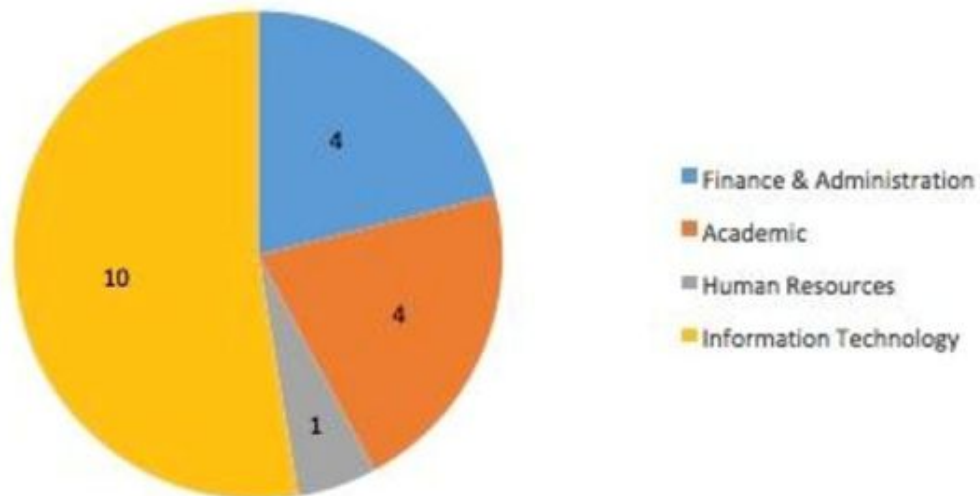
Completed:

- Roth IRA
- Payroll Workcenter
- Automated Time Reporter Setup
- Benefits auto-enrollment
- eStudent rehire and new hire process expansion

Currently In Progress:

- HireTouch integration - Testing
- Activity Guides to support employee onboarding - Testing
- Automated Life Event processing - configuration and testing
- Oracle delivered online forms with workflow - Documenting requirements
 - Terminations
 - Data changes (location change, reports to...)

- Auto-notifications for the following:
 - When a benefit event is finalized, self-service changes to voluntary deduction and direct deposit, and when employee submits intent to retire via self-service when end user submits intent to retire via self-service, when new hire is created, when a POI is added.
- Customized online forms with workflow - in discovery
 - Additional Pay, Pay Change, Tuition waiver requests
- Automated I-9 form processing - Assessing delivered functionality to determine feasibility of deployment as delivered.

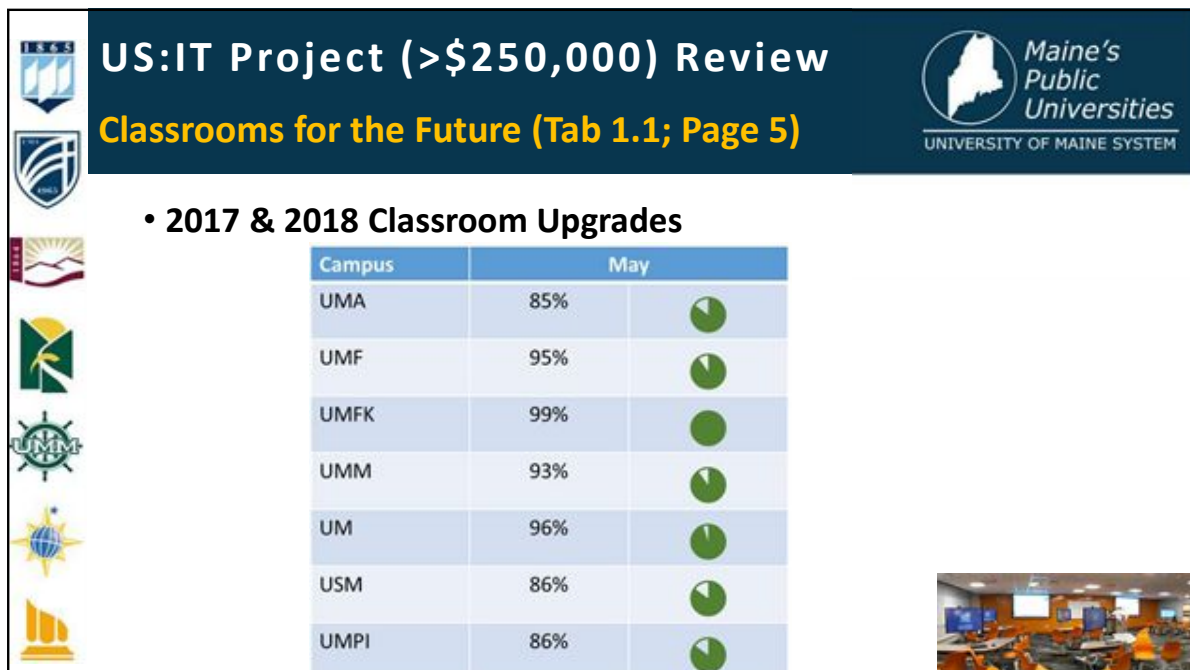
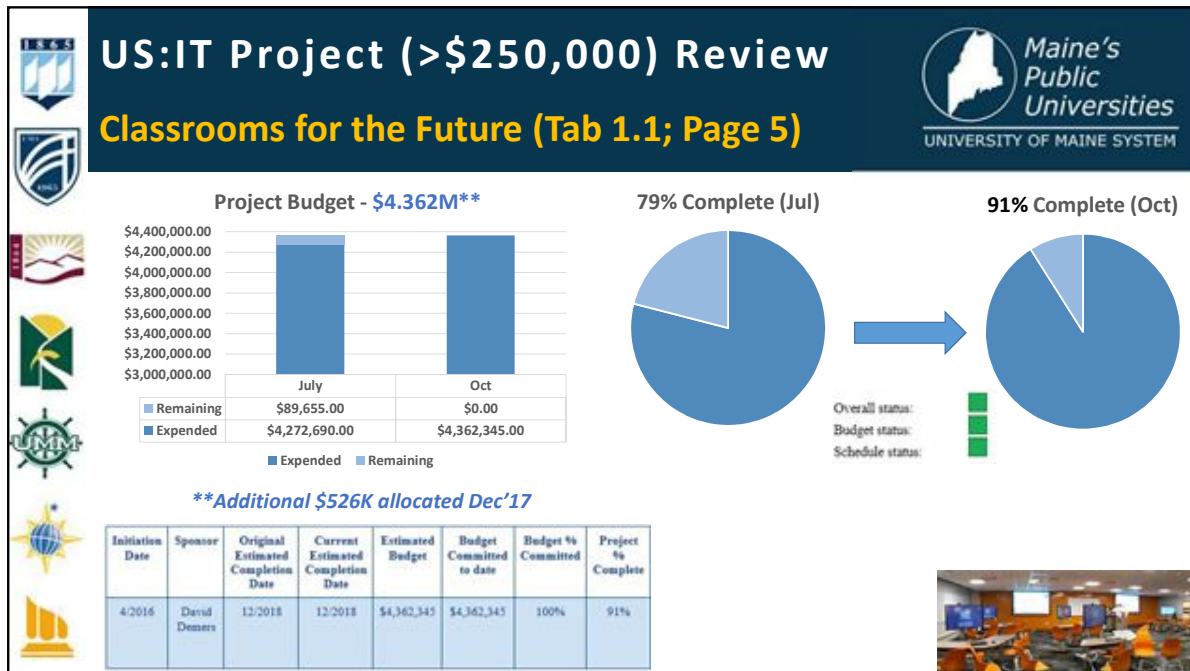
US:IT PROPOSED PROJECTS**US:IT ACTIVE PROJECTS**







Finance & Administration Projects Total Budget = \$410,000

Academic Projects Total Budget = \$889,448

Human Resources Projects Total Budget = \$10,000


Information Technology Projects Total Budget = \$17,665,759



US:IT Project (>\$250,000) Review


Classrooms for the Future (Tab 1.1; Page 5)









Maine's
Public
Universities

UNIVERSITY OF MAINE SYSTEM


- **Majority of Summer '18 projects COMPLETE**
 - Remaining installations to occur over Fall and Winter breaks
- **After-Action Reviews and Room Scoring/Assessment Activities are underway**
 - Student feedback surveys to be distributed (quantitative)
 - Student focus groups are being scheduled (qualitative)
- **Use of Contingency Funds**
 - Planning is underway to utilize remaining contingency funds to support additional room upgrades*
- **Risks**
 - Asbestos testing/abatement considerations at USM
 - Abatement Plan/Timeline Completed
 - Funding plan in place
 - Coordination with Wireless Infrastructure Project



US:IT Project (>\$250,000) Review

UMS Wireless Infrastructure (Tab 1.1; Page 10)



Maine's
Public
Universities

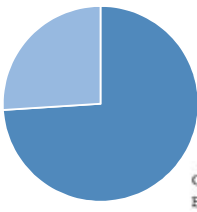
UNIVERSITY OF MAINE SYSTEM

Project Budget - \$12.80M**

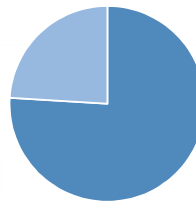
	Jul	Oct
Remaining	\$3,881,003.00	\$3,060,174.00
Exp/Encumb.	\$8,918,997.00	\$9,739,826.00

■ Exp/Encumb. ■ Remaining

74% Complete (Jul)



76% Complete (Oct)



➔


Overall status:

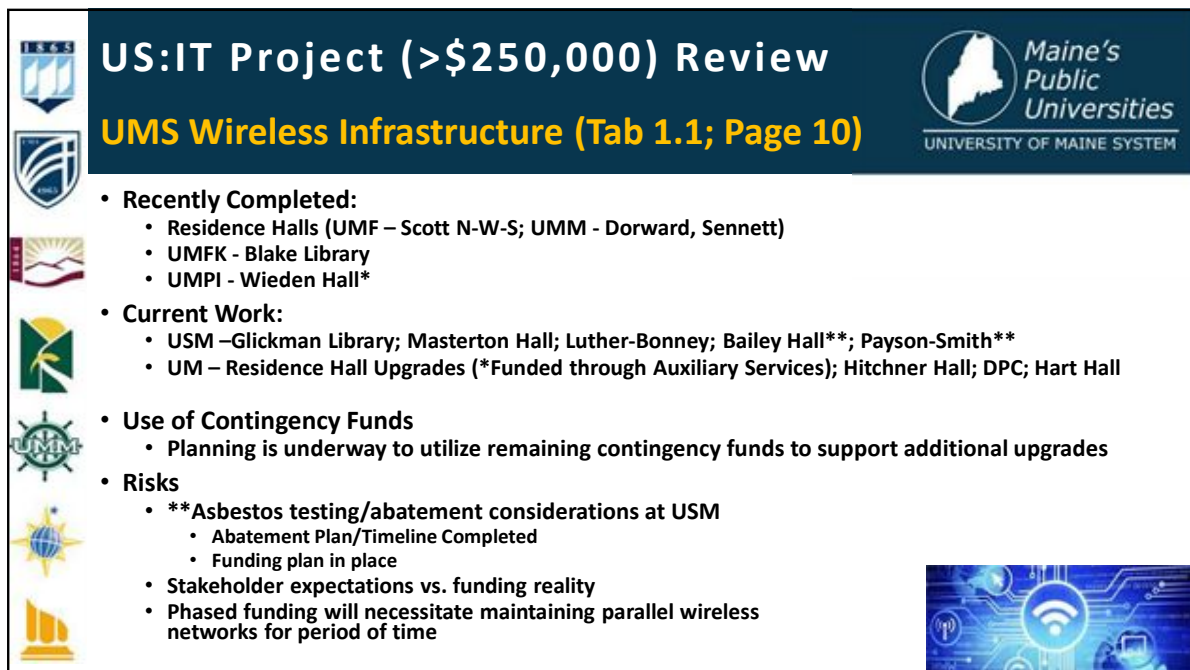
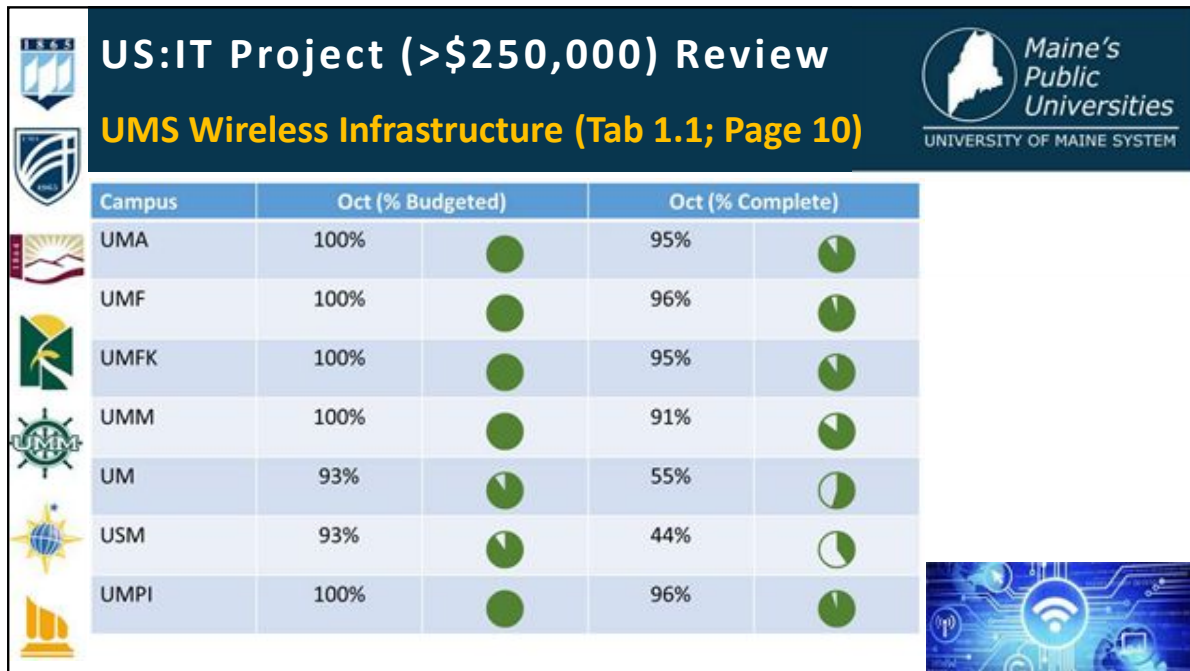
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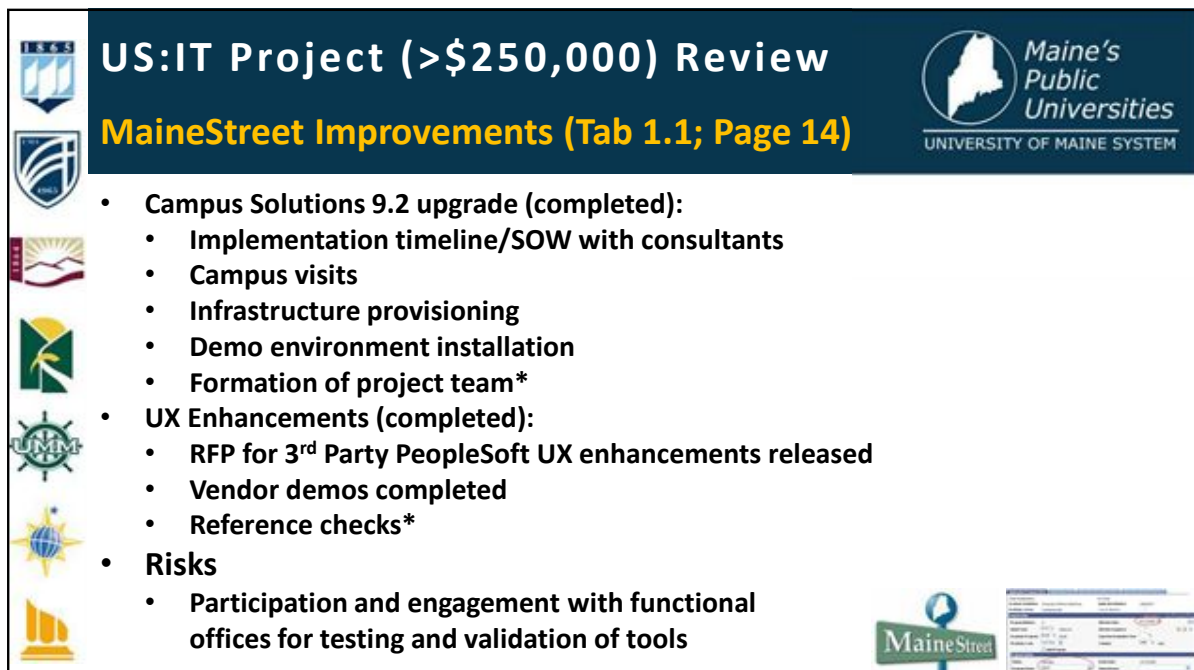
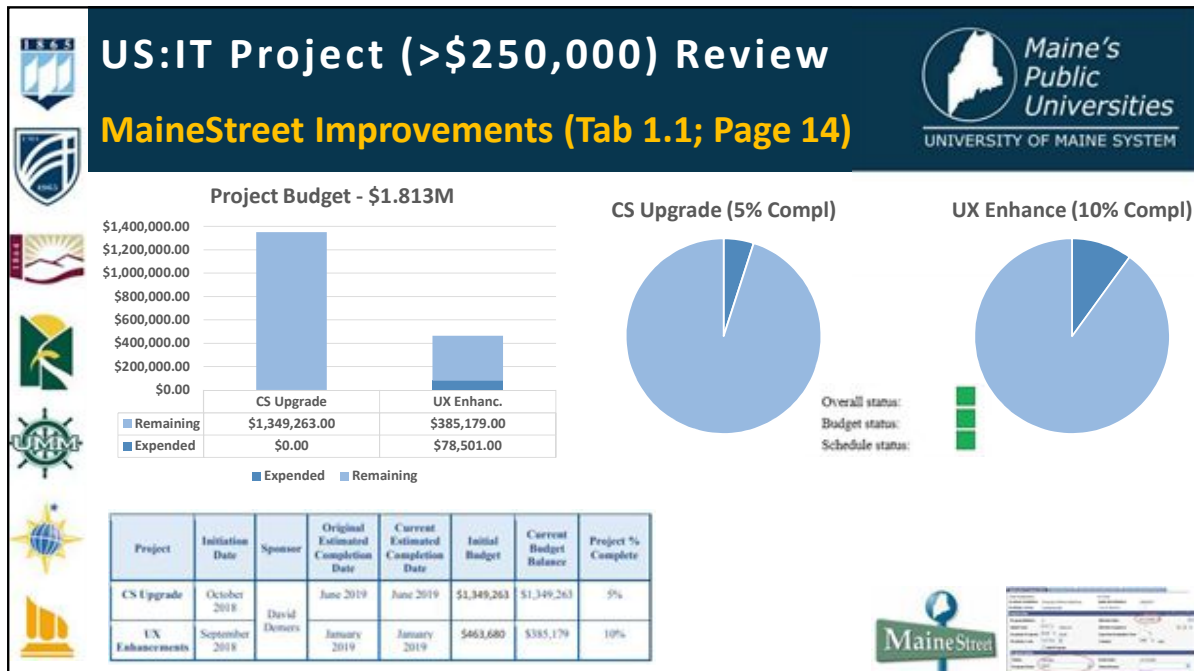
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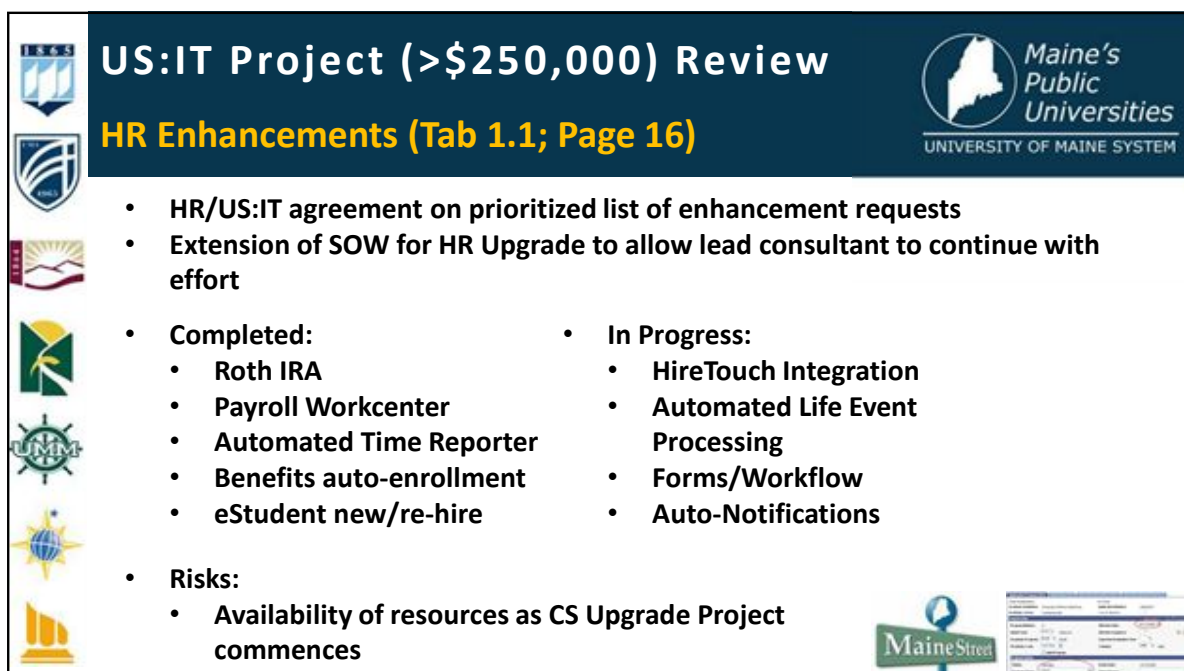
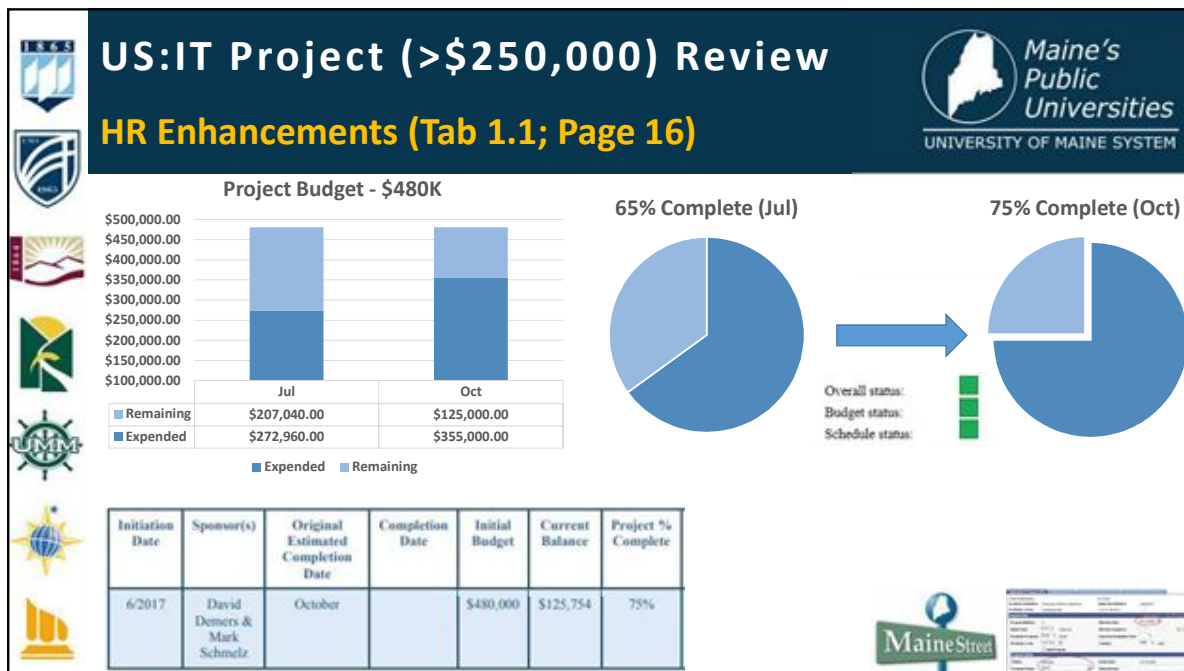
****Reflects increase of \$980K from reallocation Dec'17**

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Committed to date	Project % Complete
4/2016	Jeffrey Letourneau	12/2018	12/2019	\$12,800,000	\$9,739,826.80 (\$606,349.70 encumbered)	76%











AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Funding Request for Maine Center Ventures
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** Enhance Fiscal Positioning **BOARD POLICY:** 701 – Budgets-Operating & Capital
5. **BACKGROUND:**

The University of Maine System requests to spend a one-time \$200,000 for the purpose of hiring an analyst through June 30, 2020 to work on building feedback loops with the employer community, the incubator/accelerator program and executive education and marketing for Maine Center Ventures.

Activity	Timeframe			Resources
	Startup (1 st year only)	1-3 years	3 + (ongoing)	
				CEO COO Analyst Project Coordinator (PC)
Smart classrooms	✓			COO, Analyst
Fundraising		✓		CEO, COO, Analyst, PC
Marketing/Branding		✓	✓	CEO, Analyst, PC
Cross curricular programming		✓	✓	CEO, COO
Exec. Education		✓	✓	COO, Analyst, PC
Incubator/Accelerator		✓	✓	COO, Analyst
Feedback loop with employer community		✓	✓	CEO, COO, Analyst, PC

The funding for this will come from previously allocated resources in the Research Reallocation Fund that remain unspent. There is currently approximately \$700,000 in prior year unspent balances.

6. **TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees, acting through the Finance, Facilities and Technology Committee approve this one-time \$200,000 funding request for the Maine Center Ventures.

10/19/2018



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Lease Request, UM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 801 - Acquisition of Real Property
 Improve student success and completion
5. **BACKGROUND:**

The University of Maine System acting through the University of Maine (UM) requests authorization to enter into a lease with the Maine 4-H Foundation for the use of land and buildings, known as the Greenland Point Center (GPC), which is owned by the foundation and located in Princeton, Maine, to extend the scope of the 4-H Youth Development program and the learning opportunities for Maine youth and local schools.

While the cost and duration of the lease are below the threshold requiring Trustee consideration of the lease itself, the request is pursuant to the Board's prohibition of increases in space without Trustee approval. The proposed lease will encompass approximately 65 acres of land on Long Lake with functioning camp buildings totaling approximately 9,200 gross square feet of facility space.

The terms of the lease include a three-year initial term with two, one-year renewal options at a cost of up to \$40,000 for the full five years. The rent will be designed to offset annual direct ownership costs incurred by the owner. The annual operating costs to be paid by Cooperative Extension are expected to be covered by camp tuition and fees, scholarship funds and external grants.

Connecting young people to Maine's natural resources and nurturing resilience, leadership, and high aspirations for the future are central to the mission of the 4-H Youth Development Program. UMaine Cooperative Extension considers the lease of GPC to be a part of a strategic future in which the reach and capacity to achieve this mission is expanded, especially in underserved areas of the state.

In particular, the long-standing legacy at Greenland Point of hosting quality conservation education and ecology-based programs aligns with the existing mission and strategic direction of the 4-H Camp program.

This site would be a companion operation to the activities at the Bryant Pond 4-H Center, which has reached tens of thousands of young people over its history and which now operates at capacity in summer. Bryant Pond, starting with the leadership of the Maine Conservation School and Governor Ed Muskie in 1956 and then through its merger with Cooperative Extension in 2008, is known statewide as a driver of innovation in the youth development field.

Bryant Pond is one of two recipients of significant funding of approximately \$200,000 annually from the Maine Department of Inland Fisheries and Wildlife for youth conservation education. The other recipient has traditionally been Greenland Point Center in Princeton.

Like Bryant Pond, the Center at Greenland Point has a rich history of providing conservation education and youth development programming from its Washington County location.

The 4-H Foundation recently entered into a purchase and sale agreement with the owner of the Center with the intention, once ownership is acquired, of leasing it to Cooperative Extension to expand on the success of Bryant Pond and to continue the legacy of programming for underserved youth in Washington County by bringing the 4-H Camp program here.

GPC was formerly owned and operated by the University of Maine at Machias for a number of years prior to 2007. Current outreach to faculty and staff who were formerly involved with the Center has led to keen interest in, and support for, a new UMaine connection and management structure. Faculty in the Outdoor Recreation programs at UMM have used GPC as a base for field work, trips, and trainings. The camp has also provided summer employment to UMM students. At a minimum, it is likely these connections will re-kindle immediately and that other partnerships with UMM programs will develop within the first three years.

6. **TEXT OF PROPOSED RESOLUTION:**

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 18 & 19, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine to enter into a lease agreement for the Greenland Point Center located in Princeton, Maine and its approximately 63 acres and 9,200 square feet of facility space, for a term of up to 5-years including renewals at a cost of up to \$40,000, with further conditions subject to review and approval by General Counsel and University Treasurer of all final terms and conditions.



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** ESCO Authorization Request, USM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Enhance fiscal positioning 701 – Operating and Capital Budgets
712 – Debt Policy
5. **BACKGROUND:**

The University of Maine System acting through the University of Southern Maine requests authorization to enter into a public, private partnership (P3) to pursue an energy savings performance contract to save energy, reduce energy costs, reduce carbon emissions, improve selected facilities and improve the learning environment for students in a manner that is cost neutral.

The total expected financial impact of this request is up to \$1.9 million to be repaid from savings achieved by the improvements.

This request is pursuant to Board policy 701 which requires Board approval for projects with a value of \$500,000 or greater. Also, Board Policy 712 applies as it states that UMS “will consider off-balance sheet financing (e.g., public/private partnerships) when it is desirable to work with a third party...”

A specialized consultant, Celtic Energy, was previously hired to provide expertise in considering this project. Celtic, over approximately the past year, assisted in determining the feasibility, potential scope and costs of an Energy Savings Performance Contract. The consultant worked with a committee including key players from USM’s Facilities Management office, the Office of Sustainability, faculty, administration and others.

Based on this work and study, the University is now seeking to solicit an Energy Service Company (ESCO) to carry out a two-phase project. This would involve providing an investment grade audit, making energy saving improvements in two buildings on the Gorham campus and measuring and reporting on the results. The project is expected to include the University, the ESCO and a financier of the project working in collaboration. Phase I of the project is before Trustees for consideration currently.

The planned improvements will focus on two buildings heavily used by students totaling approximately 173,000 square feet: Anderson Hall (a residential building) and Bailey Hall (a classroom building with a library, café, and offices). Bailey Hall is the most heavily used classroom building on campus, hosting more than 350 classes per year.

Anderson Hall has a Sightlines renovation age of 54 years with a Net Asset Value of 27%. Bailey Hall, including both the original building and the library addition, has an average renovation age of 54 years and Net Asset Value of approximately 41%. This data is indicative of facilities that warrant substantial restoration and investment.

The energy costs for these two buildings was approximately \$229,000 in fiscal year 2018. The project is expected to reduce energy use in these facilities by 25 to 35 percent. At current market rates, that would be an estimated annual savings of \$28,000 to \$40,000. The actual savings will depend not only on the actual avoided energy consumption but also on changes in the market and contract rates for energy. The contract is expected to be in range of 10 to 20 years in order to recoup the investment costs after which time additional savings would be the University's alone. If the savings proves insufficient to cover those costs, USM would be obligated for the expenses, with those details and exact terms to be settled in the solicitation.

If approval is granted to proceed, the University intends to limit its risk initially to the cost of an investment grade audit. This would be a key first deliverable resulting from the solicitation. The audit would underpin the subsequent investments and the overall first phase. The audit is expected to cost approximately \$25,000. If the project proceeds, that cost becomes part of the overall fiscal package. If the University elects to walk away or the parties can not otherwise agree, the University expects it would bear that cost.

Whether the University would work with already existing financing options or would conduct a solicitation specific to financing of the ESCO remains to be determined, but this request today is intended to include that approval if it subsequently is determined to be warranted. USM/UMS will collaborate closely with UMS Controller and Treasurer regarding any financing. Celtic Energy will help the University through all of these steps, including final advisement on final negotiations with the ESCO and financier.

A successful project will see improvements being made in 2020 starting as soon as approximately 14-18 months from now.

This project is in keeping with USM's pending master plan, which calls for a partnership with an ESCO as one of the primary mechanisms for addressing capital infrastructure improvements in existing buildings that are not planned for demolition.

If Phase I proves as successful as expected, the University also has a Phase II queued up. It is not seeking approval for that second phase at this time, but it does intend to include that information in the solicitation and will indicate in the solicitation that Phase II is contingent on the success of Phase I and further Trustee approval of Phase II. The second phase could include as much as an additional 900,000 square feet of facility space across 12 additional facilities and an investment of another \$7.5 million beyond Phase I. Again, only Phase I is before Trustees currently. Phase II would require additional future consideration and approval.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 18-19, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine System acting through the University of Southern Maine to issue the solicitation as may be warranted and enter into the necessary agreements to pursue a public, private partnership to provide energy saving improvements at the Gorham campus with a total potential financial impact of up to \$1,900,000, subject to approval of all final terms and conditions by General Counsel and the University Treasurer.

Phase 1 Scope of ESCO Project

Cost (Savings) for Bailey & Anderson Prepared by Celtic as of 8-21-18

Full ESCO Scope Utility Cost Annually before Project (\$)	\$1,415,684
(3-year avg baseline of electric, gas, and fuel oil costs- not including water- for full ESCO scope's square footage)	
Ratio of Phase 1 Scope's Utility Costs Compared to Full Scope (%)	16%
(Sq ft of phase 1 scope divided by full ESCO scope's sq ft)	
FY18 Utility Cost of Identified Buildings for Phase 1 (\$)	\$229,728
(Derived by multiplying the sq ft % of phase 1 project scope by full ESCO project scope's annual utility consumption)	
Savings Goal Percentage - LOW (%)	25%
(Based on facility walk throughs and evaluating existing systems, Celtic can confidently say there is at least 25% savings available of the utility consumption covered by the phase 1 of the project)	
Savings Goal Dollar Amount - LOW (\$)	\$57,432
(Derived by multiplying the LOW savings percentage by the utility consumption covered by phase 1 of the project)	
Savings Goal Percentage - HIGH (%)	35%
(Based on facility walk throughs and evaluating existing systems, Celtic thinks as much as 35% savings is possible out of the utility spend covered by phase 1 of the project)	
Savings Goal Dollar Amount- HIGH (\$)	\$80,405
(Derived by multiplying the HIGH savings percentage by the utility spend covered by the phase 1 of the project)	
Expected Inflation for Energy Costs (%)	2.00%
(Based on the Escalation Rate from EERC, which blends electric & natural gas, includes forecasts for rising energy rates and general inflation)	
Total Estimated Contract Value for Phase 1- LOW (\$)	\$1,021,913
(Annual Payment/Savings from Year 1 to Year 15)	
Total Estimated Contract Value for Phase 2- HIGH (\$)	\$1,430,678
(Annual Payment/Savings from Year 1 to Year 15)	

ESCO Phase 1 Cash Flow Prepared by Celtic as of 8-21-18

Performance Year	FY	Estimated Annual Payment and/or Savings (\$ LOW)	Estimated Annual Payment and/or Savings (\$ HIGH)	Description
-	2018	-	0	Preliminary Assessment
-	2020	-	0	IGA Development
0	2022	28,716	40,202	Design & Construction
1	2023	57,432	80,405	Performance
2	2024	58,581	82,013	Performance
3	2025	59,752	83,653	Performance
4	2026	60,947	85,326	Performance
5	2027	62,166	87,033	Performance
6	2028	63,410	88,774	Performance
7	2029	64,678	90,549	Performance
8	2030	65,971	92,360	Performance
9	2031	67,291	94,207	Performance
10	2032	68,637	96,091	Performance
11	2033	70,009	98,013	Performance
12	2034	71,410	99,973	Performance
13	2035	72,838	101,973	Performance
14	2036	74,295	104,012	Performance
15	2037	75,780	106,093	Performance

Technical Facility Profile for Selected Buildings

Technical Facility Profile

USM currently operates approximately 2.23M square feet of facilities between the two campuses, 1.06M square feet of which is currently being evaluated and considered to include in a performance contract. The following information documents the building scope and possible energy efficiency measures that will be included in phase 1 of the ESPC. The ESCO is responsible for further verifying the accuracy of all information furnished herein.

Gorham Campus

1) Bailey Hall: The building is a 6-story academic facility constructed in 1958 with additions/major renovations being completed through 1970. The general space is mainly comprised of faculty offices and classrooms. The building has approximately 144,000 square feet of conditioned space and is generally occupied following the schedule below:

- 100% occupied for 249 fall/winter/spring days per year, with the following schedule:
 - o Sundays 12 pm-11 pm
 - o Monday-Thursday 7:45 am-11:00 pm
 - o Friday 7:45 am-8:00 pm
 - o Saturday 11:00 am-7:00 pm
- 64% occupied for 109 summer days, with the following schedule:
 - o Sundays Closed
 - o Monday-Thursday 7:45 am-7:00 pm
 - o Friday 7:45 am-6:00 pm
 - o Saturday 10:00 am-6:00 pm

Below is a list of technical details related to the building:

General Building Condition: Fair to poor.

Envelope: Masonry brick/block with EPDM roof and a combination of single and double-paned windows.

HVAC: The building is on the central heating hot water loop. Hot water is distributed from the central heating plant to a shell & tube heat exchanger. From there, distribution pumps equipped with variable frequency drives provide hot water to baseboard fin-tube radiators in offices, unit ventilators in

classrooms, air-handling units on each floor serving hallways (which also have glycol heat recovery coils), and an air handling unit in the penthouse which serves the library.

Cooling is only provided to certain parts of the building in with offices and lecture halls which are served by mini-split DX systems and a Daiken variable-refrigerant flow cooling unit that serves fan coil units (installed in 2012). This unit is reportedly very troublesome to operate and has difficulty maintaining appropriate space temperature set points which affects occupant comfort.

Lighting: Mainly T8 fluorescent lighting systems with 25, 28, and 32-watt lamps and electronic ballasts. Compact fluorescent lighting also exists in specific areas. Certain sections of the building have also been upgraded to LED technology. There are currently no controls for the lighting system.

Energy Management System: The HVAC system is all currently on the Delta DDC system.

Domestic Hot Water Heating: During the heating season, a heat exchanger is used to provide DHW to the building. During the cooling season, a separate electric hot water boiler is used for DHW loads.

Renewable/Alternative Energy: None.

Past Improvement Efforts:

<u>Date</u>	<u>Improvement</u>
2011	Energy Efficiency Bond Funds – lighting, HVAC, and controls upgrades.
2012-2015	Window replacement projects.
2014	Major laboratory renovations and upgrades project.
2018	Roof replacement.

Potential ECMs:

1. Full upgrade of lighting systems to new LED technology.
2. Install lighting occupancy controls and daylight harvesting controls.
3. Convert constant volume AHUs to a variable-air volume system.
4. Evaluate Daiken VRF unit/system for repair or replacement.

5. Investigate alternatives to electric summer time DHW system.
6. Retro-commission existing DDC system.
7. Optimize overall HVAC sequence of operations.
8. Building envelope improvements/weather stripping.
9. Energy efficient transformers.

2) Anderson Hall: The building is a 5-story dormitory facility constructed in 1963. The general space is mainly comprised of student dorm rooms and student gathering spaces. The building has approximately 29,000 square feet of conditioned space and is generally 100% occupied for 24 hours/day for the fall/winter/spring months for 214 days, then 62% occupied for 53 days in the summer.

Below is a list of technical details related to the building:

General Building Condition: Fair to poor.

Envelope: Masonry brick/block with EPDM roof and a combination of single and double-paned windows.

HVAC: The building is on the central heating hot water loop. Hot water is distributed from the central heating plant to a shell & tube heat exchanger. From there, distribution pumps provide hot water to fin-tube radiation units (with a basic wheel dampers) in the dorm rooms and shared spaces.

Anderson Hall currently does not have any cooling systems.

Lighting: Mainly T8 fluorescent lighting systems with 28-watt and 32-watt lamps and electronic ballasts as well as compact fluorescent lighting exist in the dormitory building. There are currently no controls for the lighting system.

Energy Management System: The HVAC system is all currently on the Delta DDC system.

Domestic Hot Water Heating: During the heating season, a heat exchanger is used to provide DHW to the building. During the cooling season, a separate electric hot water boiler is used for DHW loads.

Renewable/Alternative Energy: None.

Past Improvement Efforts:

<u>Date</u>	<u>Improvement</u>
2009	Upgrade BAS graphics interface.
2011	Window replacements and glazing improvements.
2016	Hot water tank replacement.

Potential ECMs:

1. Upgrade lighting systems to new LED technology.
2. Install lighting occupancy controls and daylight harvesting controls.
3. Install variable frequency drives on hot water distribution pumps.
4. Improve ventilation system and strategy for dormitories.
5. Retro-commission existing DDC system.
6. Optimize overall HVAC sequence of operations.
7. Building envelope improvements/weather stripping.
8. Energy efficient transformers.

USM ESCO Project Timeline

*Celtic is not yet under contract for items in red

Overall Project Phase	Celtic's Phase	Step	Definition	Status	Deadline	Notes
1	1	Evaluate	Evaluate potential for ESCO	Completed	February 28 th , 2018	
1	2	Scope of Work	Create list of possible projects & ballpark estimate of project size	Completed	June 30 th , 2018	Determined to be 1.1 million sq. ft. & between \$6.8-\$9.5 million cost
1	3	Write RFP	To solicit proposals, so we can find a qualified ESCO Company	Pending	October 15 th , 2018	USM can back out with no penalty. Include pilot scope and full scope in the RFP, with the pilot being first step
1	3	Get Approval from Board of Trustees	Seek their approval to release ESCO RFP	Pending	FFT Meeting- October 31st, 2018; Full Board- November 18 th & 19th	
1	3	Release RFP & Begin Collecting Responses	5-15 ESCOs will likely submit proposals	Pending	November 26 th , 2018	USM can back out with no penalty
1	3	Decide on ESCO Company to Hire	RFP Committee of Facilities staff, guided by Strategic Procurement, will decide on winning company	Pending	January 15 th , 2019	USM can back out with no penalty
1	3	Contract with ESCO Company	Winning company earns right to contract with us, if we can come to a mutually beneficial deal	Pending	March 15 th , 2019	USM commits to a \$25k "walk-away fee" from ESCO if we back out in the next stage
1	4	ESCO Conducts "Investment Grade Audit"	USM signs "IGA Agreement" and ESCO begins measuring energy & examining equipment in order to calculate specific anticipated savings	Pending	September 15 th , 2019	\$25k "walk-away fee" now in effect if we back out
1	5	Write & Collect Financial RFP Responses	To identify a 3 rd party financier to back the project	Pending	January 31st, 2020	

1	5	Negotiate with ESCO & Financer on Final Project Scope & Cost	We enter into 15-year agreement	Pending	January 31st, 2020	If contract negotiations fail, then we pay ESCO \$25k fee. Lease of space and/or equipment will need to be discussed.
1	6	ESCO Starts Construction	15-year term begins after everything is installed	Pending	March, 2020	Need to sign a new contract with Celtic to continue helping through construction phase and for periodic measurement & verification (M&V) reviews over 15 years
1	7	ESCO Finishes Construction and M&V Activities Begin		Pending	March, 2021	
2	8	USM Reviews Performance, Seeks Board Approval for Phase 2 & Begins Negotiation with ESCO to Complete Full Scope		Pending	June, 2022	USM reviews first annual M&V report to gauge performance
2	9	ESCO Conducts "Investment Grade Audit" on the Rest of the Scope		Pending	June, 2023	
2	10	USM Modifies Contract with ESCO to Incorporate the Rest of the Scope		Pending	August, 2023	
2	11	ESCO Conducts Construction on Full Scope		Pending	October, 2024	
2	12	Celtic assists with Ongoing M&V Activities for 15 years		Pending	October, 2024	



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Dining Hall Investment, USM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 701 – Operating and Capital Budgets
 Enhance fiscal positioning 712 – Debt Policy
5. **BACKGROUND:**

The University of Maine System acting through the University of Southern Maine (USM) requests authorization to pursue a public private partnership with Sodexo for a renovation of up to \$2 million in the dining hall in Brooks Student Center in Gorham.

The investment would be made by Sodexo and recovered through an increase in meals served and an increase in the daily rate spread across a seven-year period. USM would be responsible for the cost over that same period of time up to a maximum total of \$2 million and up to a maximum of \$286,000 in any single given year should the increases in meals served or the increase in the daily rate charged to students prove insufficient to cover the cost recovery.

From an action item perspective, this request is pursuant to Board policy 701 which requires Board approval for capital projects with a value of \$500,000 or greater. From an information item perspective, this request also is pursuant to Board Policy 712 which states that UMS “will consider off-balance sheet financing (e.g., public/private partnerships) when it is desirable to work with a third party...”

After a competitive procurement process in 2016 the University contracted with Sodexo, America LLC to provide dining services on six of the seven System campuses. The initial contract included facility enhancement investments totaling \$4,000,000 across the system over the first two years of operation. USM facilities received \$1,000,000 of those initial investments. The work performed with that investment included improvements in Bailey Hall, Luther Bonney Hall, Glickman Library, Woodbury campus center and replacement of the Brooks dish machine.

The current project request would provide for further investments at Brooks, likely including renovations to the dining area and replacement of the furniture and servery equipment. The final scope, cost and delivery of these renovations will be determined through collaboration between Sodexo, USM's administration and Student Affairs and Facilities Management teams and Capital Planning and Project Management.

The last major renovation to Brooks took place in 2001. The use of the facility has changed since then. Specifically, the types of food offerings being requested by the students using the facility have changed dramatically including ethnic, dietary, and preferential restrictions.

The Brooks Student Center is the home of the only dining hall on the Gorham campus and currently serves approximately 1,400 meals per day during the academic year. USM currently is serving 20.5 percent local food as of the most recent reports, pursuant to the directive and challenge of the Board of Trustees.

Additionally, the current equipment is designed to be portable to allow for events to take place in the space and takes away from much of the functionality of it. Some of the equipment is also old and failing. Given the heavy use over the years there are food code compliance issues as well.

The space is rarely used for those events now, so the layout will be changed to be more fixed and functional and the code issues will be addressed. The proposed renovations would also allow dining services to provide the additional meal preparation options and improve conditions of the existing servery layout and functionality.

The current estimated cost of the renovations is \$2,000,000 and is proposed to be completed through Sodexo's Design Build Construction group. The desired timeline for the project is for completion by late August, 2019.

Brooks Student Center is tracked in the Sightlines data as having a renovation age of 48 years with a Net Asset Value of 44 percent, which are data points indicative of an existing facility that warrants substantial renovation.

The project is not expected to impact operating costs beyond the changes in rates intended to recover the investment cost. This initiative also is being discussed and will be done in collaboration with the system-wide food service governance team of campuses which participate in the Sodexo contract.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 18-19, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine System acting through the University of Southern Maine to pursue a public private partnership with Sodexo, America LLC for the renovation of Brooks Student Center dining hall for the amount of up to \$2,000,000, subject to review and approval of all final terms and conditions by General Counsel and the University Treasurer.

10/22/2018



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Annual Report on Real Estate and Lease Activity
2. **INITIATED BY:** Karl H. Turner, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** **BOARD POLICY:**
801 – Acquisition of Real Property
802 – Disposition of Real Property
5. **BACKGROUND:**

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 FY2018.

Real Estate Transactions:

In summary, one disposition by transfer of land previously approved by Board action occurred within the fiscal year. This transfer resulted in a disposition of 3.19 acres from the UMaine campus, transferred to the Maine Department of Transportation, in connection with a traffic improvement project at the campus in Orono.

UM was approved to transfer through donation 3.19 acres located at the south boundary of campus on State Route 2 (Park Street) to the Maine Department of Transportation (MDOT) for the construction of a two-land roundabout at the entrance to campus. The Board approved this action at the November 2017 Board meeting. The value of the land that was transferred to the MDOT was estimated at \$255,200. The project began in spring 2018 and opened for use on Friday, August 17, 2018.

Three other acquisitions or dispositions were previously approved by Board action, but have not yet occurred to be reported on this year's report. These actions will result in an additional disposition and acquisition of 0.32 acres and 0.5 acres respectively at USM's Portland campus in connection with a traffic project; a 1 acre and 6,712 GSF disposition at UMPI's campus in connection with former federal housing property now owned but no longer needed by UMPI; and, a 0.18 acre and 750 GSF acquisition at UMaine's campus in connection with a camp being donated to UMaine from Baxter State Park's Scientific

10/22/2018

Forest Management Area.

Lease transactions:

In summary, the cost and revenue associated with real property leases across the University of Maine System have both increased during the period, with revenue increases outpacing cost increases.

As a lessee, the University is engaged in agreements for uses such as office space, forestland, academic and research locations, University College centers, recreational fields, parking facilities, and utility purposes. Changes in leasing activity and continually improved tracking of activity produced an increase in reported annual costs of approximately \$25,000 or approximately 2 percent to a total cost of approximately \$1.2 million in FY18.

One lease entered at the end of the fiscal year, which should have been presented to Trustees at that time but was not, is being disclosed here. The cost and duration of the lease, which is for space at the former Brunswick Naval Air Station in service to the University of Maine at Augusta's aviation program, do not require Trustee consideration. (It is for 3 years and has a maximum rent cost of approximately \$37,000 over that time, plus expenses, which is expected to be below the thresholds for Trustee consideration.) However, the lease also involves approximately 3,000 gross square feet of additional space being occupied and should have been presented to Trustees for that reason. The Chief Facilities Management and General Services Officer regrets the error.

As a lessor, the University is engaged in agreements covering uses such as research, early education and childcare centers, banking and financial services, office spaces, and cell tower locations. Compared with the prior year, the University's total revenue increased by 8 percent or approximately \$45,000 to a total of approximately \$632,000 in FY2018.

This report does not reflect Board actions not yet implemented, and does not contain work in process.

Overall, the University of Maine System continues to look for ways to decrease its footprint while increasing its use of space efficiency, as well as exploring opportunities for revenue through leases to third parties for under-utilized spaces at market rates.

EXECUTIVE SUMMARY

REAL ESTATE AND LEASE ACTIVITY REPORT

REAL ESTATE ACQUIRED FROM JULY 1, 2017 TO JUNE 30, 2018

	Acquired	Acreage	Sq. Ft	Value
TOTALS				

REAL ESTATE DISPOSITION FROM JULY 1, 2017 TO JUNE 30, 2018

	Disposition	Acreage	Sq. Ft	Value
UMaine	1	3.19		\$0
TOTALS	1	3.19		\$0

Leased from Others (UMS is Lessee)

	Leases		Acreage		Square Feet		Annual Cost	
	Previous	Current	Previous	Current	Previous	Current	Previous	Current
UMA	7	9	0	0	46,347	52,107	\$395,293.00	\$553,477.00
UMF	3	2	17.99	0.46	0	0	\$2,138.00	\$1.00
UMFK	1	1	2.3	2.3	0	0	-	-
UMaine	27	23	2708	2691	90,113	105,042	\$527,055.00	\$443,331.00
UMM	0	0	0	0	0	0	-	-
UMPI	0	0	0	0	0	0	-	-
USM	6	5	0	0	18,169	18,577	\$217,597.00	\$170,223.00
UMS	1	1	0	0	657	657	\$10,800.00	\$10,800.00
Totals	45	40	2,728.29	2,690.76	155,286	176,383	\$1,152,883.00	\$1,177,653.00

Leased to Others (UMS is Lessor)

	Leases		Acreage		Square Feet		Annual Cost	
	Previous	Current	Previous	Current	Previous	Current	Previous	Current
UMA	2	3	0	0	5,500	6,544	\$1,800.00	\$17,325.00
UMF	2	2	0.1	0.1	6,009	6,009	\$18,000.00	\$19,800.00
UMFK	1	1	0	0	1,568	794	\$12,544.00	\$12,544.00
UMaine	29	32	28.9	31.38	24,078	21,355	\$172,626.00	\$182,263.00
UMM	2	2	0	0	2,610	2,610	\$23,501.00	\$28,301.00
UMPI	6	5	84.5	84.43	3,207	3,380	\$34,600.00	\$29,199.00
USM	20	19	0	1.91	27,421	29,481	\$324,126.00	\$343,011.00
UMS	0	0	0	0	0	0	0	0
Totals	62	62	113.50	117.82	70,393	70,173	\$587,197.00	\$632,443.00



ITEM SUMMARY

1. **NAME OF ITEM:** Capital Project Status Report
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** **BOARD POLICY:**
5. **BACKGROUND:**

Attached is the Capital Project Status Report for the October 31, 2018 meeting of the Finance, Facilities, and Technology Committee.

The report reflects a total of 15 projects, with two projects having been removed since the previous report, and one new project having been added.

The new project is the UMPI Greenhouse which was approved for expenditures up to \$850,000 at the September 2018 Finance, Facilities and Technology Committee meeting.

One project will be removed from the next subsequent report due to completion. That project is the Forestry Geographic Info Systems Tech. Labs/Nursing Lab Renovation/Teleconference Center Upgrade (3100029, 3100030, 3100031) at UMFK. That removal status is indicated on the report listing.

The largest single project currently in the portfolio continues to be the Engineering Education and Design Center (EEDC). Although the current budget approval is limited to \$9.0 million, the often-cited estimated total cost of the project is \$75 to \$80 million. It is expected that this project ultimately will affect the data in this report more than it does currently.

Please note that more than half of the current major projects being tracked are complete or substantially complete, or have scheduled completion dates of the current calendar year. Those details are included on the attached listing of projects.

10/26/2018

In addition to the routine elements of the report above, there are several additional items to bring to the Committee's attention:

Capital Budget Advisory Team has convened:

The Capital Budget Advisory Committee has convened for FY2019. This System-wide team of Presidents, Provosts, Chief Business Officers, budget staff and others resulted from Trustee recommendations regarding both facilities and the budget. The team help to guide and to foster communication about the annual capital budget process as well as special capital initiatives, such as the space reduction initiative approved in January by Trustees. The group is led by the UMS Treasurer and facilitated by the Chief Facilities Management and General Services Officer. The full team meets approximately monthly and next meets November 14, 2018.

Portland housing P3 proceeding at USM:

As mentioned at the September Finance, Facilities, Technology meeting, USM is in the process of soliciting expert services to assist in pursuing a potential P3 project to meet the need for student housing on the Portland campus. A solicitation (RFP 2019-021) for expert services was issued October 1st and the current submission deadline is November 1st. This activity is consistent with the report on Student Housing provided to the Board in November 2016. The current solicitation is for expert services only. It is not the solicitation for the P3 itself, but rather is preparatory to it. An update on the potential P3 initiative, including an approval request to proceed with an actual P3 solicitation, is potentially forthcoming to Trustees in 2019.

Approval process clarification and confirmation:

In a related note, UMS wishes to clarify with Trustees the process being followed for alerting Trustees to P3 or similar projects which may result in capital projects being constructed for University occupancy but which are not necessarily directly funded by or constructed by a university. Examples of this include the USM Brooks Student Center Dining Hall project which was brought forward this month for Trustee approval, but which may in fact be funded by private resources from Sodexo, and likewise the USM housing P3 project being advertised for expert assistance. In neither case is the University advertising for the construction of an established design already determined by the University, so the Trustees normal approval requirements are not an exact fit even though the outcome in both instances may be substantial capital projects. UMS currently seeks to err on the side of transparency in bringing such matters forward. That is, we bring these matters forward for the information of and consideration by Trustees when timely and at junctures analogous to the typical construction process, rather than not at all or only at the conclusion of the project, and to act as though the scope and cost of the capital project, rather than the manner of delivery should trigger Trustee consideration. We will continue to proceed in this manner in our best judgement until directed otherwise by Trustees.

Legislative report inaugurated:

Further, for Trustees information, in a footnote to the pending bond proposal, Part C of LD 836 as amended includes a requirement for the University to provide a report to the legislature on facility conditions and infrastructure investments every two years. This first update will be due January 7, 2019. The Capital Planning and Project Management team is working with Sam Warren to ensure the data is available and will be provided in the expected timeframe.

10/26/2018

Construction costs reported increasing in Maine:

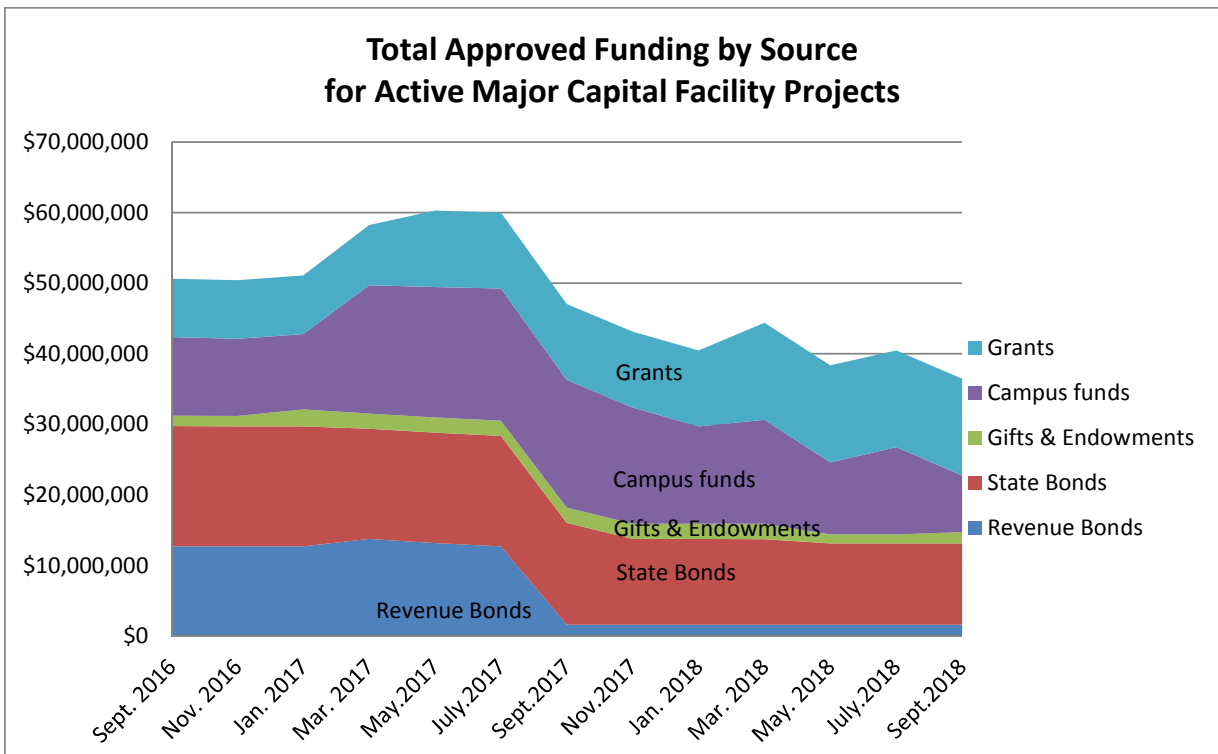
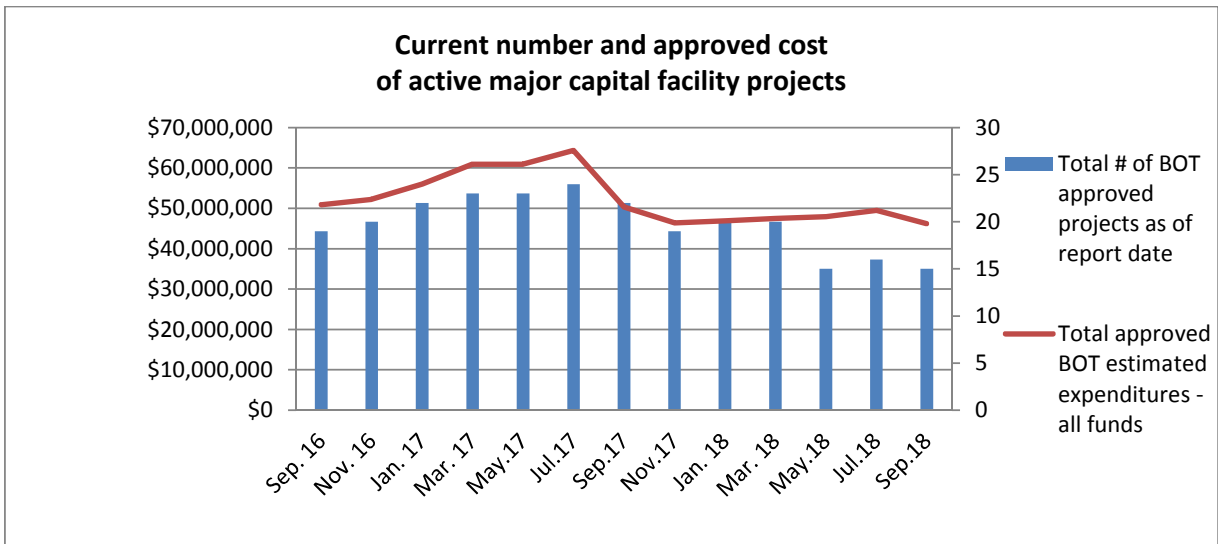
Finally as an important note, industry is reporting a trend in increased costs for construction both based on inflationary increases and labor shortages in Maine. The following article is from MaineBiz, August 22, 2018. Whether or to what extent this impacts the University remains to be seen, but Trustees should be aware of the prospective cost increase.

As a story MaineBiz recently reported:

.....Increased costs and labor shortages are impacting the needs of Maine school districts that have plans for new construction in the works.

Maine Public reported that some project costs have increased by 30% or more. Yarmouth Superintendent Andrew Dolloff told Maine Public his district planned for about \$35 million for expansion of three schools, but estimates came in over \$60 million. Associated General Contractors of Maine CEO Matt Marks said rising costs are due in part to rising materials costs and to competing projects from organizations like Colby College and Maine Medical Center.

Colby College has made a \$50 million investment in downtown Waterville, including buying and renovating four buildings and constructing a 150,000-square-foot mixed use building slated to open in August. Maine Medical Center this year began a multi-phase \$512 million modernization project at its Portland campus.....



10/26/2018

Capital Project Status Report
Board Approved Projects
October 2018 - Finance, Facilities & Technology Committee
With Grand Totals and % of Current Approved Estimates

Campus, Project Name (Project ID)	Funding Source(s) & each source's share of expenditures to date	Status	Original Estimated Completion	Current Est. Completion	Original Approved Estimate	Current Approved Estimate	% Expended of Current Approved Estimate	Prior Actions, Information & Notes
UM								
Advanced Structures and Composites Center Expansion/ASCC Equip W2-Thermoplastics Lab/ASCC Equip W2 Tow Carriage (5100316, 5100414, 5100432)	Grants (77%), 2010 State Energy Bond (11%), Gifts (12%)	Project 5100316 is Complete, Project 5100414 Design in Progress, Project 5100432 is Construction in Progress	2014	2018	\$6,400,000	\$10,400,000	90%	Board Approved \$6.4M in November, 2012. Board approved \$1.6M in March 2014. Board approved increase of \$871,000 in March 2015. BOT approved additional \$1.5M in May 2016 for equipment project.
Cooperative Extension Diagnostic & Research Lab (5100387)	2014 State Bond (85%), Campus E&G Funds (10%), Grants (5%)	Substantially Complete	2016	2018	\$9,000,000	\$9,400,000	95%	BOT approved \$9M in July, 2015. Board approved increase of \$400,000 in July 2017.
Aquatic Animal Health Facility (5100440)	Grants (82%), Campus E&G Funds (18%)	Substantially Complete	2017	2018	\$2,300,000	\$2,800,000	66%	Board approved \$2.3M in January, 2017. Board approved increase of \$500,000 (8.6%) in project cost in November, 2017.
Barrows Hall ESRB Lab Renovations (5100424)	Campus E&G Funds (100%)	Complete	2017	2018	\$1,900,000	\$1,900,000	83%	Board approved \$1.9M in March, 2017
** Darling Marine Center Waterfront Infrastructure (5100459, 5100460, 5100461)	Grants (100%)	Design in Progress	2017	2019	\$3,000,000	\$3,000,000	5%	Board approved \$3M in July, 2017.
Engineering Education and Design Center (5100458)	Bond (0%), Campus E&G Funds (100%)	Design in Progress	2024	2024	\$1,000,000	\$9,000,000	11%	Board approved \$1M in September, 2017. Board approved additional \$8M in May, 2018.
Wells Commons Generator (5100433)	Campus Auxiliary Reserves (100%)	Substantially Complete	2019	2019	\$525,000	\$525,000	10%	Board approved \$525,000 January, 2018.
CCAR EDA Hatchery Building Roof Replacement (5100456)	Campus Auxiliary Reserves (100%)	Design in Progress	2019	2019	\$562,000	\$562,000	3%	Board approved \$562K in June, 2018.
UMF								
Science Labs Renovations (Preble & Ricker (2100065, 2100068)	2013 Lab & Class State Bond (91%), Grants (9%)	Substantially Complete	2014	2018	\$1,377,000	\$1,377,000	89%	Board approved \$1.377M in July 2014.
UMFK								
*** Forestry Geographic Info Sys Tech Labs/Nursing Lab Renov/Teleconf Ctr Upgrades (3100029 3100030 3100031)	2013 Lab & Class State Bond (100%)	Substantially Complete	2014	2018	\$1,200,000	\$1,200,000	99%	Board approved \$1.2M in May 2014.
UMM								
** Compressed Natural Gas Heating Conversion (4100028)	Revenue Bonds (100%)	Substantially Complete	2014	2019	\$1,800,000	\$1,800,000	84%	Board approved \$1.8M in July 2014.
USM								
Athletic Field Lighting (6100289, 6100305, 6100306)	Campus E&G Funds (49%), External Lease Financing (51%)	Substantially Complete	2018	2018	\$1,780,000	\$1,780,000	90%	Board approved \$1.78M in March, 2018. Board approved execution of a tax-exempt master lease financing agreement not to exceed \$1M in May, 2018

Finance, Facilities, Technology Committee - Capital Project Status Report

Campus, Project Name (Project ID)	Funding Source(s) & each source's share of expenditures to date	Status	Original Estimated Completion	Current Est. Completion	Original Approved Estimate	Current Approved Estimate	% Expended of Current Approved Estimate	Prior Actions, Information & Notes
USM								
USM Center for the Arts (6100300)	Gifts (100%)	Pre-Design in Progress	2022	2022	\$1,000,000	\$1,000,000	0%	Board approved \$1M in January, 2018.
Corthell Hall HVAC Upgrades (6100295)	Campus E&G Funds (100%)	Substantially Complete	2018	2018	\$550,000	\$550,000	85%	Board approved \$550K in May, 2018.
UMPI								
* UMPI Greenhouse (7100010)	Campus E&G Funds (30%), Gifts (70%)	Design in Progress	2018	2019	\$850,000	\$850,000	8%	Board approved \$850K in Septmeber, 2018.
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 September 30, 2018 as a percentage of the current approved project estimate.	



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Executive Session Regarding Real Property
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** **BOARD POLICY:**
Increase Enrollment 701– Operating & Capital Budget
Improve Student Success and Completion
5. **BACKGROUND:**

The Committee will enter into Executive Session to discuss University business under the provision of:

- 1 MRSA Section 405 6-C to discuss the condition, acquisition or disposition of real property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the UMS.