




Board of Trustees  
15 Estabrooke Drive  
Orono, ME 04469

Tel: 207-581-5840  
Fax: 207-581-9212  
www.maine.edu

June 21, 2017

TO: Members of the Finance/Facilities/Technology Committee

FR:  Tracy B. Bigney, Clerk of the Board

RE: **June 30, 2017 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 **9:00 am to 12:00 pm on June 30, 2017**. 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 Polycom locations will also be available:

- UMA – 125 Robinson Hall
- UMFK – Alumni Conference Room
- UMPI – Human Resources Conference Room
- UMM – Executive Conference Room
- USM – 327 Wishcamper Center

Refreshments will be provided at the UMS and the USM locations. The meeting materials will be 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/>).

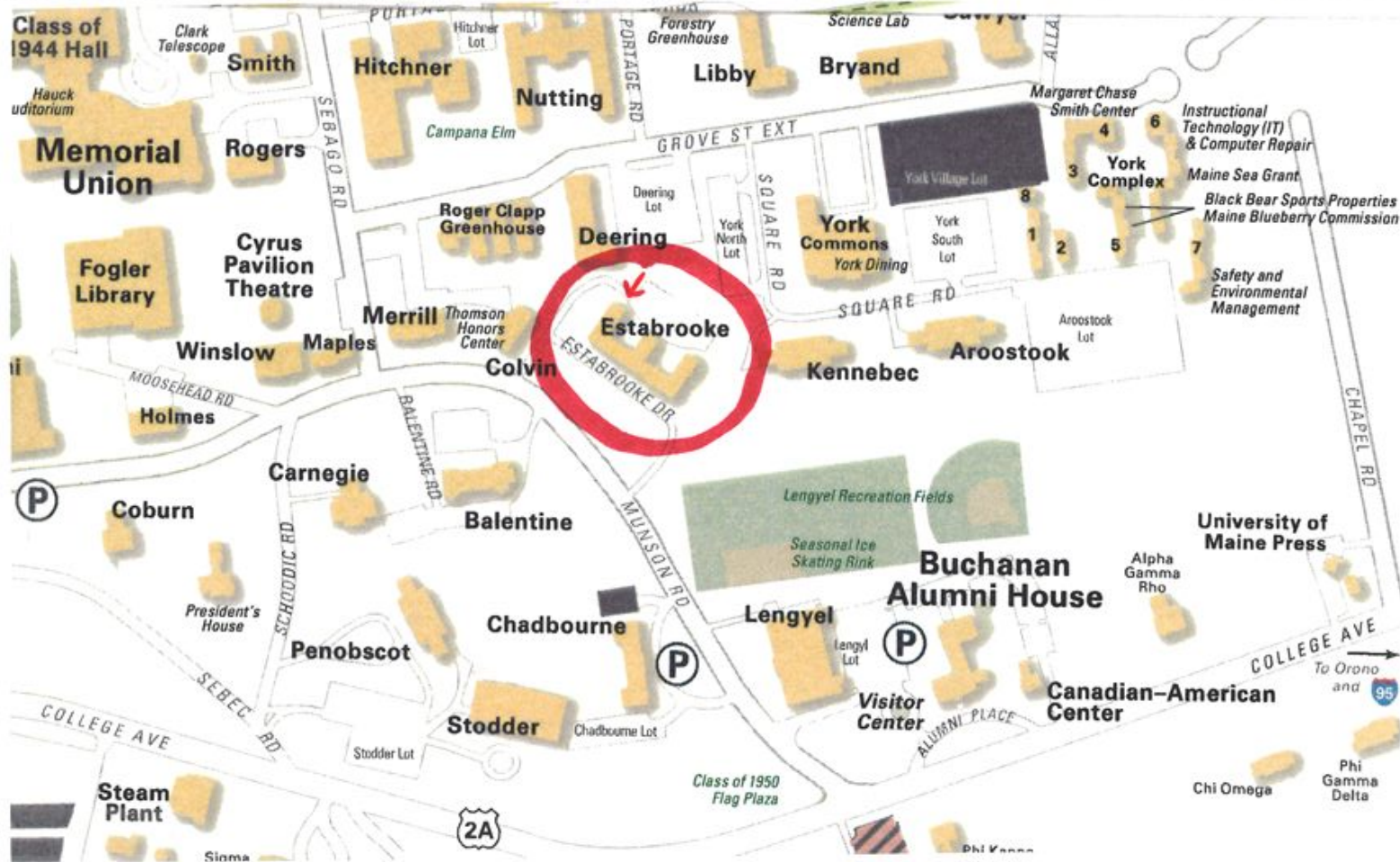
If you have questions about the meeting arrangements or accessing the meeting materials, please call me at 581-5841. If you have any questions or desire additional information about the agenda items, please call Rebecca Wyke at 621-3420 or Ryan Low at 581-1541.

- cc:
- James Page, Chancellor
  - Trustees who are not members for the FFT Committee
  - Presidents
  - Rebecca Wyke
  - Robert Neely
  - Ryan Low
  - Dick Thompson
  - Tracy Elliott
  - Chip Gavin
  - Miriam White

# University of Maine System

15 Estabrooke Drive, Orono

**Rudman Conference Room**  
253 Estabrooke Hall, 2<sup>nd</sup> 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 2<sup>nd</sup> 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**

June 30, 2017, 9:00 am to 12:00 pm  
Rudman Conference Room, 253 Estabrooke Hall, Orono

**AGENDA**

9:00 am Technology Items

- TAB 1 Review of Projects with a Value of \$250,000 or Greater
- TAB 2 Information and Communications Technology Accessibility Policy

9:30 am Finance Items

- TAB 3 Unified Budget – Implementation Plan Update
- TAB 4 Administrative Savings Funds Carry-Over Request, UMM
- TAB 5 Establishment of the MEMIC John Leonard Chair in Risk Management & Insurance, USM

10:00 am Break

10:15 am Facilities Items

- TAB 6 Lease Authorization, UMA
- TAB 7 Master Plan Acceptance, UMFK
- TAB 8 Philippi Hall Envelope Improvements, USM
- TAB 9 Ground Lease Authorization, UM
- TAB 10 Darling Marine Center Waterfront Infrastructure Improvement, UM
- TAB 11 Update Cooperative Extension Diagnostic and Research Center, UM
- TAB 12 System-Wide Energy & Environmental Sustainability Initiatives Report
- TAB 13 Capital Projects Status Report
- TAB 14 Electronic Building Access Project, UMM

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.*



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## 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:**

Richard Thompson, Chief Information Officer, will provide information on the following projects with a value of \$250,000 or greater:

- Classrooms for the Future
- MaineStreet Improvements
- UMS Wireless Infrastructure
- Residence Hall Wireless – USM
- VoIP (Telecommunications) for UMaine
- HR Upgrade

06/21/2017

## Status Update – June 2017 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	Est. Budget	Budget Expended/ Encumbered to Date	Project % Complete	Comments
4/16	Dick Thompson	8/2021		\$3,836,000	\$2,043,148	32%	

### Status

[Summary by Campus and Classroom Project](#)

Reference: [Campus Room Renovations](#)

Campuses	Rooms By Project Setup	% Complete	Campus Budget Allocation	% Committed to Date**	Budget Balance
UMA	Music Arts 124	100%			
	RRSC 246 & 255	13%			
	RRSC 248	48%			
	UC Bath/Brunswick 114	41%			
	UC Norway SoPar 114 & 206	41%			
	UC Saco 111	99%			
	UC Ellsworth 2 & 7	41%			
	UC Rockland 410 & 413	41%			
	Jewett 124, 180, 189, 190 & 291	41%	<b>\$517,860</b>	<b>42%</b>	<b>\$301,860</b>
UMF	Roberts 205 & 207	94%			
	Ricker Addition 202, 205	91%			
	Roberts C23	13%			
	Roberts 131	94%			
	Ricker Addition 217	95%	<b>\$329,896</b>	<b>76%</b>	<b>\$79,896</b>

<b>UMF</b> <i>continued</i>	Preble 117	13%			
	Roberts 105, 107, 201, 203, 305	13%			
	South 115	13%			
	Education Center 113	95%			
<b>UMaine</b>	Shibles 202	100%			
	DPC 105	70%			
	Neville 101	100%			
	Estabrooke 130, 152	63%			
	Bennett 215	13%			
	Dunn 316	13%			
	Dunn 315	13%			
	South Stevens 106C, 106D, 108, 110, 112, 114	13%			
	DPC 107, 115, 117	13%			
	Boardman 116, 118	13%			
	Shibles 217, 313, 316	13%			
	Nutting 100	13%			
	Aubert 354	13%			
	Lord 200	13%			
	Balentine 129	13%	<b>\$1,515,220</b>	<b>34%</b>	<b>\$1,006,720</b>
<b>UMM</b>	Torrey Hall 230, 232, 234	100%			
	Torrey Hall 2	13%			
	Powers 209	13%			
	Science 102 & 120	13%	<b>\$95,900</b>	<b>72%</b>	<b>\$26,652</b>
<b>UMFK</b>	Powell 123	90%			
	Cyr 113	90%			
	Old Model School 11	13%			
	Cyr 200 & 201	13%	<b>\$145,768</b>	<b>77%</b>	<b>\$34,168</b>
<b>UMPI</b>	Folsom 206	90%			
	Houlton 105 & 125	13%	<b>\$157,276</b>	<b>59%</b>	<b>\$64,276</b>

<b>UMPI</b> <i>continued</i>	Pullen 113, 212, 216	13%			
	Folsom 204 & 205	13%			
<b>USM</b>	405 Bailey	13%			
	John Mitchell 217	13%			
	Payson Smith 301A	13%			
	LB 103	13%			
	Masterson 113	13%			
	Bailey 10, S113, 201, 202, 204, 205, 206, 207, S213, S215, 218, S312, S313, 315, L319, 320, L321, C402, C403, C404, 408, StudyRm1, StudyRm6	13%			
	Corthell 112, 211, 212	13%			
	John Mitchell 151, 164, 181, 233, 235, 242, 252, 265, 270	13%			
	LAC 287	13%			
	LB 208, 209, 241, 302, 303, 310, 326, 327, 402, 403, 410, 424, 425, 502, 503, 509, 510, 523, 524	13%			
	Payson Smith 1, 41, 42, 44, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 211, 303, 304, 306	13%			
	Wishcamper 103, 113, 417, 419/427	13%			
Science 203, 403	13%	<b>\$1,074,080</b>	<b>74%</b>	<b>\$279,280</b>	

\*\* This includes classrooms that have budgets created with work to be performed this summer.

Summer classroom project budgets have been created, and many equipment and furniture orders have been placed. Facilities related work is being coordinated and scheduled where needed. Vendor walkthroughs and estimates for work are in progress.




Equipment orders have been received for some campuses and work has been started on these classrooms while others await scheduling.

### Risks

- Renovations and improvements to classrooms are limited to summer and school breaks. In addition, vendors need advance notice to schedule larger renovations due to the competitive nature of this work and the lead time for ordering equipment.
- Wireless and network infrastructure will not be upgraded in classrooms at UMPI, UMFK and UMF.

## Status Update - June 2017

### MaineStreet Improvements

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

### Overview

This project will engage with faculty and students to find ways to improve their experience working with MaineStreet including bringing MaineStreet functions to mobile platforms, which can subsequently be extended to a variety of uses. We also will engage with decision makers in the One University initiative to discover and understand changes in business process that will need support in MaineStreet. Once these changes have been identified, we will work with affected functional areas to plan, implement, and test the specific MaineStreet changes that are required.

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Expended to Date	Project % Complete	Comments
4/2016	John Grover	2019	2019	\$2,000,000	\$32,400	10%	The project has gained momentum, is back on track, so status has changed from yellow to green.

### Status

The project has collected initial input about MaineStreet functionality from faculty and students via surveys. The input is currently being used to develop an initial catalog of requirements that will be incorporated into an RFP for vendor services dedicated to improving MaineStreet functionality. The requirements will be further refined during focus groups sessions planned for early September.

The surveys were distributed early May, and a total of 1132 students and 148 faculty have responded to date. The surveys focused on the following areas:

- What are the essential tasks that faculty and students utilize MaineStreet for?
- What other systems, tools, and data do students and faculty most frequently utilize? And for what purpose?
- What functions would be most beneficial for users to access from a mobile/small screen device?

#### Student Survey Input Trends:

- Improve navigation (too many screens and poorly named links/tabs).
- Enable the back button so it returns you to previous page.
- Create a master view for grades.
- Replace course numbers with actual course names on the course schedule.
- Simplify course enrollment process.

#### Faculty Survey Input Trends:

- Improve Degree Audit. Information is not always current or is missing.
- Create a notes section for advisors on the advisee's profile. Allow advisors to review notes from admissions staff and other professors.
- Streamline/simplify course catalogue logic.
- Improve system performance when looking up student and class data.
- Enable faculty/advisers to pull summary lists of their advisees, and all registered class attendees.
- Provide a student summary page with direct links to academic, admissions, and Financial Aid information.

#### Additional Survey Results:

- Interest in MaineStreet mobile app?
  - 21% of faculty would be very likely to use a mobile app to access MaineStreet.
  - 61% of students would be very likely to use a mobile app to access MaineStreet.



- How do faculty and students access MaineStreet
  - 83% of faculty access MaineStreet via MyCampus Portal.
  - 62% of students access MaineStreet via the MyCampus Portal.
- Ninety-seven respondents enthusiastically offered to participate in follow-up focus groups.

### Risks

- A potential risk is the length of the RFP process planned for this fall, and its impact on the overall project schedule. To mitigate this potential risk, the project team will start work on a draft RFP document this summer so it will be ready to post late September. The final version of the RFP will include any new requirements gathered during the faculty and student focus groups planned for early September.

# MaineStreet grade by faculty and students



Faculty MaineStreet Grade



Student MaineStreet Grade



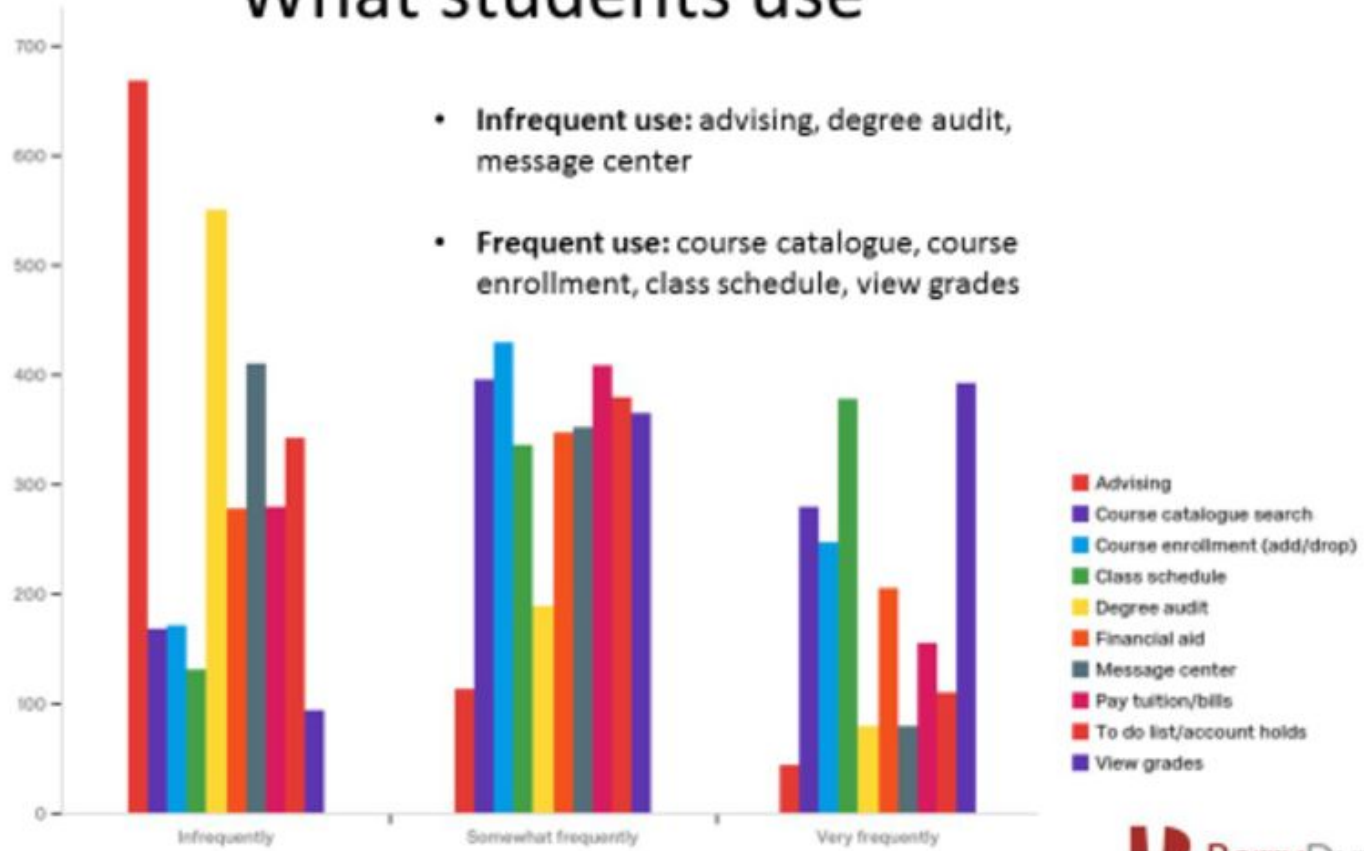
## Devices used to access MaineStreet

Faculty		
Device	%	Count
Desktop or Laptop	100%	145
E-reader	0%	0
Smartphone	17%	25
Tablet	17%	24
Other:	0%	0
<b>Total: 145</b>		

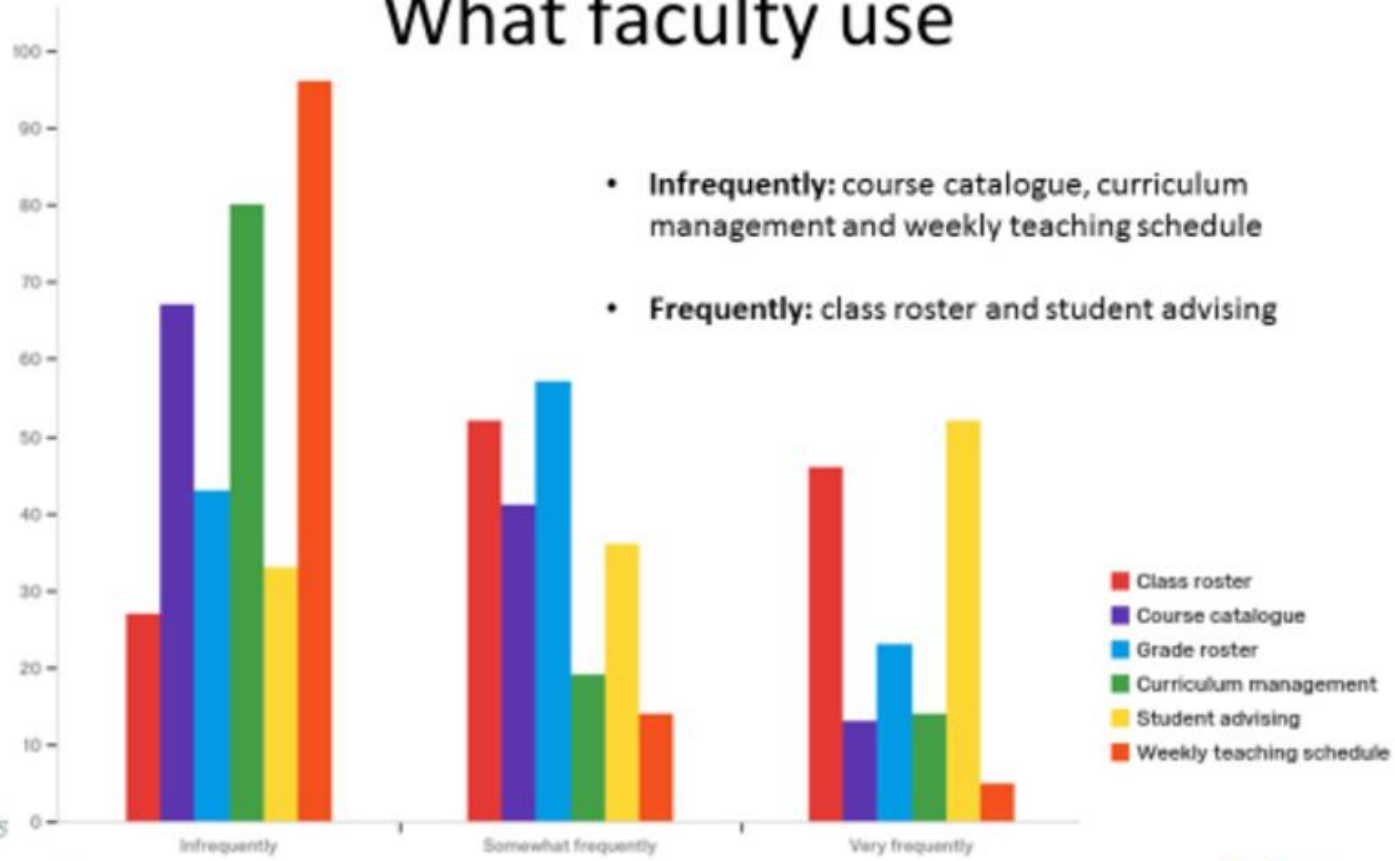
Students		
Device	%	Count
Desktop or Laptop	100%	1121
E-reader	1%	9
Smartphone	49%	554
Tablet	10%	117
Other:	0%	5
<b>Total: 1121</b>		



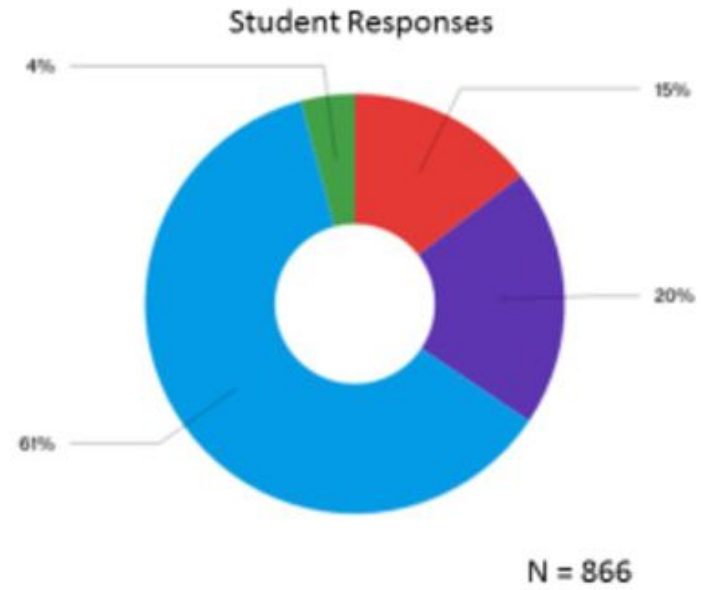
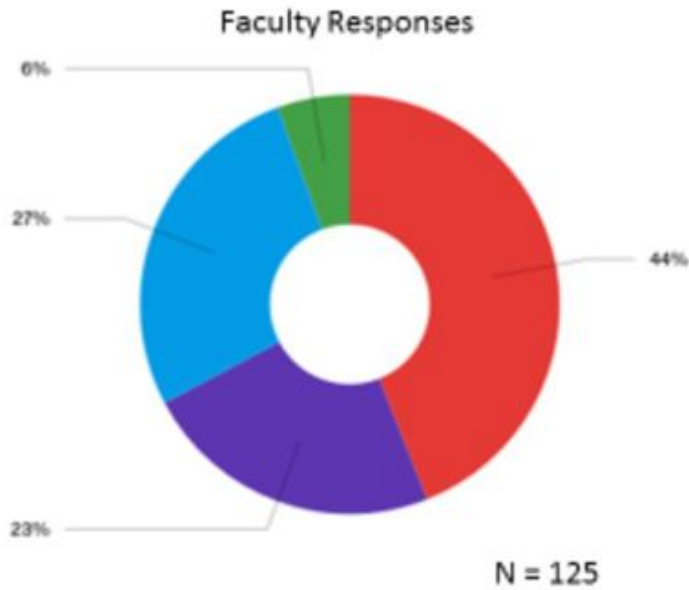
# What students use



# What faculty use



# Would participants use a mobile app?

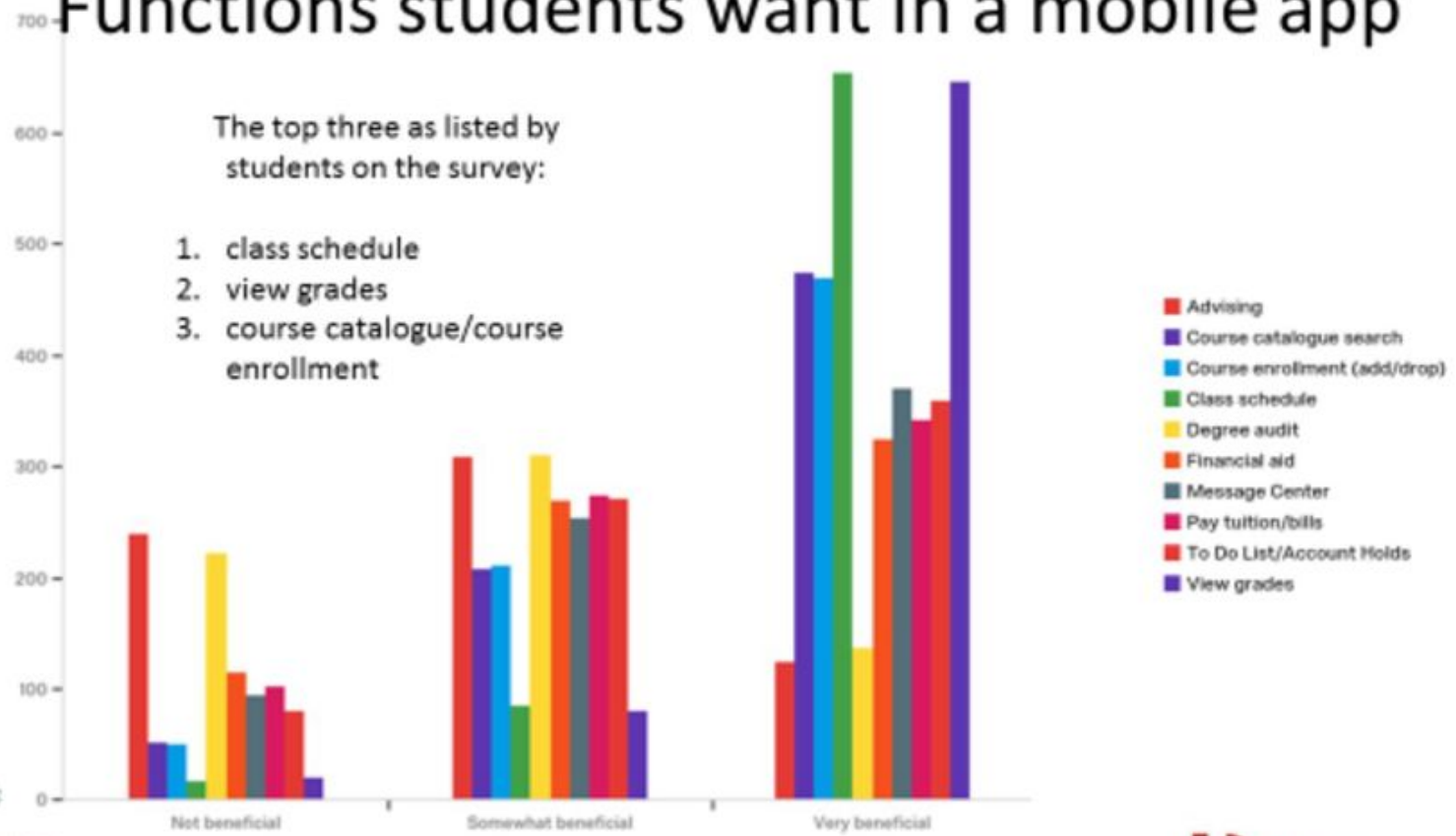


■ Not likely   
 ■ Somewhat likely   
 ■ Very likely   
 ■ Not sure

■ Not likely   
 ■ Somewhat likely   
 ■ Very likely   
 ■ Not sure



# Functions students want in a mobile app



## Status Update June 2017

### UMS Wireless Infrastructure

Overall status:	<span style="color: green;">■</span>	Change from previous report:	None
Budget status:	<span style="color: green;">■</span>	Change from previous report:	None
Schedule status:	<span style="color: green;">■</span>	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 Expended to Date	Project % Complete	Comments
4/2016	Jeffrey Letourneau			\$10,500,000	\$3,591,489	34%	

### Status

Summer upgrade projects are well underway. Networks in the residence halls at UMF, UMFK, and UMPI are being installed. Additional classroom buildings are also planned for upgrades later this summer. The table below summarizes the buildings where work has been completed or is currently being executed or planned as well as the percent of the campus allocation that is committed to the current work (based on estimates).

[Link to project summary report in Smartsheet](#)

Completed	Partially Completed (On Hold) <sup>1</sup>	Installation & Deployment Scheduled / In Progress <sup>2</sup>	Planning	% Allocation Committed <sup>3</sup>
<b>University of Maine at Augusta</b>				
Augusta Lewiston Katz Jewett Randall Eastport Camden Belfast	Augusta Civic Center		Bangor Bangor Hall College Center	100%
<b>University of Maine at Farmington</b>				
Mantor Library		Dakin (92% complete) Black (90% complete) Mallett (75% complete) Lockwood (50% complete) Purington (started 6/12) Stone (starting 6/19)	Scott North Scott West Scott South	99%
<b>University of Maine at Fort Kent</b>				
	Powell	The Lodge (90% complete) Crocker (40% complete)		95%
<b>University of Maine at Machias</b>				
Torrey Hall / Merrill Library		Reynolds (95% complete) Powers (95% complete) Science (70% complete)	Dorward Sennett Kilburn	88%



University of Maine				
Fogler Library Shibles Bennett Rogers Jenness	Winslow Aubert Neville	Boardman (7/24) Bryand Global Science (8/14)	Little Fernald	29%
University of Southern Maine				
Drawing Studio Print Studio Academy Building Law Building		Bailey (7/31) John Mitchell Center (7/3) Wishcamper (7/3)	Luther Bonney Payson-Smith Masterton Corthell Lewiston-Auburn Science Building Glickman Library Corthell	18%
University of Maine at Presque Isle				
		Park (75% complete) Emerson (7/24) Merriman (8/10) Folsom-Pullen (7/10)		87%

<sup>1</sup> Some work has been done in these building, but additional work will be needed to consider them completed.

<sup>2</sup> Dates are estimated start dates for cable installation & deployment – subject to change

<sup>3</sup> Does not include buildings in “Planning”

## Risks

- 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.

STATE OF IT INVESTMENT ALLOCATIONS										
	UMAINE	UMA	UMF	UMFK	UMM	UMPI	USM	UMS	Inventory	TOTAL
Wireless	\$2,889,600	\$560,000	\$1,444,800	\$369,600	\$403,200	\$515,200	\$5,017,600			\$11,200,000
Classrooms	\$1,515,220	\$517,860	\$329,896	\$145,768	\$95,900	\$157,276	\$1,074,080			\$3,836,000
MaineStreet Upgrade										\$0
Project Management/Set Aside Funding								\$1,759,000		\$1,759,000
Program Integration								\$2,000,000		\$2,000,000
Unallocated										\$0
<b>TOTAL ALLOCATIONS</b>	<b>\$4,404,820</b>	<b>\$1,077,860</b>	<b>\$1,774,696</b>	<b>\$515,368</b>	<b>\$499,100</b>	<b>\$672,476</b>	<b>\$6,091,680</b>	<b>\$3,759,000</b>	<b>\$0</b>	<b>\$18,795,000</b>
<b>Expenditures Through June 16, 2017</b>										
	UMAINE	UMA	UMF	UMFK	UMM	UMPI	USM	UMS	Inventory	
Wireless	\$603,342	\$309,274	\$455,023	\$171,157	\$239,855	\$237,984	\$221,944	\$290,531	\$1,062,378	\$3,591,489
Classrooms	\$508,500	\$216,000	\$250,000	\$111,600	\$69,248	\$93,000	\$794,800			\$2,043,148
MaineStreet Upgrade								\$32,400		\$32,400
Project Management/Set Aside Funding										\$0
Program Integration										\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,111,842</b>	<b>\$525,274</b>	<b>\$705,023</b>	<b>\$282,757</b>	<b>\$309,103</b>	<b>\$330,984</b>	<b>\$1,016,744</b>	<b>\$322,931</b>	<b>\$1,062,378</b>	<b>\$5,667,037</b>
<b>REMAINING BALANCE</b>										<b>\$13,127,963</b>

**Status Update June 2017**

**USM Residence Hall Wireless Project**

Overall status:	<span style="color: green;">■</span>	Change from previous report:	None
Budget status:	<span style="color: green;">■</span>	Change from previous report:	None
Schedule status:	<span style="color: green;">■</span>	Change from previous report:	None

**Overview**

This project will install and implement wireless services in six residence halls at USM. This project will address this issue for USM using the latest in technology and with necessary wiring upgrades to support the service, providing needed high quality student experience and seamless access to a growing online environment.

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Expended to Date	Project % Complete	Comments
9/15	Dick Thompson	8/16	8/16	\$1,900,000	\$1,817,937.84	99%	




**Status**

This project is complete except for final accounting and close-out.

**Risks**

## Status Update – June 2017

### Upgrade Telecommunications Services, UM

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

### Overview

The project includes the upgrade of the local area network (LAN) wiring infrastructure within buildings as well as the purchase of telephones, licenses, LAN switches, and power protection to serve these remaining locations.

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Expended to Date	Project % Complete	Comments
Q3 2014		12/31/2015	12/31/2016	\$2,100,000	\$2,051,908	99%	

### Status

- Phone deployment - completed
- Electronic Fax
  - Initial project kickoff meeting held with vendor.
  - Installation and configuration in process
  - Deployment will be done on a department by department basis in coordination with US:IT Campus Services and department contacts.
- Legacy phone system decommissioning
  - The legacy NorTel SL-100 phone system ready to be shut down. Attempts to find an entity willing to take the system where-is, as-is have not been successful. Any residual value remaining in the system is deemed to be less than the cost of dismantling and removing it.

### Risks

- None noted.

## Status Update - June 2017

### HR Upgrade

Overall status:	<span style="color: green;">■</span>	Change from previous report:	None
Budget status:	<span style="color: green;">■</span>	Change from previous report:	None
Schedule status:	<span style="color: green;">■</span>	Change from previous report:	None

### Overview

This project will upgrade the UMS PeopleSoft (MaineStreet) Human Capital Management (HCM) system from version 9.1 to version 9.2, the HCM PeopleTools from version 8.53 to version 8.55. The upgrade will maintain Oracle compliance and continued support of the system.

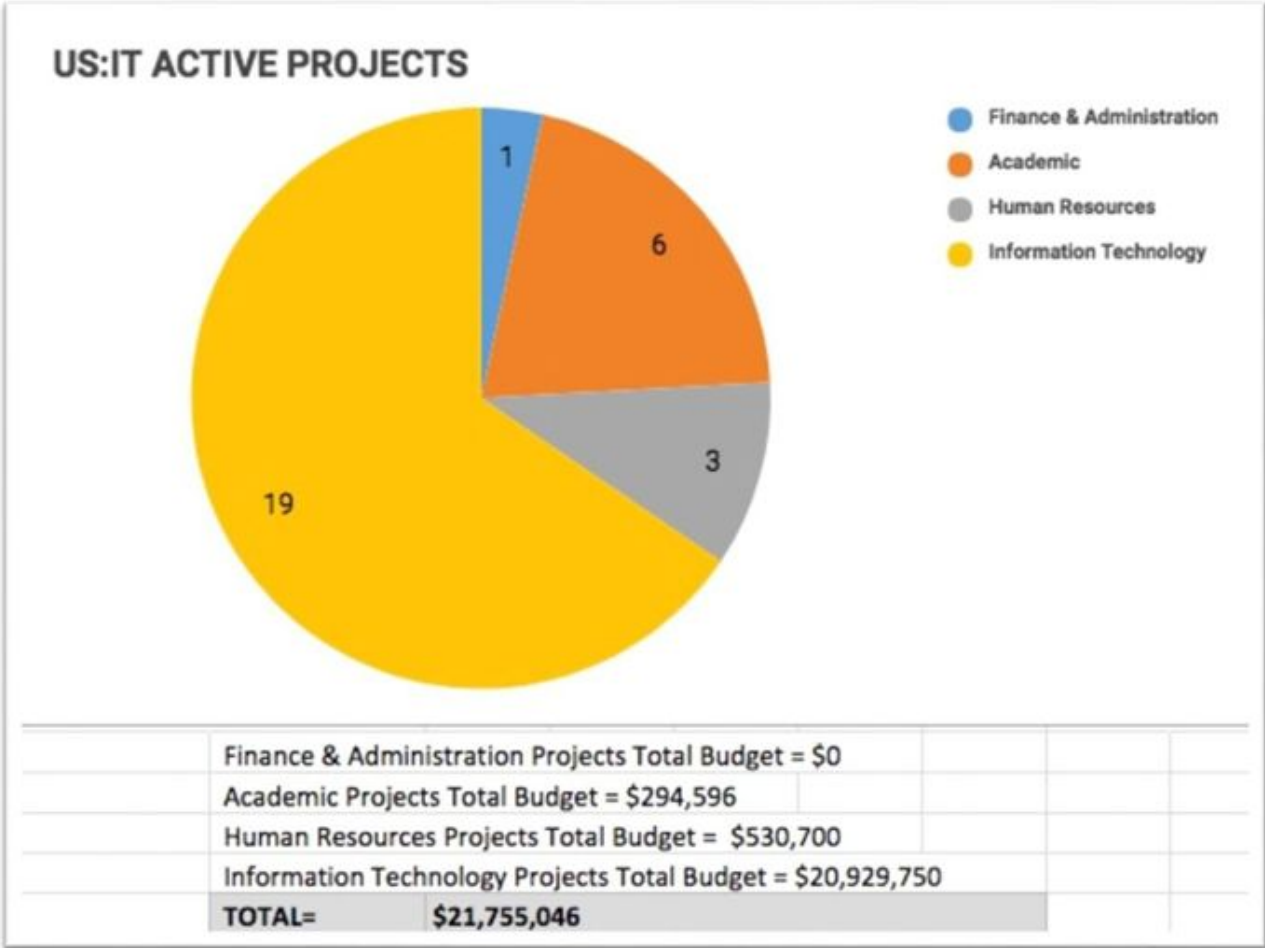
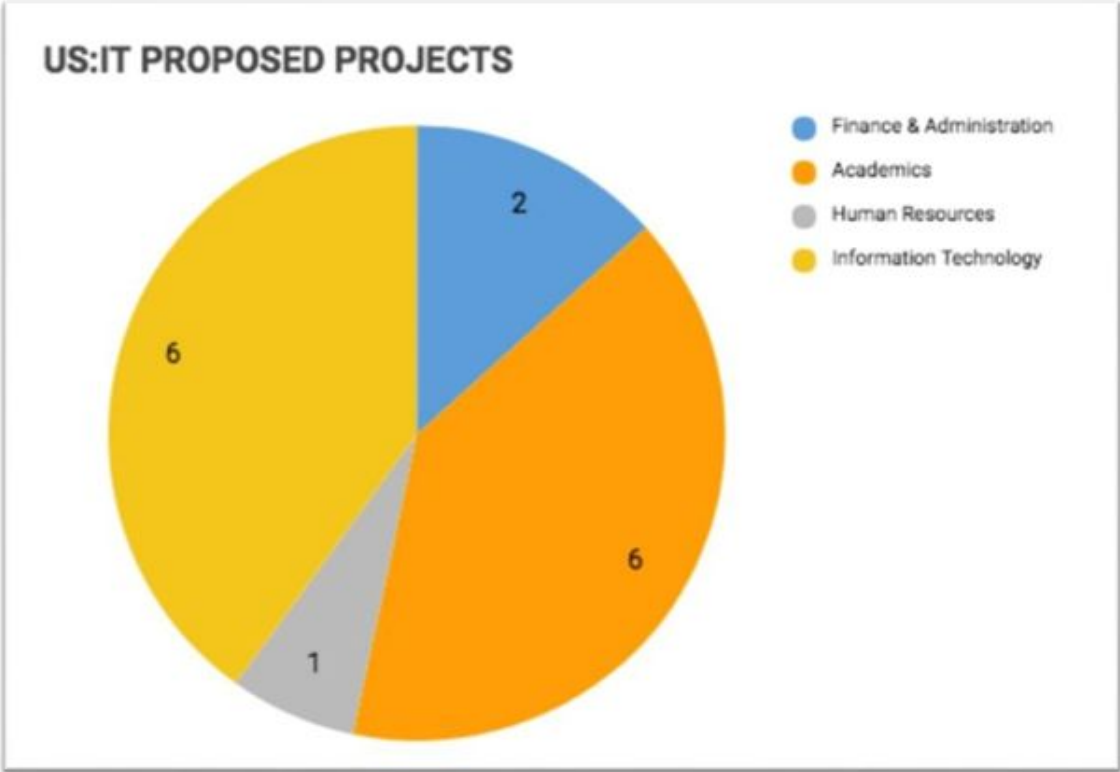
Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Expended to Date	Project % Complete	Comments
6/2017	John Grover	Spring 2018	Spring 2018	\$530,700	\$0	0%	

### Status

The project is in the early initiation phase. Similar to the Financials Upgrade project that was completed fall 2017, it was decided to partner with a third party resource that will provide technical services during the upgrade. After reviewing vendor proposals, the decision was made to engage with ERP Analysts. A preliminary meeting with ERPA is scheduled for 6/21, during which plans for project kick-off will be finalized.

### Risks

None identified.






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## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Information and Communications Technology Accessibility Policy
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **BACKGROUND:**

Richard Thompson, Chief Information Officer, will present a proposed new policy for Information and Communications Technology Accessibility and provide information on its implementation if approved. The rapid proliferation of information technology as the medium for University programs and services can unintentionally exclude persons with disabilities from opportunities and full participation in university activities.

This proposed policy supports minimizing barriers to higher education for persons with disabilities, and improvement of learning outcomes for persons with and without disabilities. It fulfills the university's statutory obligations by establishing responsibility for developing, maintaining and monitoring outcomes related to standards and expectations in the design, acquisition, compatibility and use of Information and Communications Technologies in any University activity, such as academic programs, services, communications, and events.

5. **TEXT OF PROPOSED RESOLUTION:**

That the Finance, Facilities and Technology Committee forwards this item to the July 17, 2017 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees accepts the recommendations of the Finance, Facilities and Technology Committee and approves the Information and Communications Technology Accessibility Policy.

06/21/2017

# Information and Communications Technology Accessibility Policy - DRAFT

## Introduction

The rapid proliferation of information technology as the medium for University programs and services can unintentionally exclude persons with disabilities from opportunities and full participation in university activities.

This policy supports minimizing barriers to higher education for persons with disabilities, improvement of learning outcomes for persons with and without disabilities, and fulfillment of the university's statutory obligations by establishing responsibility for developing, maintaining and monitoring outcomes related to standards and expectations regarding the design, acquisition, compatibility and use of Information and Communications Technologies in any University activity, such as academic programs, services, communications, events, etc..

## Policy Statement

The University of Maine System is committed to providing equality of opportunity to persons with disabilities, including equal access to University programs, services and activities that are dependent upon, or involve the use of, Information and Communications Technology (ICT).

All campuses, colleges, departments, offices, employees and all other entities of the University are responsible for ensuring that Information and Communications Technology, including content, documents and other outputs created using such technologies, included as a component of University programs, services, or activities, meet accessibility requirements for equal and effective access by persons with disabilities.

“Information and Communications Technology” includes but is not limited to:

- Web sites, web pages and associated web-based applications
- Electronic Documents such as word processing, spreadsheet and PDF files or those produced by other applications.
- Multimedia including audio and visual content delivered electronically, videos projected in a classroom, streaming video, photos, charts, and works of art distributed or accessed electronically.
- Communications via email, web, video, audio or other electronic medium.



- Computer and non-computer equipment with technological human interfaces, such as kiosks, printers, vending machines, etc.
- Signage, such as electronic information displays, score boards, marquees
- Software, such as off the shelf packages, client-server applications

Examples of activities that are often dependent on ICT include, but are not limited to:

- |                              |                           |
|------------------------------|---------------------------|
| • Courses and Instruction    | • Process Documentation   |
| • Distance Learning          | • Forms                   |
| • Recruitment and Admissions | • Advertising             |
| • Meetings                   | • Marketing               |
| • Public events              | • Business Process        |
| • Athletic events            | Improvement               |
| • Commencement               | • Employee Communications |
| • Hiring                     | • Procurement             |

## Responsibilities - Universities and Their Departments, Program and Service Areas

- Ensure that employees and students are regularly made aware of this policy and the UMS commitment to equal access.
- Establish a process for reporting and responding to accessibility problems.
- Regularly review ICT, information assets, and business processes for accessibility risks and problems.
- Develop and implement tactics to monitor and resolve ICT accessibility issues.
- Incorporate ICT accessibility awareness in business processes, such as procurement, communications, training, budgeting, program review, documentation development, etc.
- Identify and plan for necessary investments to address accessibility issues.
- Refer accessibility complaints to Equal Opportunity officials.
- Support employee and student participation in ICT accessibility training.

## Exemptions

All exemptions to this policy must be approved by the Chief Information Officer, based on recommendations from campus leadership. Specific procedures for requesting and reviewing exemption requests will be specified in an Administrative Practice Letter (APL). Exemption decisions made under this policy may be appealed to the System Equal Opportunity Officer to determine whether the decision is in accordance with university policy and supporting APLs.

## Accessibility Compliance Standard

Recognizing that standards for ICT Accessibility are fluid and must respond to changes in technological capabilities over time, this policy empowers the University Services: Information Technology Accessibility Committee (ITAC) as the standards recommending body for ICT Accessibility Compliance and the Chief Information Officer as the standards approval authority. ITAC will establish and execute processes for reviewing, updating, recommending, communicating, and publishing UMS ICT Accessibility Compliance Standards for the University System. These standards will be considered part of this policy.

Such standards will at a minimum support compliance with US Federal and State law and regulations regarding ICT Accessibility and Equal Opportunity.

## Effective Date

This policy takes effect upon approval.

## Oversight

The Equal Opportunity Office, in cooperation with US: Information Technology is responsible for overseeing compliance, initiating reviews of this policy, and sponsoring audits, with regard to state and federal regulations that prohibit discrimination on the basis of disability. Non-technical questions or concerns regarding compliance with the policy, or complaints of discrimination, should be directed to the Equal Opportunity Center of Excellence.

University Services: Information Technology is responsible for developing, implementing, and monitoring controls and procedures to ensure equal access to ICT services and resources. Questions or concerns regarding compliance with ICT accessibility standards and their application should be directed to the Chief Information Officer or their designee.

The IT Accessibility Committee, chartered by the CIO and comprised of a diverse and system wide representation of ICT stakeholders, will continue to monitor, analyze and make recommendations to the CIO and US: IT ICT Accessibility Coordinator, on matters of ICT accessibility.

## Implementation

The Chief Information Officer will oversee the development of an implementation plan, in coordination with the System Equal Opportunity Officer.

## Contacts

Contact related to this policy will be maintained in a supporting Administrative Practice Letter and ICT Accessibility website.

## Related Procedures & Additional Information

The University may develop related procedures and/or Administrative Practice Letters (APL) in support of this policy, its implementation, and oversight.

## Related Terms & Definitions

**Accessible** - *“Accessible’ means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.”* (US-Dept of Education, OCR Resolution Agreement 11-11-6002)

**Archived Website:** A website or web pages that can be accessed only by their content owner or a small employee workgroup, are not actively maintained, are not indexed by Internet search engines, and are maintained for historical information only.

**Assistive Technology** - The Technology Related Assistance to Individuals with Disabilities Act of 1988 (Tech Act) first described an assistive technology *device* as "any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities."

The Tech Act described an assistive technology *service* as "any service that directly assists an individual with a disability in selection, acquisition or use of an assistive technology device."

Reference: <http://idea.ed.gov/explore/view/p/%2Croot%2Cstatute%2CI%2CA%2C602%2C1%2C>

**Current ICT Accessibility Standard** - refers to the external standard against which the Accessibility compliance of University Information Technologies, Media and Services are measured.

**Document** - is a written, drawn, presented or recorded representation of thoughts. In the computer age, a document is usually used to describe a computer file intended for human consumption, with its structure, content and design, such as fonts, colors and additional images.

A document can contain any type of information, data, graphics, etc., intended for human consumption. A computer file intended solely for computer consumption is not a document. Information and Communications Technology - Any program, software, materials, hardware, other equipment or interconnected system or subsystem of equipment, that is used in the creation, conversion, or duplication of data or information, or used to control devices. The term Information and Communications Technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, personal computers, handheld electronic devices, World Wide Web sites, multimedia, office equipment such as copiers and fax machines, and any device with an electronic user interface.

**Equally effective** - means that the alternative format or medium communicates the same information in as timely a fashion as does the original format or medium.

**Legacy websites** - University Program and Department websites published before adoption of this policy.

**Reasonable accommodation** - A public entity must reasonably modify its policies, practices, or procedures to prevent discrimination against qualified individuals with disabilities. If the public entity can demonstrate, however, that the modifications would fundamentally alter the nature of its service, program, or activity, it is not required to make the modification.

**Undue hardship** - means significant difficulty or expense relative to the operation of a public entity's program. It is determined based on the overall financial assets of the public entity. Where a particular accommodation would result in an undue hardship, the public entity must determine if another accommodation is available that would not result in an undue hardship.

**Web-based Applications** - a **web application** or **web app** is a [client-server software application](#) in which the client (or user interface) runs in a [web browser](#).

**Website** - a set of related web pages typically served from a single web domain. A website is hosted on at least one web server, accessible via a network such as the Internet or a private local area network through an Internet address known as a uniform resource locator (URL). All publicly accessible websites collectively constitute the World Wide Web.

**Web page** - is a web document that is suitable for the World Wide Web and the web browser. A web browser displays a web page on a monitor or mobile device.



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### AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Unified Budget – Implementation Plan Update

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

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

4. **BACKGROUND:**

Ryan Low, Chief Financial Officer and Treasure, will provide a brief update of the Unified Budget Implementation Plan.

6/21/17



## AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Administrative Savings Funds Carry-Over Request, UMM
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:** **BOARD ACTION:** X
- 4. **BACKGROUND:**

As part of the FY2017 Unified Operating Budget, the Board of Trustees approved an allocation from Administrative Savings Funds to the University of Maine at Machias (UMM) of up to \$1,000,000. This allocation was to assist with the UMM budgeted deficit of \$1,000,000. While preliminary FY2017 results indicate that UMM will end the year with a deficit, UMM anticipates that some of the Administrative Savings Funds will remain unspent due to unfilled positions and a reduction in utility costs.

UMM has been working since last fall to improve security measures and enhance safety on campus. Leadership has consulted with safety and security experts, including Wayne Maines and Roland LaCroix, among others. Based on the areas of risk identified and the security audit Roland LaCroix, UM Chief of Police, conducted, UMM has constructed a plan for enhanced safety and security and is requesting that the unspent Administrative Savings Funds be carried over to FY2018 to address these essential needs and other capital needs. Areas for improvement include:

- Audible Emergency Siren
- LED lighting
- Parking permit system
- Building Card Access for residence halls and other essential buildings
- A Key Card Access and tracking system for Reynolds Center
- Door alarms and security cameras
- Emergency notification system

As UMM finalizes its assessment of security and capital needs and related costs, the campus will bring those project(s) back to the Committee or Board of Trustees for review and approval, as required.

**5. RESOLUTION:**

That the Finance/Facilities and Technology Committee forwards this item to the Consent Agenda for the July 17, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the carry-over of unspent Administrative Savings Funds awarded for FY2017 to be used for essential security and capital improvements at the University of Maine at Machias.



## AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Establishment of the MEMIC John Leonard Chair in Risk Management & Insurance, USM
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:** **BOARD ACTION:** X
- 4. **BACKGROUND:**

The MEMIC John Leonard Chair in Risk Management & Insurance is presented to the Finance, Facilities and Technology Committee for approval. This University of Southern Maine Foundation chair is supported by an endowment pledge of \$1.5 million to be paid over a period of four years from the MEMIC Group. This chair is created in honor of MEMIC President and CEO John Leonard’s dedicated and visionary leadership, and on the occasion of his retirement.

The purpose of this endowed chair is to build upon the quality academic program of the Risk Management and Insurance program within the School of Business at the University of Southern Maine. The endowment will be utilized to expand the resources available in this growing field of study. These additional resources will guarantee a strong future for the program, providing the person holding the chair with additional resources for research and industry partnership and program development and delivery, as well as a supplement to the chair holder’s base salary. The principal shall be endowed and only the distributions from the fund shall be used to provide resources to the individual holding the MEMIC John Leonard Chair. The amount of the Chair’s stipend shall be determined annually by the Dean of the College of Management and Human Services, or its successor program, and shall not be considered as part of his/her salary. In addition, a portion of the income may be allocated by the holder for research support and expenses relevant to increased programming, including curriculum development, clerical support, and additional resources needed for program development and delivery.

The holder of the MEMIC John Leonard Chair in Risk Management & Insurance shall have, or have the potential for, an outstanding record of teaching, service to industry, and scholarship. A selection committee, including industry partners, will be formed and charged according to University of Southern Maine’s standard policies and practices for such committees. Nominations for the Chair holder shall be submitted to the Provost and then forwarded to the President of the University of Southern Maine for final approval.

Reappointment shall be subject to recommendation of the Dean, after a review of

performance by an evaluation committee approved by the President and the Provost, including industry partners as appropriate.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Finance/Facilities and Technology Committee forwards this item to the Consent Agenda at the July 17, 2017 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the establishment of the MEMIC John Leonard Chair in Risk Management & Insurance.

6/21/2017





5.1

June 16, 2017

Dr. James Page, Chancellor  
University of Maine System  
16 Central St.  
Bangor, ME 04401

Dear Chancellor Page:

I respectfully request that the University of Maine System approve establishment of the MEMIC John Leonard Chair in Risk Management & Insurance.

Purpose: The purpose of this endowed chair is to build upon the quality academic program of the Risk Management and Insurance program within the School of Business at the University of Southern Maine. The endowment will be utilized to expand the resources available in this growing field of study. These additional resources will guarantee a strong future for the program, providing the person holding the chair with additional resources for research, industry partnership and program development and delivery, as well as a supplement to the chair holder's base salary.

Funding: The MEMIC Group, in honor of the legacy of its President and CEO John Leonard upon his imminent retirement, has committed a \$1,500,000 endowment to be held at the University of Southern Maine Foundation to fund a position known as the MEMIC John Leonard Chair in Risk Management & Insurance, with the intent of leveraging an additional \$1,500,000 from industry partners and friends.

Criteria: The holder of the MEMIC John Leonard Chair in Risk Management & Insurance shall have, or have the potential for, an outstanding record of teaching, service to industry, and scholarship.

Procedures for Appointment: A selection committee, including industry partners as appropriate, will be formed and charged according to University of Southern Maine's standard policies and practices for such committees. Appointments shall be held for a term of five years, renewable.

Thank you for your consideration of the *MEMIC John Leonard Chair in Risk Management & Insurance*.

Sincerely,

A handwritten signature in black ink that reads "Glenn Cummings".

Glenn Cummings, Ed.D.  
President

Cc: Jeannine Uzzi, Provost and Vice-President for Academic Affairs  
Joanne Williams, Dean, College of Management and Human Services  
George Campbell, President, University of Southern Maine Foundation  
Ainsley Wallace, Vice-President, Corporate Engagement

**Board of Trustees Meeting—Establishment of the MEMIC John Leonard Chair in Risk Management & Insurance,  
University of Southern Maine**



**MEMIC JOHN LEONARD CHAIR IN RISK MANAGEMENT & INSURANCE**

The MEMIC John Leonard Chair in Risk Management & Insurance was established at the University of Southern Maine Foundation in June 2017 with a gift from the MEMIC Group, in honor of President and CEO John Leonard’s dedicated and visionary leadership, and on the occasion of his retirement. The leadership of MEMIC and Mr. Leonard has been instrumental in the creation and growth of the Risk Management & Insurance program at the University of Southern Maine.

The purpose of this endowed chair is to build upon the quality academic program of the Risk Management and Insurance program with School of Business at the University of Southern Maine. The endowment will be utilized to expand the resources available in this growing field of study. These additional resources will guarantee a strong future for the program, providing the person holding the chair with additional resources for research, industry partnership and program development and delivery, as well as a supplement to the chair holder’s base salary. The principal shall be endowed and only the distributions from the fund shall be used to provide resources to the individual holding the MEMIC John Leonard Chair. The amount of the Chair’s stipend shall be determined annually by the Dean of the College of Management and Human Services, or its successor program, and shall not be considered as part of his/her salary. In addition, a portion of the income may be allocated by the holder toward research support and expenses relevant to increased programming and partnerships, including curriculum development, clerical support, and additional resources needed for program development and delivery.

The holder of the MEMIC John Leonard Chair in Risk Management & Insurance shall have, or have the potential for, an outstanding record of teaching, service to industry, and scholarship. A selection committee, including industry partners, will be formed and charged according to University of Southern Maine’s standard policies and practices for such committees. Nominations for the Chairmanship shall be submitted to the Provost and then forwarded to the President of the University of Southern Maine for final approval. Reappointment shall be subject to recommendation of the Dean, after a review of performance by an evaluation committee approved by the President and the Provost, including industry partners as appropriate.



**AGENDA ITEM SUMMARY**

- 1. **NAME OF ITEM:** Lease Authorization, UMA
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:**                      **BOARD ACTION:**                      X
- 4. **BACKGROUND:**

The University of Maine System acting through the University of Maine at Augusta requests authorization to enter into a lease with the American Folk Festival on the Bangor Waterfront for three offices (612 square feet) located at Belfast Hall in Bangor for a maximum term of 10 years including optional extensions or renewals.

This request is pursuant to Board policy 802, which requires leases with a total value of greater than \$100,000 or a term of greater than 5 years to be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. In this case, the request at a 10-year term is within the purview of the committee to approve with no further board action.

The lease would be effective starting July 1, 2017, and would include a five-year lease with the option to renew for an additional five years. The rent would be \$165/month for the period July 1, 2017-June 30, 2018. Effective July 1, 2018, the rent would be increased annually by 3.5% thereafter, meaning total lease payments for the first 5-year term are expected to be approximately \$10,600. The rent for the second five-year term will be negotiated at the time of the renewal.

The University has been renting this space to the American Folk Festival on a monthly basis. The offices in the lease are on the third floor of Belfast Hall. The American Folk Festival's presence on campus is seen as a tremendous opportunity for the University to collaborate with the Bangor community. Their use of the three offices does not conflict with any campus use of Belfast Hall.

The American Folk Festival on the Bangor Waterfront is a non-profit organization that is responsible for organizing an annual three-day festival held in late August on the Bangor waterfront. The festival brings thousands of visitors to the City of Bangor each summer. The festival is known for bringing together multicultural arts through music, dance, crafts, food, and storytelling. Annually UMA participates in the event.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees acting through the Finance, Facilities and Technology Committee authorizes the University of Maine System acting through the University of Maine at Augusta to enter a lease with the American Folk Festival on the Bangor Waterfront beginning July 1, 2017, for a maximum term of 10 years, subject to review and approval of all final terms and conditions by the University of Maine System Treasurer and General Counsel.

6/21/2017




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**AGENDA ITEM SUMMARY**

- 1. **NAME OF ITEM:** Master Plan Acceptance, UMFK
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:**                      **BOARD ACTION:**                      **X**
- 4. **BACKGROUND:**

The Board of Trustees has encouraged all campuses to adopt master plans for their respective physical campuses as part of a series of facility-related recommendations adopted in March 2015. The University of Maine at Fort Kent initiated a master planning process in summer 2016 and completed this process with a final presentation to the campus community in March 2017.

The master plan is part of a three-tiered planning process which Trustees have directed be undertaken and which requires a master plan, a 5-year capital plan and a 1-year capital work plan be maintained by each University and, taken together, for the System.

In brief, the recommendations call for increasing net asset value with no net increase in square footage. The plan does this by: a. strategically implementing 14 transformative elements; b. creating a ‘front door’ element to improve UMFK’s visibility from Pleasant Street, and connect a bisected campus and reclaim space in Cyr Hall; c. reorganizing campus programs, overall, to more optimal locations; and d. improving pedestrian and vehicular circulation across campus and across Pleasant Street. The plan is estimated to cost \$46 to \$64 million and to require 20 years. The presentation is attached.

5. **RESOLUTION**

That the Finance, Facilities, and Technology Committee forwards this item to the Consent Agenda at the July 17, 2017 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees acknowledges the campus master plan from UMFK and, without granting Trustee approval for any specific expenditure or capital project that would otherwise require Trustee consideration, accepts the plan and encourages the University to continue its efforts to maintain and act in accordance with the plan as well as other applicable directives of the Trustees.



# UMFK MASTER PLAN

**WELCOME**

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



UMFK's strategic plan, "University of Maine Fort Kent Vision 2020 Strategic Plan 2015-2020" establishes the foundational basis for the Master Plan.



## DRIVERS

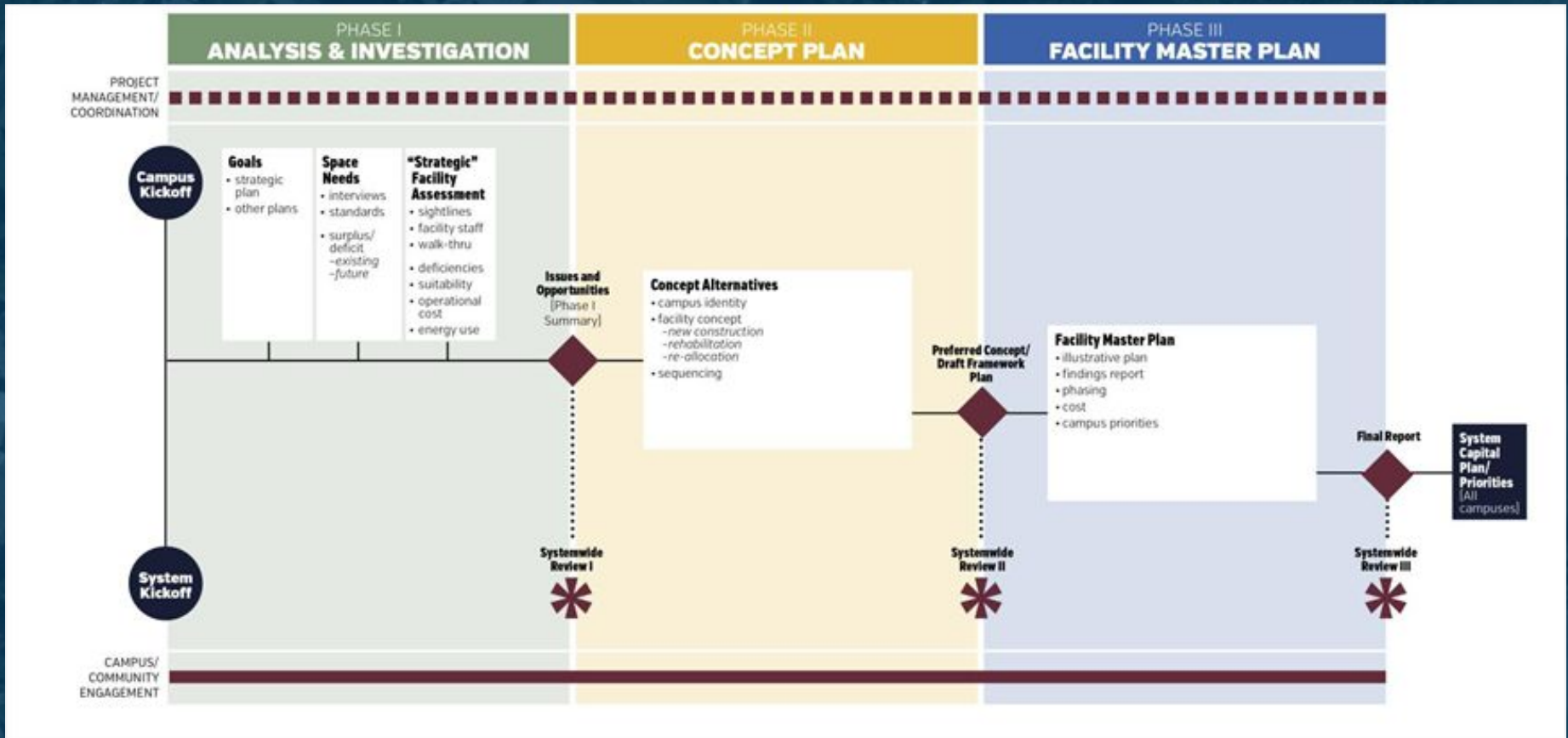
- Improve campus identity, visibility, and engagement
- Establish a connection to West Campus across Pleasant Street
- Reinforce the relationship between the Town of Fort Kent and the University
- Increase operating efficiency and reduce small building stock
- Strengthen the relationship of campus buildings through open space improvements with an emphasis on the main campus quadrangle
- Improve and clarify pedestrian and vehicular circulation
- Reinforce the learning process by implementing research based design in formal and informal learning spaces

7.1

**MASTER PLAN  
DRIVERS**

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017





# PROCESS STEPS

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
 FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
 JUNE 2017





## PROCESS, COMMUNICATION AND PARTICIPATION

Facilities Review

Space Needs Data Gathering

Space Needs Interviews (Students, Faculty, Staff & Administration)

Draft Facilities Report

Initial Master Plan Concept Alternatives

Campus Open House and/or Board of Visitors

Draft Space Needs

Refined Master Plan Options

Preferred Option Draft Master Plan Concept

7.1

**PROCESS**

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



PROCESS, COMMUNICATION AND PARTICIPATION	
Deliverable: Facilities Review, Space Needs, Preferred Concept	
Draft Master Plan	
Final Presentation	
Final Report	

**PROCESS**

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



## SPACE NEEDS ANALYSIS

- The analysis reveals that many spaces throughout campus are not well located or co-located relative to their intended use. Thus, strategic shifts in room location would vastly improve the way the University operates and delivers education programming.
- UMFK has minor to moderate deficiencies in specialized spaces such as laboratories and athletics as well as support spaces such as recreation.
- Campus-wide upgrades in classroom furniture, such as tables and chairs, are necessary to support flexible learning modalities. Existing classroom furniture is lowering the utilization of most rooms by overfilling spaces with outdated and inflexible furniture.



7.1

## PLANNING CATEGORIES

1. URGENT NEEDS (Facilities)
  - Facilities Issues / Deferred Maintenance
  - Deficiencies – Effective and Efficient Spaces
2. SHORT-TERM MASTER PLAN 0-5 YEARS
  - Consolidate and Improve Facilities
  - Appropriate Space for Current Programs
  - Enhance Campus Environment
3. LONG-RANGE MASTER PLAN 5-20 YEARS
  - Provide flexibility for enrollment growth
  - Identify locations for new and expanded facilities



## PLANNING CATEGORIES

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



## URGENT NEEDS

- Welcome Center to replace square footage of residential buildings
- Divest small residential buildings including: Madawaska House, St David House, Cyr House, Gagne House and Guy House
- Crocker Hall: Resident Hall renovations
- Fox Auditorium: Finishes and life safety improvements including dedicated lobby.
- Sports Center: replace gym floor & move academic program to main campus
- Haenssler Honors Center: Repair & stabilize front porch



7.1

**URGENT**

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



## SHORT-TERM MASTER PLAN 0-5 YEARS

- Signage/wayfinding initiative
- Sports Center renovation/addition
- Central Quadrangle improvements
- Armory Building renovation
- Blake Library renovation
- Site/parking improvements to the southeast corner of campus

## LONG-RANGE MASTER PLAN 5-20 YEARS

- Dining/Conference Center
- Academic Building
- Residence Hall
- Additional Campus Expansion

**SHORT-TERM /  
LONG-RANGE**

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



## ELEMENTS

- Residential buildings between Pleasant Street and Sports Center are removed to create open space connection
- Welcome Center at University Drive and Pleasant Street
- Expanded parking behind Old Model School
- Bell tower on central quad and pedestrian spine
- University Drive is a loop road behind Armory
- Student Center at Nowland Hall
- Future residence hall at intersection of Pleasant Street and Armory Road
- Future Academic Building across from Nadeau Hall with quad to extend campus towards river



## ELEMENTS

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



## FACILITIES ANALYSIS

- UMFK's facilities include a large amount of very small buildings (houses) and many are over 50 years old. The small buildings are challenging for UMFK to utilize with programs and to maintain. These small residential buildings are costly in terms of poorly utilized spaces and in terms of maintenance, upkeep, and retrofit requirements.
- UMFK utilizes two central heating plants. Each plant is powered by a biomass boiler connected to central heating loops. Some newer boilers throughout campus remain active in their facility to provide additional capacity for the loop system. UMFK operates using 44% less energy than the national median for campuses its size.



7.1





7.1

## ELEMENTS

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017



## FINAL RECOMMENDATIONS

- **Improve campus communication by creating an iconic Welcome Center, visual gateways, gateway signage elements at University Drive and Pleasant Street and utilizing material and design standards to unify UMFK campus elements.**
- **Improve and clarify the existing campus quadrangle. Remove several small campus buildings and add a West quadrangle to open views to the Sports Center, The Lodge, and event parking.**
- **Modify University Drive and East Campus parking to improve flow, safety, and add convenient parking spaces.**
- **Strategically renovate certain buildings on campus to improve adjacencies to compatible programs. Modify education spaces to better align with current educational needs. Upgrade finishes, furniture, equipment, accessibility, and life safety for several campus buildings.**
- **Remove buildings that are liabilities to UMFK in facility cost and/or inadequate spaces and replace with new facilities without adding to current campus gross square footage.**

## SUMMARY

- UMFK is a community and cultural center for Fort Kent and St John Valley
- Fox Auditorium is used frequently for cultural and community events
- Welcome Center would create a front door; navigation issues to and throughout campus
- Recreation amenities wanted to draw townspeople
- Based on an inclusive process, the plan provides a roadmap for UMFK's future
- In the end, plan is all about student and community needs as we move the campus forward



7.1

## SUMMARY

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017





# FINAL CONCEPT

UNIVERSITY OF MAINE AT FORT KENT - FACILITIES MASTER PLAN  
FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE  
JUNE 2017





### AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Philippi Hall Envelope Improvements, USM
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:**                      **BOARD ACTION:**                      X
- 4. **BACKGROUND:**

8

The University of Maine System acting through the University of Southern Maine requests authorization to expend up to \$700,000 to rehabilitate the envelope of Philippi Hall on the USM Gorham campus, including roof repairs and new siding and other improvements. The funding for this project is E&G reserves.

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 within the Committee’s purview to approve without further consideration by the full Board.

This project includes full replacement of all original siding and trim material, replacement and reconstruction of the roof systems and repairs to the masonry members. The exterior wall system of Philippi Hall, constructed in 2001, has failed in numerous locations leading to deterioration of the composite material. Continued failure of the siding and trim may result in water infiltrating the building, causing further damage to interior finishes and other complications.

This project will address those issues and will increase the life expectancy of the facility.

The construction is anticipated to be phased over two summer periods so as to reduce the impact on the Residential Life summer camp schedule and to provide ample time for the contractors to perform the work.

Philippi Hall was constructed in 2001 for use as a residential hall on the Gorham campus. The facility is approximately 60,000 gross square feet and houses approximately 200 students in doubles, singles and 3 to 4 person suites used primarily by the upper class population during the academic year. The facility also houses overnight summer camp attendees.

The Sightlines Net Asset Value of this building is estimated at 65. This project is not expected to negatively impact the operating or maintenance costs.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees, acting through the Finance/Facilities/Technology Committee, authorizes the University of Southern Maine to expend up to \$700,000 in Campus funds for envelope and associated improvements at Philippi Hall in Gorham.

6/21/2017



## AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Ground Lease Authorization, UM
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:**                    **BOARD ACTION:**                    X
- 4. **BACKGROUND:**

The University of Maine System acting through the University of Maine requests authorization to enter into a ground lease for up to 30 years with the Phi Eta Kappa Building Association for the property located at 107 College Avenue, Orono Maine.

The land in question has been leased by the building association for the last 50 years for the purpose of operating a University recognized fraternity house. The structure located on the land is owned by the building association and subject to the terms of the ground lease with the University. The proposed lease would replace the old lease which term ends this year for the same operating purpose.

This request is pursuant to Board policy 802, which requires leases with a total value of greater than \$100,000 or a term of greater than 5 years 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 lease would be effective starting approximately July 1, 2017, at an annual rent of \$1 for a thirty-year term, with the option to renew. The renewal terms would be negotiated at the time of the renewal. The duration is sufficient to require Trustee consideration.

- 5. **TEXT OF PROPOSED RESOLUTION:**

That the Finance, Facilities and Technology Committee forwards this item to the Consent Agenda at the July 17, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine to enter a ground lease for the land at 107 College Avenue, Orono for the term of thirty years with all final terms and conditions subject to review and approval of the University of Maine System Treasurer and General Counsel.

6/21/2017



## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Darling Marine Center Waterfront Infrastructure Improvement, UM
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:**                      **BOARD ACTION:**                      X
4. **BACKGROUND:**

The University of Maine System acting through the University of Maine requests authorization to expend up to \$3 million for the Darling Marine Center (DMC) Waterfront Infrastructure Improvement project. Resources for this project include funding from a State of Maine Marine Bond, Campus Reserves and a pending and matching federal Economic Development Agency grant.

This request is pursuant to Board policy 701 which requires Trustee approval for projects with a total budget of over \$500,000. In this case, the request is to approve and to forward this matter to the Consent Agenda of the Board of Trustees.

This waterfront infrastructure project represents a revitalization of existing facilities. The Darling Marine Center is a University of Maine marine research and education facility located in Walpole, Maine, on the eastern side of the Damariscotta River. The infrastructure supports coastal and offshore marine research and education; buoy and ocean sensor operations critical for ecosystem monitoring and Maine's marine economy; applied research and development in collaboration with the marine aquaculture and fisheries industries, and citizen science.

This project has been identified by the DMC Strategic Plan and the Phase I DMC Master Plan by Harriman as essential to continuing the DMC's and University of Maine's mission. The proposed project will also have a statewide impact as the DMC's applied research on commercially valuable marine species and its partnerships with marine businesses and management agencies, support local economies throughout the state.

The overall project is intended to improve shoreline infrastructure by revitalizing existing structures, utilities and features that support marine research activities as follows:

**A. Pier Replacement: \$1.7 million**

The purpose of the pier replacement is to replace the existing pier, originally constructed in the 1960s, to restore full service in support of the Center. The replacement pier will be



a concrete structure, approximately 94 feet by 19 feet. It will replace the existing and currently closed pier. The existing abutment and caissons will be rehabilitated and re-used, such that the new pier will be located in the same location and avoid new or adverse impacts to submerged areas. The preliminary design includes a jib crane, pedestrian gangway(s), and multiple concrete floats to optimize available dock area and water access. The existing pier is a concrete and steel structure with a gangway and floats that provides vehicle and pedestrian access to the water for vessel loading and research activities. The existing pier has reached the end of its lifespan and its replacement is essential to maintaining marine research through support of vessel operations, diving, and other water-dependent activities. This work accounts for an estimated \$1.7 million of the total project.

**B. Flowing Seawater Laboratory Renovation: \$1.05 million**

This portion of the project will partially renovate the flowing seawater laboratory to improve its use and efficiency. This lab allows for marine research using actual seawater pumped from the estuary. This is unique among land grant universities and provides critical research opportunities for Maine researchers, students and industry partners. The new layout will more effectively distribute seawater throughout the facility and allow for multiple trials critical to the health of economically important fished and farmed seafood species to be performed simultaneously through the use of various-sized tanks. The flowing seawater lab was most recently renovated more than 25 years ago and the original building is more than 40 years old. This work is estimated at \$1.05 million.

**C. Upgrades to Flowing Seawater Infrastructure: \$250,000**

These upgrades will consist of upgrading the pump system that provides flowing seawater to the laboratory building to a more efficient and modern pump station. This work is budgeted to cost approximately \$250,000.

No new square footage is involved in this project. The facilities at the Center have not been tracked by Sightlines so current estimated net asset value is unavailable. The maintenance, utility and operation costs once these improvements are completed are not expected to change materially and will continue to be covered through the DMC's budget. Pending award of the Federal grant, design is expected to begin immediately following award with construction beginning as early as August 2017 and completion of all phases by the end of calendar year 2018.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Finance, Facilities and Technology Committee forwards to the Consent Agenda for approval at the July 17, 2017, Board of Trustees meeting the following resolution:

That the Board of Trustees approves the University of Maine to expend up to \$3,000,000 including \$650,000 in Marine Bond, \$850,000 in Campus reserves, and \$1,500,000 in Federal grant funding for the Darling Marine Center Waterfront Infrastructure Improvement project, dependent upon final approval of the pending federal grant application.

06/21/2017



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## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Update Cooperative Extension Diagnostic and Research Center, UM
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **BACKGROUND:**

The University of Maine System acting through the University of Maine requests to increase the total project authorization for the Cooperative Extension Diagnostic and Research Center project by \$400,000 or approximately 4.5 percent, for a new total of up to \$9.4 million. The additional funding comes from the State supplemental budget for fiscal year 2017 for Cooperative Extension to fund additional equipment and needs.

This request is pursuant to Trustee policy 701 requiring Trustee approval for increases to Board approved projects. The Trustees approved the original building project for \$9 million in July of 2015. The prior Agenda sheet is attached for reference.

The University also requests approval to build up to 2,000 square feet of new space to accommodate a greenhouse and storage space at the Center. The construction will support plant and insect pathogen research at the facility.

This portion of the request is pursuant to Trustee policy prohibiting net increases in space without Trustee authorization. The University is proposing to offset this new space through removal of storage and modular trailers on the main campus, removals which already are approved by the Treasurer and will be implemented by the University in the course of the project.

The greenhouse and storage will encompass up to 2,000 gross square feet. The construction will include two greenhouses each 20 feet by 21 feet connected by a head house of approximately 20 feet by 12 feet. Up to 600 square feet of exterior storage for gas-powered equipment and field equipment will also be provided.

This change in square footage will be tracked in the campus' list of assets and will be offset by the removals referenced above.

The work that takes place in the new facility will benefit commercial farmers and the ornamental horticulture industry including nursery and greenhouse operations. The facility will also generate information that will aid backyard gardeners and homeowners. The greenhouse will be used for research including trials for commercial growers or pest management strategies in cooperation with the Maine Board of Pesticides Control.

The investment will enhance and expand the capacity for Cooperative Extension's outreach and education and improve the quality of service and communication for Maine citizens, businesses, state government, and other customers of the plant, animal, and insect diagnostic services.

The maintenance and utility costs of the new structures associated with the new funding are expected to be less than \$3,000 and will be paid with funds identified by the University of Maine Chief Business Officer. Other operating costs will be covered by Cooperative Extension operating budget and service revenue.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees acting through the Finance, Facilities and Technology Committee authorizes the University of Maine to increase the Cooperative Extension Diagnostic and Research Center project budget by \$400,000 to a new total of up to \$9,400,000.

Also, that the Finance, Facilities and Technology Committee forwards this item to the Consent Agenda at the July 17, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the addition of up to 2,000 square feet for construction of a greenhouse and storage facility at the University of Maine.

6/21/2017



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## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Cooperative Extension Diagnostic and Research Center, UM
2. **INITIATED BY:** James H. Page, Chancellor
3. **BOARD INFORMATION:** **BOARD ACTION: X**
4. **BACKGROUND:**

The University of Maine requests approval to expend up to \$9 million to build the Cooperative Extension Diagnostic and Research Center. The funding sources include: \$8 million from State of Maine General Obligation Bond funding (voter approved in November of 2014) plus \$250,000 each from the University of Maine System and UMaine Cooperative Extension as match, and \$500,000 for laboratory equipment in grant funds from the Maine Technology Institute.

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.

Additionally, increases in facility space now are presented to the Committee for consideration per the Administrative Review in Facilities Management. The final report, approved by the Board of Trustees in March, 2015, asked the University to adopt processes such that any project which would result in any net increase in the University of Maine System's footprint, including new leases or renewals, would be considered by the Finance, Facilities and Technology Committee of the Board of Trustees or the full Board of Trustees before being authorized. The request involves an increase of approximately 12,000 square feet of building space on this campus. Maintenance and Utility costs are expected to be approximately \$93,000 annually and will be covered centrally. Operating costs will be covered by Cooperative Extension operating budget and service revenue.

As part of Maine's land-grant university, the mission of the University of Maine Cooperative Extension includes providing service to Maine businesses, farms, governments, and communities by developing research-based solutions to agricultural and economic challenges. The Cooperative Extension Diagnostic and Research Center will be a new, efficiently designed facility to improve delivery of the services currently offered. Given the importance of this facility to the citizens of Maine, the University continues to look for additional funding opportunities to enable the facility to provide the best, most comprehensive service. Future changes in scope are possible contingent on such funding.

The project includes the construction of a research and diagnostic laboratory for study of animal, plant and insect disease. The labs will provide a variety of diagnostic services including necropsy, microbiology, virology, pathology and special research support. The facility specifically will house Cooperative Extension's Tick Identification Laboratory which will be the only lab in Maine able to test for disease-causing agents transmitted by ticks. The multi-use building will include biological laboratories, bio-containment laboratories, necropsy suite, teaching facilities, offices and public spaces. The facility will be located on existing University of Maine property served by University Park Road and existing infrastructure and will be apart from but proximate to the primary campus.

The proposed schedule for the project is to complete design during the fall and early winter of 2015 followed by construction from winter 2015/2016 to completion before the end of 2016.

The Finance, Facilities and Technology Committee approved this recommendation to be forwarded to the Consent Agenda for Board of Trustees approval at the July 20, 2015 Board meeting.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees approve the recommendation of the Finance, Facilities and Technology Committee to authorize the expenditure of up to \$9,000,000 from State Bond, the Maine Technology Institute, and University funds to construct the Cooperative Extension Diagnostic and Research Center.

07/09/2015



## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** System-Wide Energy Team Report
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:**           X                   **BOARD ACTION:**
4. **BACKGROUND:**

The 2017 System-wide Energy & Environmental Sustainability Initiatives Report will be presented to the Committee. The report is regarding the energy-related key performance indicators adopted by Trustees and generally summarizes facility-related energy and sustainability progress within the University of Maine System.

This report complements the March 2017 Sightlines "State of Facilities" Report. This current report focuses particularly on four energy specific key performance indicators which were adopted by Trustees in March of 2015. These metrics advance the outcomes set by Trustees primarily by focusing on the University's fiscal positioning.

In brief, the report includes these findings:

- UMS has reduced its price of energy relative to 2006, and is lower than its peers.
- UMS has reduced its consumption of energy relative to 2006 and is lower than peers.
- UMS has realized tens of millions of dollars in avoided costs compared with peers.
- Total emissions have decreased 34% since FY2006.
- Energy comprises a substantial expense for the University and warrants focus.

Additional observations in the report include:

- Years of collaboration and focused effort have produced real results.
- Most of the significant investments have been largely supply-side initiatives.
- Supply-side opportunities still exist, but demand-side projects should be considered.
- UMS should continue to report on these metrics.

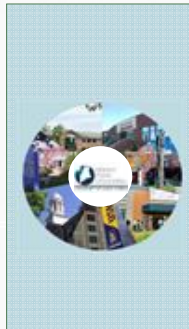
A complete copy of the report is attached here for review and reference. In keeping with recent guidance from Trustees, it includes an executive summary and only a condensed version of the report will be presented at the meeting.

The System-wide Energy Team is comprised of energy, facility and sustainability personnel from across the state. The Trustees in 2015 encouraged this group to continue meeting and to continue reporting on this issue and on the team's work, which it has done and continues to do approximately annually.

6/21/2017

# SYSTEM-WIDE ENERGY & ENVIRONMENTAL SUSTAINABILITY INITIATIVES -- 2017 REPORT

UNIVERSITY OF MAINE SYSTEM



Rev.20170614\*

## EXECUTIVE SUMMARY

**The University of Maine System's four core energy metrics, approved by Trustees in March 2015, are:**

- KPI 6 - Energy Cost per GSF
- KPI 11 - Energy Cost per MMBTU Consumed
- KPI 12 - Energy Consumption per GSF
- KPI 13 - Gross Emissions of Carbon Dioxide

**For the period from FY2006 through FY2016, among other findings:**

- UMS has reduced its price of energy relative to 2006, and is lower than its Peer Group.
- UMS has reduced its consumption of energy relative to 2006, and is lower than its Peer Group.
- Relative to its Peer Group, UMS has realized tens of millions of dollars in avoided energy costs.
- Total emissions have decreased 34% since FY2006.



## EXECUTIVE SUMMARY

**These metrics advance the outcomes set by Trustees primarily by focusing on the University's fiscal positioning:**

- To a certain extent, other metrics, such as carbon metrics, also relate to additional outcomes and policies, and all the cost metrics ultimately are indirectly connected to recruitment and enrollment.
- When approving these metrics, Trustees also recommended the system-wide wide energy team continue to meet. That stakeholder group has helped lead and accomplish the work represented in this updated report and generated the report.

### **Conclusions and Next Steps**

- Years of collective work have resulted in strong performance metrics.
- Most of the significant investments have been largely supply-side energy management initiatives.
- Attractive supply-side opportunities still exist, but demand-side opportunities should be considered.
- UMS should continue to report on these metrics.

## INTRODUCTION

- The System Energy Team was formed in 2010, its purpose, to serve as an enterprise-wide virtual energy manager, identifying and realizing opportunities to lessen the System's energy costs and environmental impact. Team members accomplish this objective by sharing their respective information, expertise, and perspectives while recognizing 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.
- In 2015 the University of Maine System Board of Trustees affirmed the role of the System Energy Team, and took significant action through the adoption of the key performance indicators, intended to measure the performance of the Facilities Management function system-wide and inform decision making to identify opportunities for improvement.
- Although all thirteen KPIs are related to energy, four of the KPIs are direct energy metrics, which together reflect our energy efficiency, energy management effectiveness, and our environmental impact.
- Sightlines has been engaged to perform benchmark analysis of the thirteen KPIs, and they have provided multi-year analysis of the System's performance, such as was presented at the Board's March 2017 meeting.
- Today, the System Energy Team seeks to provide further detail and context for the System's performance as it relates to our four energy KPIs. This report reflects upon highlighted system-wide actions and initiatives over the last several years that have propelled us to our current standing, have revealed prudent management of limited resources, and have demonstrated our collective commitment to stewardship of the environment.

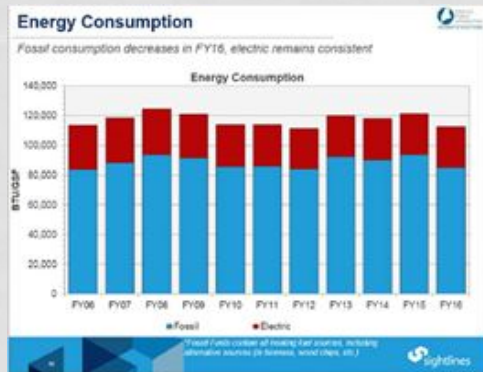
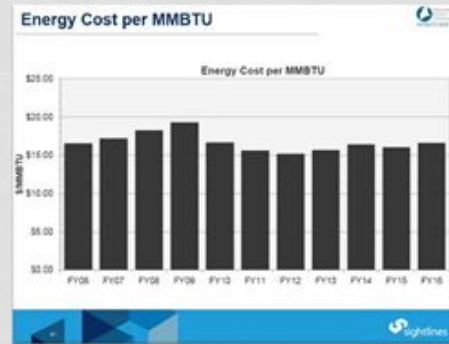
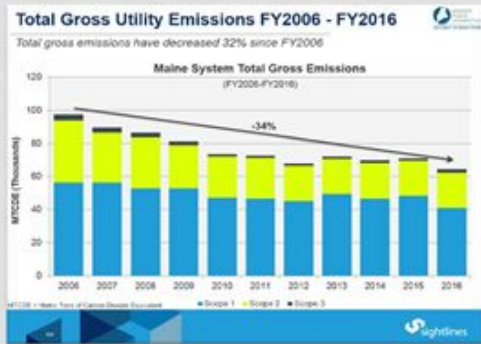
## CONTENTS

- The System's current energy profile
- Leadership in energy and the environment
- The Path Forward: Commitment, Planning, Opportunities

## THE SYSTEM'S CURRENT ENERGY PROFILE

12.1

# SYSTEM ENERGY PERFORMANCE



12.1

# LEADERSHIP IN ENERGY AND THE ENVIRONMENT

12.1

## TIMELINE OF SELECT INITIATIVES AND EVENTS

### 2006 Baseline Year:

- UMF Geothermal Heating and Cooling
- USM Abromson Community Education Center
- UMaine Advanced Structures and Composites Center

### 2008:

- UMF Education Center
- USM Wishcamper Center
- UMaine New Balance Student Rec Center
- USM Upperclass Hall
- UMaine Foster Student Innovation Center

### 2007:

- Second Nature Carbon Commitments (Formerly ACUPCC)
- UMF Francis Allen Black Hall
- UMPI Folsom Hall HVAC Upgrade with Air Source Heat Pumps
- USM Child Care Center
- UMA Katz Library Chiller and Air Handling Unit Replacement
- UMaine Master Plan

### 2009:

- UMPI Wind Turbine
- UMaine Central Plant Cogeneration Project (Backpressure Turbine)
- USM Osher Map Library
- UMA Katz Library controls upgrades
- UMaine Black Bear Orono Express Shuttle
- UMaine Wells Conference Center

## TIMELINE OF SELECT INITIATIVES AND EVENTS

### 2010:

- **UMPI Second Nature Climate Leadership Award**
- UMFK Powell Hall Renovation, Expansion, and Air-source Heat Pumps
- **UMS Energy Team formed**
- UMA Boiler replacements and upgrades: Bangor Campus Gymnasium and Gannett Building at the August Campus
- UMS Energy & Infrastructure Bond Project Funding: \$9,500,000
- UMF Perkins Parking Lot LED Lighting Project

### 2012:

- UMFK Biomass Pellet Boiler serving the Sports Center and the Lodge
- **UMA Natural Gas Conversion Project serving the Bangor campus**
- UMaine Boiler 8 Project
- USM Gorham Campus Lighting Project
- **UMaine Composting Facility**
- UMaine ASCC Offshore Wind Laboratory
- **UMaine Princeton Review Green Honor Roll**

### 2011:

- UMPI Pullen Hall Biomass Boiler Project and Solar Photovoltaic System
- UMF Emery Community Arts Center
- UMM Kilburn Commons Renovations (Bond Project)
- UMFK Sports Center Reconstruction (Bond Project)
- UMA-Bangor Dental Program at the College Center (Bond Project)
- USM Portland Central Heat Plant Natural Gas Conversion
- **UMaine Second Nature Climate Leadership Award**
- UMaine Single-stream recycling

### 2013:

- UMA Katz Library LED Lighting Project
- **UMA Natural Gas Conversion Project serving the Augusta campus**
- USM Gorham Central Plant Boiler Project
- Collaborative System-wide Energy Procurement
- UMaine Nutting Hall Renovation (Bond Project)
- UMaine Stewart Commons New Media Center (Bond Project) featured in Princeton Review's Green Colleges Guide
- UMaine receives EPA Environmental Merit Award in partnership with Second Nature



# TIMELINE OF SELECT INITIATIVES AND EVENTS

## 2014:

- UMFK Pleasant Street Academy Biomass District Heating Project
- UMF named a **Top Green College by Princeton Review**
- USM EPA Waste Wise Award
- USM EPA **Partner of the Year Award**
- USM Regional Food Recovery Award
- UMaine Emera Astronomy Center

## 2016:

- USM EPA Regional Food Recovery Award
- UMS Sets goal of **20% local food purchased for dining halls by 2020**
- USM EV Charging station installed at Abromson Center
- UMS **34% Reduction in Total Gross Emissions since 2006**

## 2015:

- UMM Compressed Natural Gas Project
- UMF **Biomass Central Heating Plant Project**
- UMA-Bangor LED Lighting Project at the Gymnasium
- UMS **Board of Trustees adoption of KPIs**
- USM EPA Regional Food Recovery Award
- Collaborative Energy Procurement - Energy Consultant - CES
- UMS **Board of Trustees votes to divest endowment from coal**
- UMaine First Level-2 electric vehicle charging station installed
- USM Solar Photovoltaic ("PV") array installed on Woodbury Campus Center

## 2017:

- Ten year anniversary of Carbon Commitments
- Environmental, Social, & Governance (ESG) principles considered in UMS managed investment pool**

## THE SYSTEM ENERGY TEAM

- In 2010, the University of Maine System formed the Collaborative System-wide Energy Management Committee.
- 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.

## COLLABORATIVE SYSTEM-WIDE ENERGY MANAGEMENT

- Working with and through the Office of Strategic Procurement, the System advertised a Request for Proposals for energy procurement consulting, which was awarded to Competitive Energy Services (“CES”) of Portland, Maine.
- Since July 2014, CES has provided a variety of services system-wide, including:
  - providing continuous energy market monitoring;
  - advising and assist with energy procurement decision making and risk analysis;
  - developing and issuing energy procurement RFBs and analysis of bids; and
  - providing energy and utility fiscal year price and budget forecasts (to select universities).

## KEY PERFORMANCE INDICATORS

1. Density: Number of users

2. NAV: Net Asset Value

3. Capital Expenditures on Existing Space; %CRV

4. Annual Facilities Operating Expenses; Maintenance, Custodial, Grounds, & Paid Utilities % GIR

5. Total Cost of Ownership (TCO);

6. Energy Cost per GSF

7. Annual Facilities Operating Expenses; Maintenance, Custodial, Grounds, & Paid Utilities % CRV

8. Annual Facilities Operating Expenses; Maintenance, Custodial, Grounds, & Paid Utilities per GSF

9. Preventive Maintenance/ Demand Maintenance; % Annual Expenditures

10. Coverage: FTE (Maintenance, Custodial, Grounds); per GSF

11. Energy Cost per Million BTUs

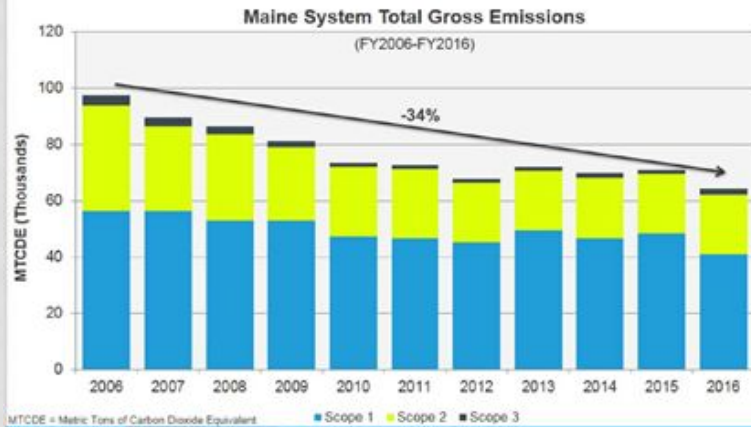
12. Energy BTUs per GSF

13. Carbon Emissions MTCDE

# KPI-13

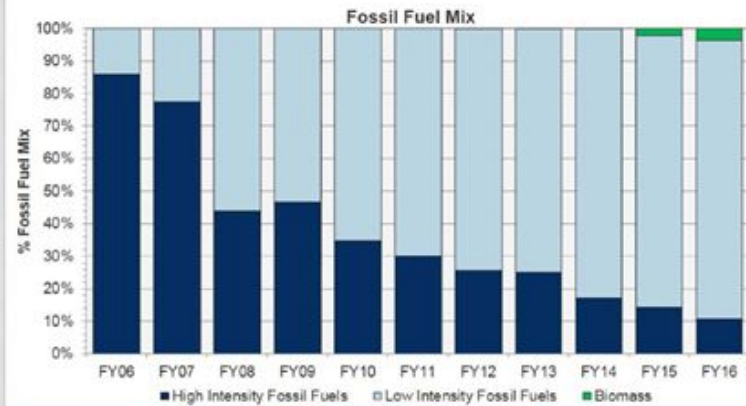
## Total Gross Utility Emissions FY2006 - FY2016

Total gross emissions have decreased 32% since FY2006



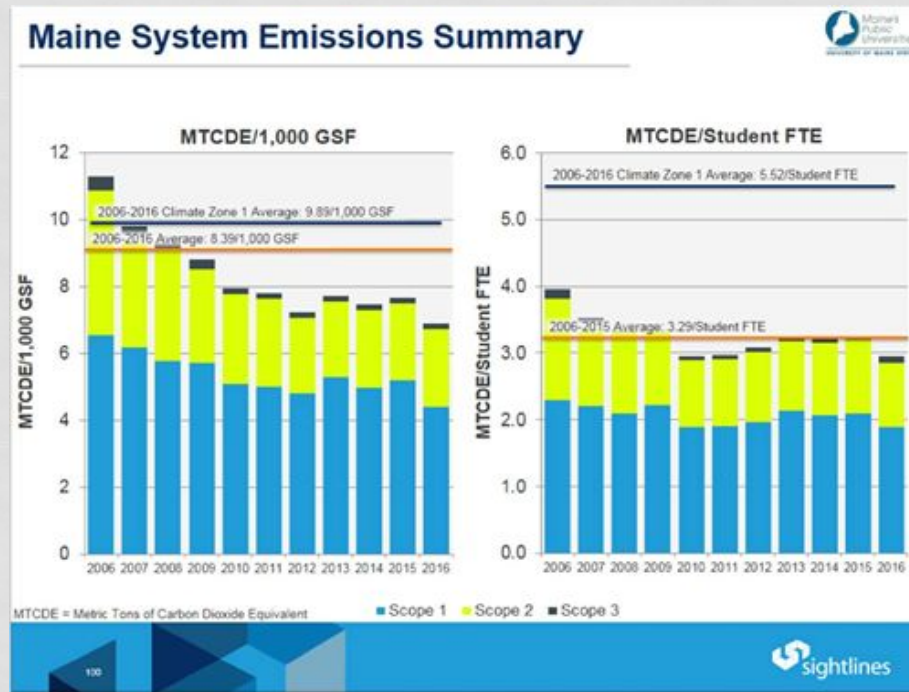
## UMS Shifting from High Carbon Intense Fossil Fuels

Biomass makes up 3% of the total fuel mix for the UMS



12.1

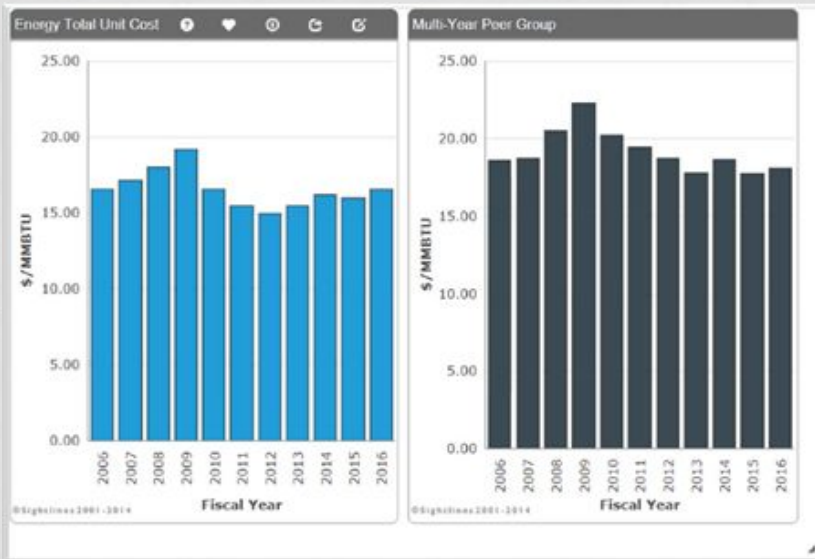
# BENCHMARK COMPARISON OF EMISSIONS



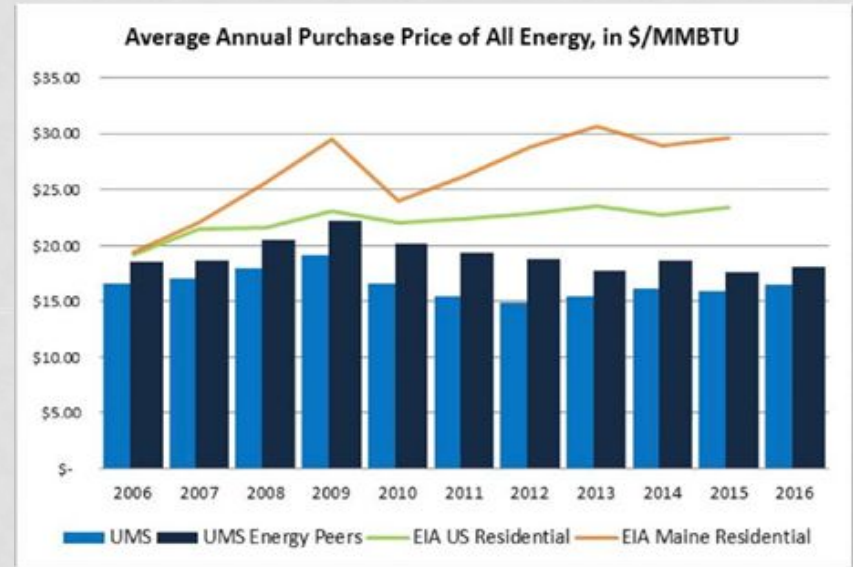
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# KPI-11 BENCHMARK COMPARISONS

Sightlines Peer Group Comparison

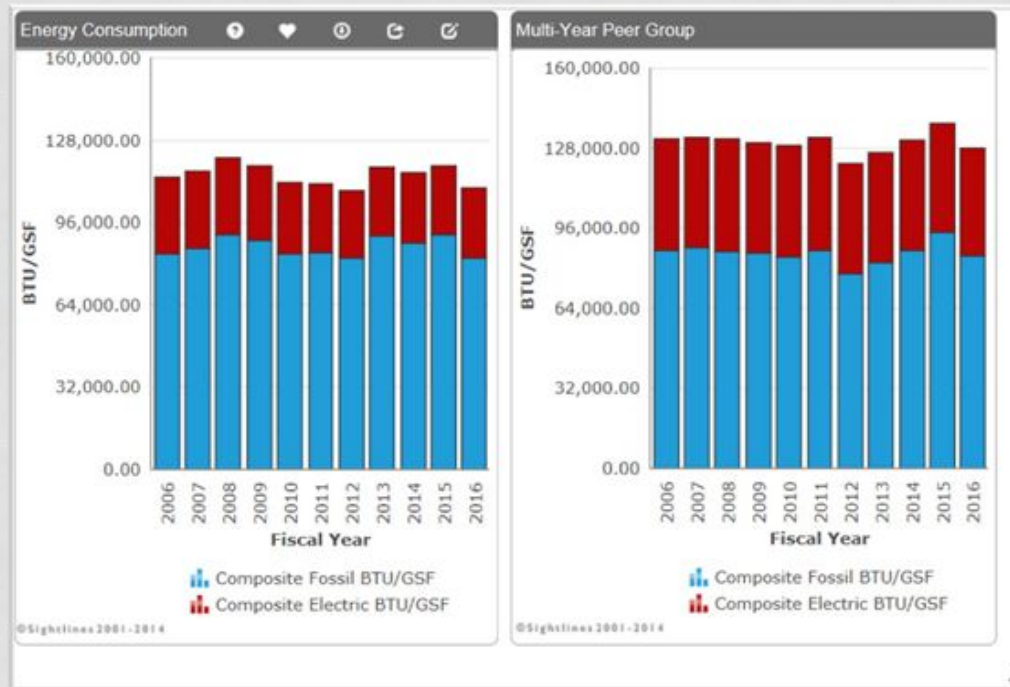


Sightlines & U.S. EIA Data Comparison



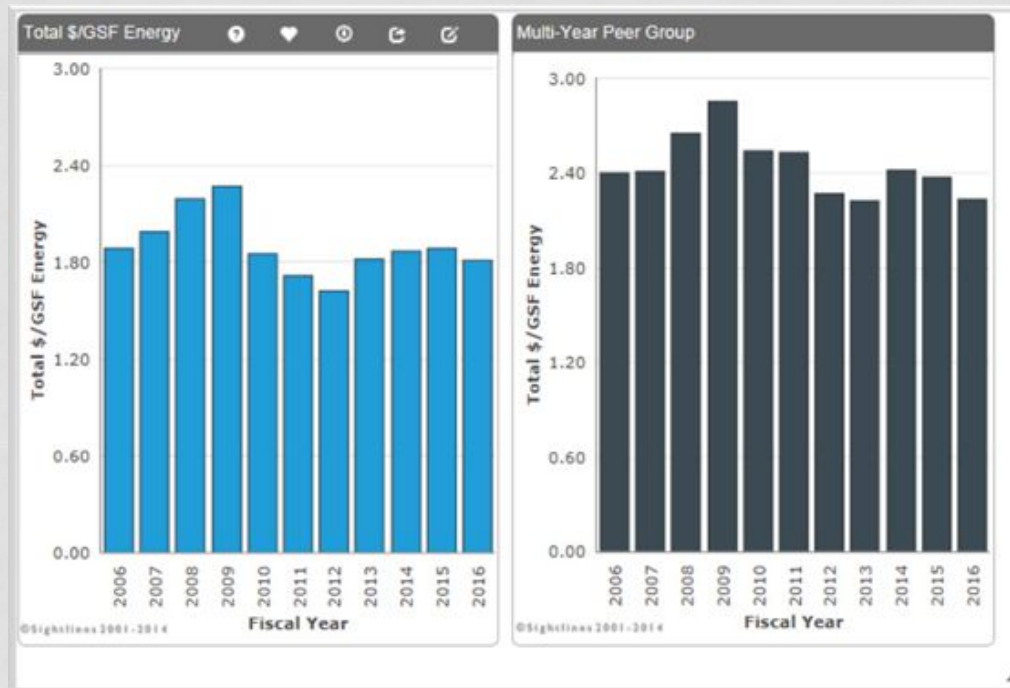
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## KPI-12 BENCHMARK COMPARISON





## KPI-6 BENCHMARK COMPARISON



# THE PATH FORWARD: COMMITMENT, PLANNING, OPPORTUNITIES

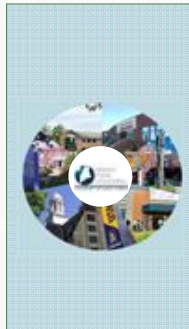
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## THE PATH FORWARD: COMMITMENT, PLANNING, OPPORTUNITIES

- Investments made to date continue to bear fruit.
- Continue prudent management of KPI outcomes in Facilities Management decision making, including those that pertain to system-wide Carbon Commitments.
- Direct the System focus on demand-side opportunities.
- Seek alternative financing mechanisms and project delivery methods, including:
  - UMaine RFP for Energy Solutions - underway
  - USM Energy Services Company solicitation for Energy Savings Performance Contracting - in development
- Funding sources exist through upcoming and ongoing opportunities, such as Efficiency Maine

# SYSTEM-WIDE ENERGY & ENVIRONMENTAL SUSTAINABILITY INITIATIVES -- 2017 REPORT

UNIVERSITY OF MAINE SYSTEM



12.1

## APPENDIX: FEATURED PROJECTS

## UNIVERSITY OF MAINE COMPOSTING FACILITY



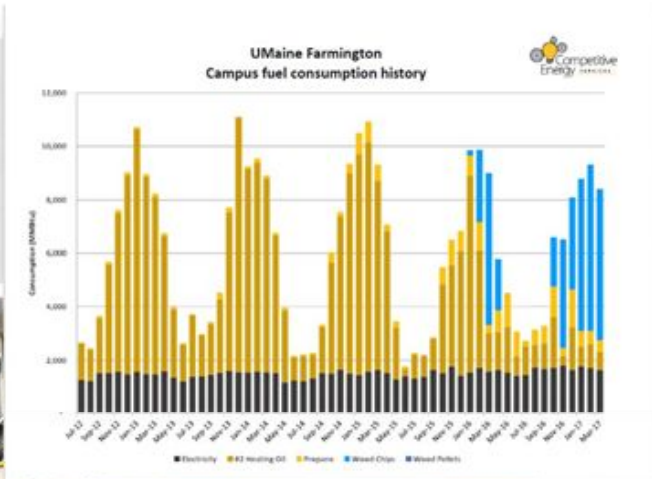
- A joint collaboration between the University of Maine Dining Services and University of Maine Cooperative Extension, this is the first facility for advanced composting of food waste in Maine.
- The project involved the installation of a 10-foot by 40-foot enclosed, automated composter.
- Since being installed in 2012, the University has composted in excess of 1,700,000 pounds of material, converting organic waste from campus dining facilities into a rich soil amendment used in UMaine landscaping and on university crop fields.



## UMA – CAMPUS NATURAL GAS CONVERSIONS IN AUGUSTA & BANGOR

- Through the collective efforts of the System-wide Energy Team’s members, UMA secured natural gas delivery agreements and contracted for conversion of the boilers at its Augusta and Bangor campuses.
- The combined projects cost approximately \$230,000, but cut fuel costs by nearly 50%, and yielded a 1.5 payback period.
- Additionally, most of the boilers were converted to include dual fuel capability, allowing UMA the flexibility to switch between natural gas and #2 fuel oil for maintenance, supply reliability, or price advantage.

# BIOMASS CENTRAL HEATING PLANT



- The Biomass Central Heating Plant project is complete and has successfully finished its first operating heating season. The chart provided displays the transition from UMF's oil/propane consumption to biomass (wood chip) consumption. In addition to the fuel swap the campus is also consuming less energy due to the conversion upgrade from steam systems to hot water systems in three of the campus residence halls.
- A summary the Project's financial metrics shows that the Plant is realizing a Simple Payback of 9.54 years, and 15 Year NPV of \$3,611,024.







**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:**

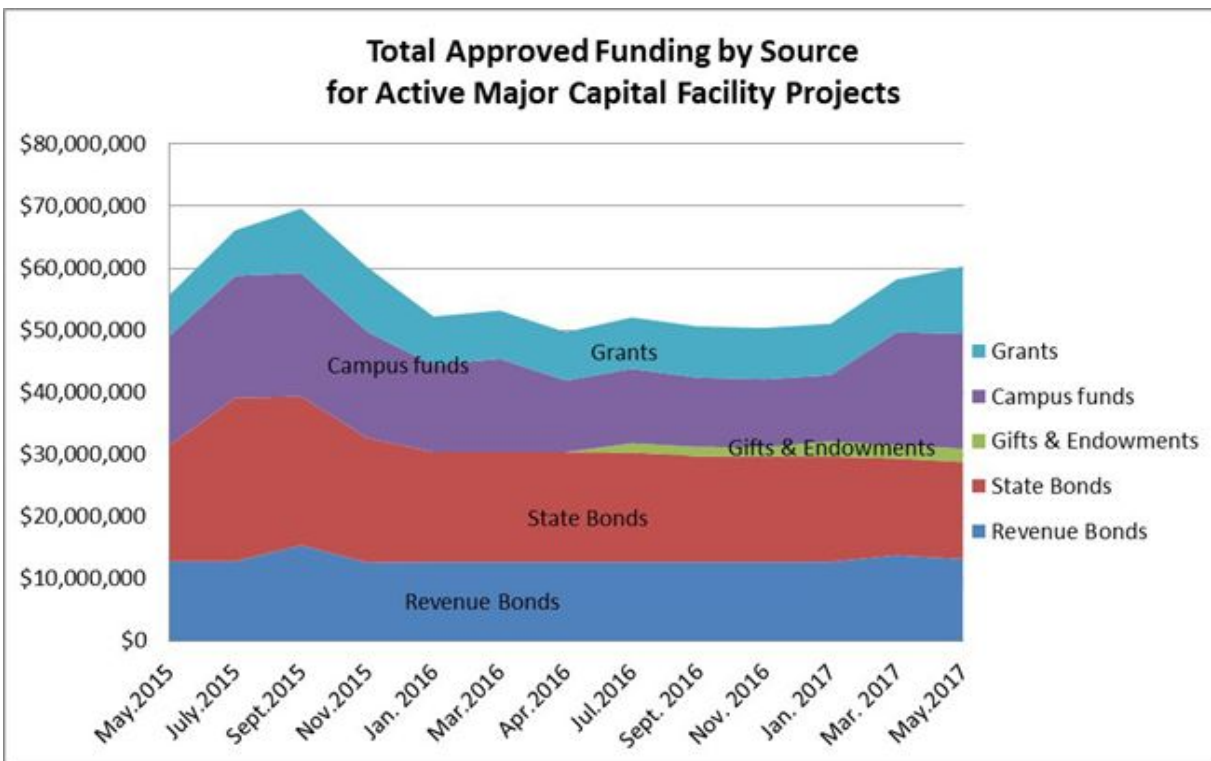
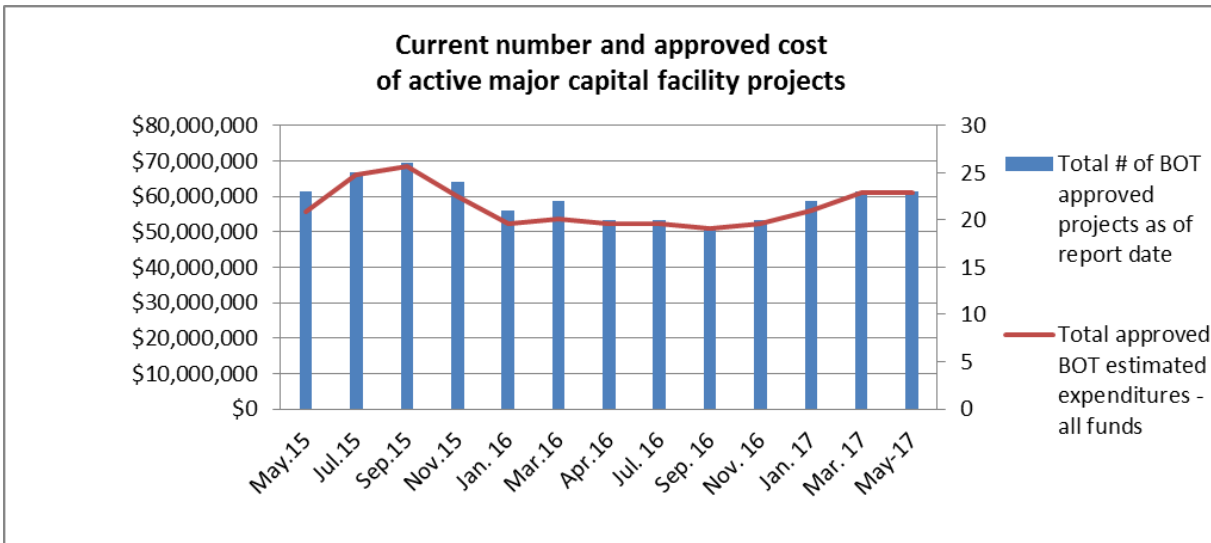
Attached is the Capital Project Status Report for the June 30, 2017 meeting of the Finance, Facilities, and Technology Committee. The report reflects a total of 23 projects, with no projects having been added or removed since the previous report. Other routine updates are as noted on the list.

Also, there is one item which is not of the scope or type that it is or should be captured by the attached list, but which was previously acted upon by Trustees and about which an update may be of interest to Trustees.

As approved by Trustees in July 2015, a series of six residential-scale facilities on the perimeter of the Portland campus of the University of Southern Maine – sometimes informally referenced as the White House’s primarily on Chamberlain Street - are newly leased to a non-University entity for interim repurposing and use. This makes the facilities available for other productive purposes and relieves the University of the operating costs for these facilities while USM carries out its master plan and contemplates the long-term future of the site. The lease agreement is the result of a publicly-advertised solicitation in 2016. The effective date of the lease with Avesta Housing was May 1, 2017.

The data in this report is effective as of May 31, 2017.

6/21/2017



6/21/2017

**Capital Project Status Report**  
**Board Approved Projects**  
**June 2017 - 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
<b>UM</b>								
Advanced Structures and Composites Center Expansion/ASCC Equip W2-Thermoplastics Lab/ASCC Equip W2 Tow Carriage (5100316, 5100414, 5100432)	Grants (84%), 2010 State Energy Bond (12%), Gifts (4%)	Project 5100316 is Complete, Project 5100414 remains as Design in Progress, Project 5100432 is Design in Progress	2014	2017	\$6,400,000	\$10,400,000	89%	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 (99%), Campus E&G Funds (<1%), Grants (<1%)	Construction in Progress	2016	2017	\$9,000,000	\$9,000,000	33%	BOT approved \$9M in July, 2015.
Aquatic Animal Health Facility (5100440)	Grants (50%) Campus Funds (50%)	Design in Progress	2017	2017	\$2,300,000	\$2,300,000	2%	Board approved \$2.3M in January, 2017.
Barrow's Hall STEM Renovations (5100424)	Campus E&G Funds (100%)	Construction in Progress	2017	2017	\$1,900,000	\$1,900,000	4%	Board approved \$1.9M in March, 2017
Memorial Union Bear's Den Renovations (5100427)	Campus AUX Funds (100%)	Construction in Progress	2017	2018	\$3,600,000	\$3,600,000	2%	Board approved \$3.6M in March, 2017
<b>UMA</b>								
Lewiston Hall Renovation (1100528)	Campus E&G Funds (100%)	Substantially Complete	2015	2017	\$1,000,000	\$1,000,000	99.6%	BOT approved \$1M in September, 2015. Note that an additional \$1M was authorized for this project as part of the 16 Central Street relocation and is being tracked for clarity as part of the 16 Central Street line of this report.
<b>UMF</b>								
Science Labs Renovations (Preble & Ricker (2100065, 2100068)	2013 Lab & Class State Bond (100%)	Substantially Complete	2014	2017	\$1,377,000	\$1,377,000	86%	Board approved \$1.377M in July 2014.
Central Heating Plant (2100066)	Revenue Bond (98%) Campus E&G Funds (2%)	Substantially Complete	2014	2017	\$11,000,000	\$11,440,000	99%	Board approved \$11M in July 2014. Board approved change of Energy Type in January 2015. Change in project cost to \$11.44M (4% change) approved by Chancellor in December 2016 per Trustee policy 701.
<b>UMFK</b>								
Forestry Geographic Info Sys Tech Labs/Nursing Lab Renov/Teleconf Ctr Upgrades (3100029 3100030 3100031)	2013 Lab & Class State Bond (100%)	Construction in Progress	2014	2017	\$1,200,000	\$1,200,000	96%	Board approved \$1.2M in May 2014.
<b>UMM</b>								
Science Building Laboratory Upgrades (4100027)	2013 Lab & Class State Bond (98%) E&G Funds (2%)	Substantially Complete	2014	2017	\$600,000	\$600,000	98%	Finance & Facilities Committee Approved \$600K in January, 2014.

**13.1**

Finance/Facilities/Technology Committee - Capital Projects 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
<b>UMM</b>								
Compressed Natural Gas Heating Conversion (4100028)	Revenue Bonds (100%)	Substantially Complete	2014	2017	\$1,800,000	\$1,800,000	84%	Board approved \$1.8M in July 2014.
Kimball Hall Demolition (4100031)	Campus E&G Funds (100%)	Substantially Complete	2015	2017	\$950,000	\$950,000	87%	BOT approval of \$950K in November 2015.
<b>UMPI</b>								
Folsom/Pullen Science Classroom & Laboratory Upgrades (7100009)	2013 Lab & Class State Bond (100%)	Construction Complete	2015	2017	\$1,200,000	\$1,200,000	87%	Board approved \$1.2M in March 2014.
<b>USM</b>								
Campus Card Access Install (6100271)	Campus E&G Funds (100%)	Construction in Progress	2017	2017	\$700,000	\$700,000	75%	Board approved \$700K in March, 2017.
Bio-Science Chemistry Lab (6100250)	2013 Lab & Class State Bond (100%)	Construction Complete	2015	2017	\$1,250,000	\$1,250,000	97%	BOT approved transfer of \$1.25M in July, 2015 from Payson-Smith Lab Renov (6100236).
Bailey Hall Lab Renovation (6100237)	2013 Lab & Class State Bond (100%)	Construction Complete	2014	2017	\$1,250,000	\$1,250,000	87%	Board approved \$1.25M in May 2014.
Gorham Softball Field Improvements (6200181)	Campus E&G Funds (100%)	Construction Complete	2015	2017	\$1,500,000	\$2,389,000	88%	BOT approved \$1.5M in July, 2015. Board approved increase to \$2.2M in March, 2016. Change in project cost to \$2.389M (8.6% change) approved by Chancellor in January 2017 per Trustee policy 701.
Wireless Infrastructure Upgrade (6100255 256 257 258 259 260)	Campus E&G Funds (100%)	Construction Complete	2015	2017	\$1,900,000	\$1,900,000	96%	BOT approved \$1.9M in September, 2015.
Brooks Kitchen Exhaust Upgrade (6100245)	Campus E&G Funds (100%)	Construction in Progress	2016	2017	\$819,000	\$893,000	34%	Board approved \$819,000 in March, 2016. Change in project cost to \$893K (9.04% change) approved by Chancellor in March 2017 per Trustee policy 701.
Costello Field House Floor Replacement (6100280)	Gifts & Endowments (100%)	Construction in Progress	2017	2017	\$900,000	\$900,000	63%	Board approved \$900,000 in November, 2016.
Science Building Renovations & Build-Out (6100274)	Campus E&G Funds (100%)	Construction in Progress	2017	2017	\$1,600,000	\$1,600,000	36%	Board approved \$1.6M in January, 2017.
Anderson Hall Renewal & Renovations (6200191, 6100272)	Campus E&G Funds (100%)	Construction in Progress	2017	2017	\$1,250,000	\$1,250,000	5%	Board approved \$1.25M in January, 2017.
<b>UMS</b>								
Improvements to existing space for relocation of personnel from 16 Central Street (8100022 8100023 8100025 8200055; 5200368 5100407 5100408 5200373 5200374)	Campus E&G Funds (100%)	Complete	2016	2017	\$1,000,000	\$2,000,000	83%	Board approved \$1M in March, 2015. BOT approved an additional \$1M in September, 2015. That additional funding is being tracked in this line for clarity but is being invested in project 1100528.
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 May 31, 2017 as a percentage of the current approved project estimate.	

13.1



## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Electronic Building Access Project, UMM
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:**                    **BOARD ACTION:** X
4. **BACKGROUND:**

The University of Maine System (UMS) acting through the University of Maine at Machias (UMM) requests authorization to expend up to \$571,000 in campus Administrative Savings Funds, for procurement and installation of a card access system to enhance and improve security on the campus.

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 scope of this project places it within the purview of the Committee to approve on behalf of the Board without further consideration by the full Board.

UMM will use the vendor selected following the UMS 2015 public, competitive solicitation process. Subsequent to this process, UMS entered a statewide contract to facilitate the transition to a unified electronic facility access system across all campuses in response to security concerns. This initiative did not request or provide any funding. Rather, each campus has the discretion about when and to what extent it avails itself of the contract to meet its needs within its own resources.

The UMM project consists of procurement and installation of door security systems by way of card readers in the following locations:

- at least one exterior door on each campus building;
- each door to enter a student room (Residence Halls);
- select additional interior door locations to allow controlled access to specific academic spaces outside normal hours.

Door monitoring devices will also be installed at all exterior doors.

The funding for this project will be from requested Administrative Savings Carry-Over Funds as reviewed at Tab 4 of the June 30, 2017, Finance, Facilities, and Technology Committee Agenda.

Upon approval of the project, the campus will move ahead with procurement of the material and labor with the intent of beginning installation as soon as feasible. The completion date is expected to be January of 2018.

Installation of this card access system will greatly improve security for the student rooms and Residence Halls as well as improve accountability and flexibility for access to other campus buildings outside of normal business/operating hours.

**5. TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees acting through the Finance, Facilities and Technology Committee authorizes the University of Maine at Machias to expend up to \$571,000 in Administrative Savings Funds for the installation of card access security systems across the campus.

6/28/2017