



Board of Trustees
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www.maine.edu

October 20, 2017

TO: Members of the Finance/Facilities/Technology Committee

FR: Ellen N. Doughty, Interim  Clerk of the Board

RE: **November 1, 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 **10:30 am to 12:30 pm on November 1, 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 – Alumni Center Conference Room, President’s Boardroom

UMFK – Alumni Conference Room, Nadeau Hall

UMPI – Executive Conference Room, Preble Hall

USM – 327 Wishcamper, Portland

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/>).

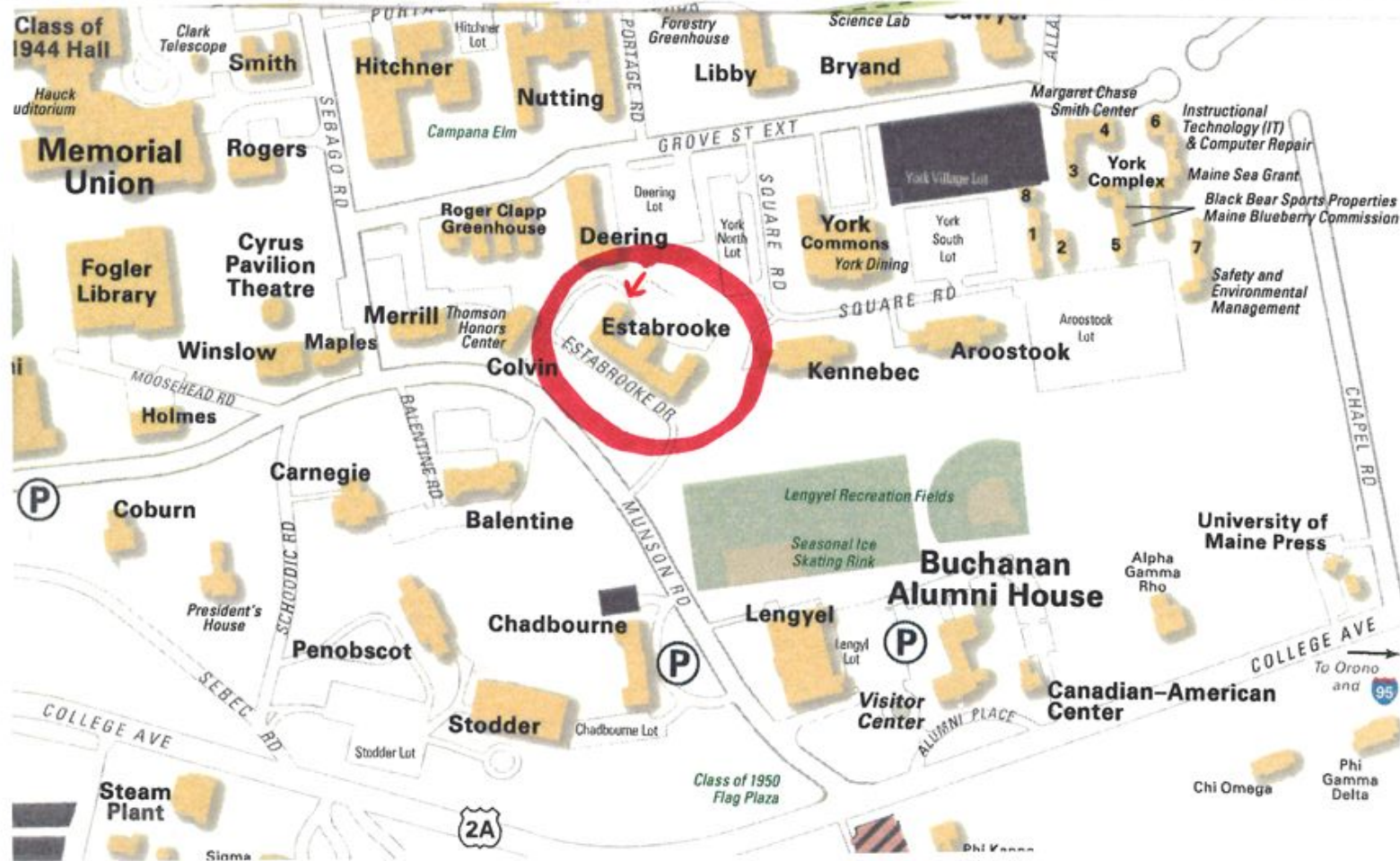
If you have questions about the meeting arrangements or accessing the meeting materials, please call me at 581-5840. If you have any questions or desire additional information about the agenda items, please call Ryan Low at 581-1541.

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

University of Maine System

15 Estabrooke Drive, Orono

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



Directions to the UMS located on the UMaine Campus

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

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

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

Board of Trustees

Finance, Facilities & Technology Committee

November 1, 2017, 10:30 am to 12:30 pm
Rudman Conference Room, 253 Estabrooke Hall, Orono

AGENDA

- 10:30 am Technology Items
- TAB 1 Review of Projects with a Value of \$250,000 or Greater
- 11:00 am Facilities Items
- TAB 2 Land Transfer for Roundabout, USM
- TAB 3 Land Transfer for New Roundabout, UM
- TAB 4 Lease Authorization, UMA
- TAB 5 Lease Amendment and Square Footage Increase, Blueberry Cove, UM
- TAB 6 Lease Request, USM
- TAB 7 Multiple Vehicle Replacement, UMS
- TAB 8 Capital Projects Status Report
- TAB 9 Aquatic Animal Health Facility Update, UM

Action items within the Committee purview are noted in green.

Items for Committee decisions and recommendations are noted in red.

Note: Times are estimated based upon the anticipated length for presentation or discussion of a particular topic.

An item may be brought up earlier or the order of items changed for effective deliberation of matters before the Committee.






AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Review of Projects with a Value of \$250,000 or Greater
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** **BOARD POLICY:**
5. **BACKGROUND:**

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

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

Status Update – October 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
4/2016	David Demers	12/2018		\$3,836,000	\$2,462,216	64%	

Status

Classroom renovations are nearing completion with only a few rooms remaining for fall installations. We are awaiting furniture on some of the campuses and temporary furniture has been put in place until the new furniture arrives. The team has set a hard deadline of January 2, 2018 for campuses and the team to finalize rooms that will be worked on during the summer of 2018.

After action reviews have been scheduled on all campuses in order to evaluate current processes and improve upon them for the next round of classroom renovations. Reassessments of all classrooms will be completed by October 20, 2017.

Three members of the Classrooms for the Future project team will attend the Educause 2017 Annual Conference in Philadelphia in November, 2017. They will share their experiences with this project through a formal presentation “Classrooms for the Future - Assessment, Engagement, Planning and Execution” as well as an informal poster presentation.

BUDGET SUMMARY

Campus	Allocation	% Committed to Date	\$\$ Not Yet Budgeted
PROJECT TOTAL			
UMM	\$95,900	96%	\$3,652
UMF	\$329,896	85%	\$50,896
UMaine	\$1,515,220	51%	\$736,520
UMPI	\$157,276	59%	\$64,276
USM	\$1,074,080	78%	\$239,480
UMFK	\$145,768	100%	\$0
UMA	\$517,860	54%	\$278,860

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

Campuses	Rooms By Project Setup	% Complete
UMA	Music Arts 124	100%
	RRSC 246	48%
	RRSC 248 & 255	100%
	UC Bath/Brunswick 114	100%
	UC Norway SoPar 114 & 206	95%
	UC Saco 111	98%
	UC Ellsworth 2 & 7	94%
	UC Rockland 410 & 413	94%
	Jewett 124, 180, 189, 190 & 291	99%
UMF	Roberts 205 & 207	94%
	Ricker Addition 202, 205	95%
	Roberts C23 & 131	96%
	Ricker Addition 217	98%
	Preble 117	98%
	Roberts 105, 107, 201, 203	98%
	Roberts 305	48%
	South 115	98%
	Education Center 6 & 113	96%
	UMaine	Shibles 202
DPC 105		90%
Neville 101		100%
Estabrook 130, 152		95%
Bennett 215		48%
Dunn 315 & 316		98%
South Stevens 106D		94%
DPC 107, 115, 117		85%

	Boardman 116	53%
	Boardman 118	98%
	Shibles 217, 313, 316	97%
	Nutting 100	98%
	Aubert 354	86%
	Hitchner 157	90%
	Jenness 102, 104, 108	96%
	Lengyel 127	90%
	Libby 220	90%
	Little 110, 120, 202, 206, 220	94%
	Lord 200	95%
	Colvin 401	91%
	Memorial Gym Complex 106 & 110 (ROTC Army)	94%
	Merrill 228a	90%
	Murray 102 & 106	90%
	N Stevens 235	90%
	Rogers 206	90%
	ROTC Navy 201	78%
	ROTC Navy 203	46%
	Deering 101c	91%
	Barrows 123, 131, 133	93%
	Balentine 129	97%
UMM	Torrey Hall 230, 232, 234	100%
	Torrey Hall 106	48%
	Powers 208 & 209	96%
	Science 114	96%
	Science 102 & 120	98%
UMFK	Powell 123	97%
	Cyr 113	97%

	Old Model School 11	81%
	Cyr 200 & 201	48%
UMPI	Folsom 206	97%
	Houlton 120 & 125	49%
	Pullen 113, 212, 216	98%
	Folsom 204 & 205	98%
USM	405 Bailey	98%
	John Mitchell 217	98%
	Payson Smith 301A	98%
	LB 103	48%
	Masterson 113	98%
	Bailey 208	98%
	Bailey 10, S113, 201, 202, 204, 205, 206, 207, S213, S215, 218, S312, S313, 315, L319, 320, L321, C402, C403, C404, 405,	98%
	Corthell 112, 211, 212	98%
	John Mitchell 151, 164, 181, 233, 235, 242, 252, 265, 270	48%
	LAC 287	98%
	LAC 210	48%
	LAC 211, 212, 214, 216, 218, 224	98%
	LB 208, 209, 241, 302, 303, 310, 326, 327, 402, 403, 410, 424, 425, 502, 503, 509, 510, 523, 524	98%
	Payson Smith 1, 41, 42, 44, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 211, 303, 304, 306	98%
	Wishcamper 103, 113, 417, 419/427	48%
Science 203, 403	48%	




**This includes classrooms that have budgets created with work to be performed this Summer and Fall 2017.

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 - October 2017

MaineStreet Improvements

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

Overview

This 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	Est. Budget	Budget Expended to Date	Project % Complete	Comments
4/2016	John Grover	2019	2019	\$2,000,000	\$51,734	15%	

Status

Faculty and student focus groups were conducted at each campus during the week of 9/18. The purpose of the focus group sessions was to collect direct input from faculty and students about their MaineStreet experience and about how a mobile app can improve MaineStreet functions essential to them. Berry Dunn will facilitated each of the sessions.

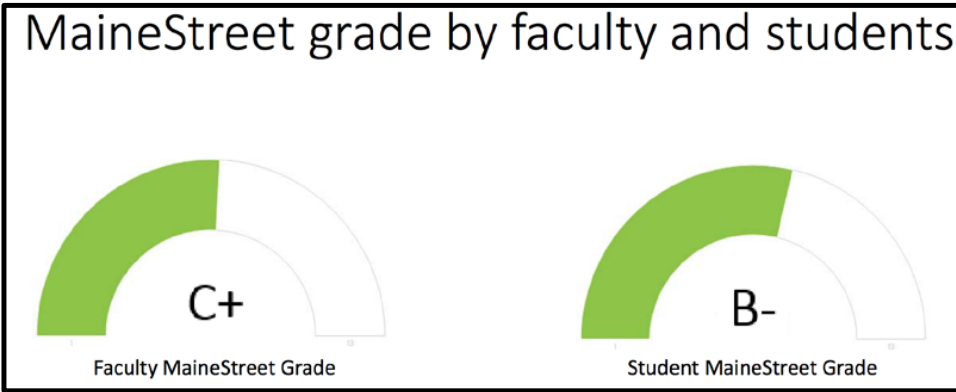
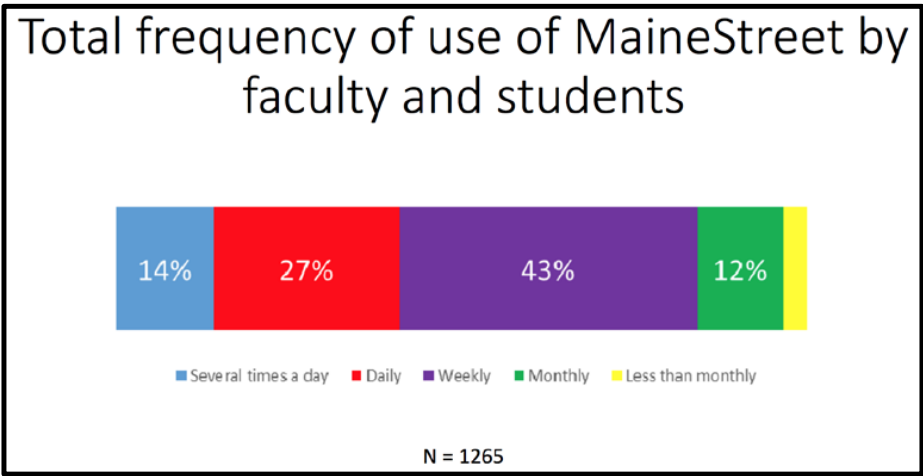
Given the mobile app features that will be introduced by the MaineStreet improvements project and the Guide component of upcoming EAB SSC - Guide/Campus project, the project teams will need to work together to ensure the mobile apps do not duplicate functions and that a seamless integration between the apps is developed.

The RFP process to select a vendor that provides tools to enhance and streamline the PeopleSoft user experience along with enabling mobile access will kick-off late October. The requirements gathered via the surveys, faculty and student focus groups, and peer institution consultations will help inform the RFP process.

Recently Completed

- [Peer Institution Research Summary](#)
- Initial set of functional/technical requirements.
- Conducted Faculty/Student survey - round two.
- Conducted Faculty/Student on-campus focus groups.
- Conducted meetings with UMS Registrars, Financial Aid Officers, Admissions staff to collect input about MaineStreet improvements that might not be raised via the student surveys and focus groups.
- Interviewed UMASS team that implemented a PeopleSoft sourced mobile app for their students.

Preliminary Survey Summaries (final report will be provided for next FFT meeting)

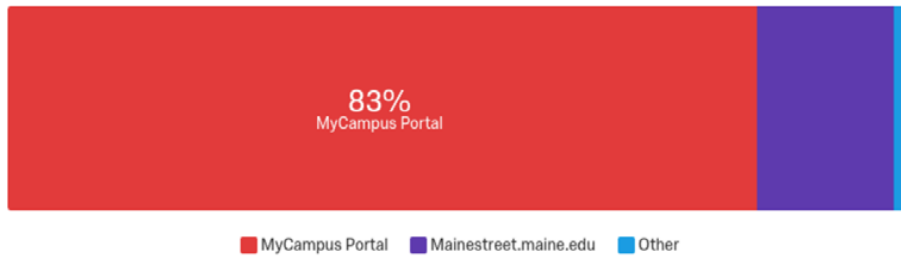


Devices used to access MaineStreet

Faculty			Students		
Device	%	Count	Device	%	Count
Desktop or Laptop	100%	145	Desktop or Laptop	100%	1121
E-reader	0%	0	E-reader	1%	9
Smartphone	17%	25	Smartphone	49%	554
Tablet	17%	24	Tablet	10%	117
Other:	0%	0	Other:	0%	5
Total: 145			Total: 1121		

How MaineStreet is accessed

Faculty Responses

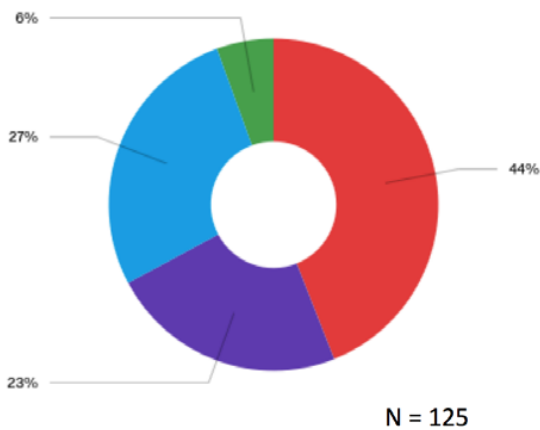


Student Responses

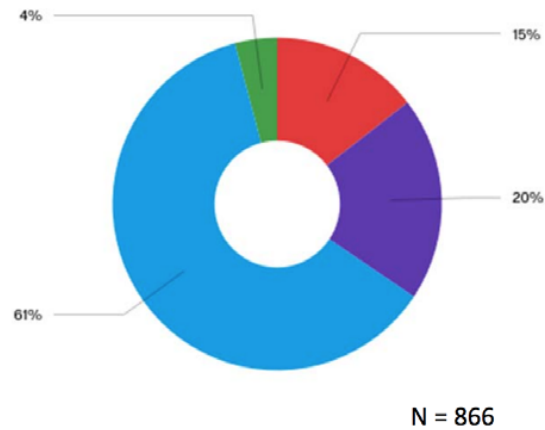


Would participants use a mobile app?

Faculty Responses



Student Responses



In Progress

- Compiling survey and focus group results for final report.
- Finalizing requirements documentation.
- Preparing for RFP process.

Risks

- EAB SSC Guide introduces some complexity to manage. We don't wish to contribute to "app fatigue" on those campuses implementing Guide, but we have other campuses that are not there yet. Guide will direct the students to web enabled pages which may be delivered as part of this project. Details and specifications are as yet unknown.

Status Update October 2017
UMS Wireless Infrastructure

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

Overview

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

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Est. Budget	Budget Expended/ Encumbered to Date	Project % Complete	Comments
4/2016	Jeff Letourneau			\$11,200,000	\$4,708,710 (plus \$717,149 encumbered)	40%	

Status

Over the past summer, eleven residence halls were upgraded with new infrastructure and wireless networks. Feedback from students has been very positive. In addition, upgrades to nine classroom buildings have been completed since June or are currently in progress. Focus for this project is shifting from residence halls that needed to be completed during summer break to academic buildings on the larger USM and UMaine campuses. The project team has worked with UMaine and USM leadership to prioritize classroom buildings. Major upgrades are underway in Bailey Hall at USM and Boardman and Bryand Global Sciences at UMaine. Estimates and project plans are underway for several other classroom buildings as shown in the tables below.

BUDGET SUMMARY

Campus	Allocation	% Budgeted to Date	\$\$ Not Yet Budgeted	% Expended & Encumbered to Date	\$\$ Expended & Encumbered	\$\$ Not Yet Expended
PROJECT TOTAL	\$11,820,000*	84%	\$1,846,900	46%	\$5,425,859	\$6,394,141
Equipment in Inventory					\$852,036	
System-wide Services	\$620,000	100%	\$0	77%	\$477,678	\$142,322
UM - Machias	\$403,200	92%	\$32,450	90%	\$361,825	\$41,375
UM - Farmington	\$1,444,800	95%	\$67,215	65%	\$946,303	\$498,497
UMaine	\$2,889,600	87%	\$364,050	23%	\$651,090	\$2,238,510
UM - Presque Isle	\$515,200	100%	\$135	88%	\$455,085	\$60,115
USM	\$5,017,600	73%	\$1,358,500	15%	\$772,396	\$4,245,204
UM - Fort Kent	\$369,600	100%	\$0	115%	\$425,084	-\$55,484
UM - Augusta	\$560,000	96%	\$24,550	86%	\$484,361	\$75,639

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

BUILDING SUMMARY

Complete ¹		Installation & Deployment Scheduled / In Progress ²		Planning - Not yet Budgeted
University of Maine at Augusta				
Augusta Lewiston Katz Jewett Randall	Eastport Camden Belfast Civic Center	Bangor College Center (20%)		
University of Maine at Farmington				
Mantor Library Dakin Black Mallett	Lockwood Purington Stone	Summer 2018 Scott North Scott West Scott South		Roberts Learning Center ³
University of Maine at Fort Kent				
Powell The Lodge Crocker		Winter Break 2017 Old Model School ³ Cyr ³		
University of Maine at Machias				
Torrey Hall / Merrill Library Reynolds	Powers Science Kilburn	Dorward ³ Sennett ³		
University of Maine at Presque Isle				
Park Emerson Merriman		Folsom-Pullen (67% - to be completed Winter Break 2017)		
University of Maine				
Fogler Library Shibles Bennett Rogers Jenness		<u>Begin 0-3 months</u> Boardman (61%) Bryand Global Science (68%) Aubert (25%) Estabrooke Core (5%) Corbett Crosby Lab	<u>Begin 3-6 months</u> Nutting (2%) Fernald (2%) Neville (90%) <u>Begin 6-9 months</u> Barrows (2%) Donald P Corbett (0%) Winslow (80%) Little (2%)	Murray Hall Colvin Hall Sculpture Building
University of Southern Maine				
Drawing Studio Print Studio Academy Building Law Building Wishcamper John Mitchell Cen		<u>Begin 0-3 months</u> Bailey (36%) Payson-Smith (9%) Science (49%) Abromson (2%)	<u>Begin 3-9 months</u> Luther-Bonney Glickman Library Masterton Hall	Corthell Lewiston-Auburn Brooks Dining Costell Complex Woodbury Sullivan Complex

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

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

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

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.

Status Update – October 2017**Upgrade Telecommunications Services, UM**

Overall status:	■	Change from previous report:	Completed
Budget status:	■	Change from previous report:	Within
Schedule status:	■	Change from previous report:	Completed

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	06/30/2017	\$2,100,000	\$2,064,579	100%	

Status




- Completed

Risks

- None noted

Status Update - October 2017

HR 9.2 Upgrade

Overall status:		Change from previous report:	None
Budget status:		Change from previous report:	Yes
Schedule status:		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. To expedite and achieve economies of scale, the project will also cover improvements in interfaces and systems that support the Benefits and Payroll Center of Excellence.

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Est. Budget	Budget Expended to Date	Project % Complete	Comments
6/2017	John Grover	Spring 2018	Spring 2018	\$850,000	\$147,824	10%	

Status

The project kick-off was conducted during the week of July 10. The project charter is completed and a baseline project plan has been finalized.

ERP Analysts (ERPA) are leading a functional process mapping effort to compare existing HR processes in version 9.1 with delivered processes in version 9.2. The process mapping also involves determining which previously implemented customizations can be retired and replaced by new functionality in version 9.2. ERPA and UMS team upgraded servers.

Recently Completed

- Project Kick-off
- Setup demonstration copy of HR version 9.2 to be used for the HR functional team’s review. This is a copy of HR version 9.2 as it is delivered from Oracle with sample oracle data.
- Designing/building infrastructure including 9.2 installation files, upgrade scripts and templates, and change assistant
- Backup of HRPROD (snapshot) and build of HRUPG92 with DB connectivity
- ERPA interviews with functional staff complete and overall process map drafted
- VPN and virtual workstations for ERPA set up

In Progress for Upgrade

- Group process maps being drafted for benefits, time and labor, payroll, compensation and performance management
- Preparing for upgrade pass #1
- Developing testing plans
- Developing communication and training plans
- Drafting lists of customizations, private queries, Crystal and SQR reports
- Weekly update meetings being conducted and quarterly review scheduled for October 24

In Progress for Interfaces and System Improvements

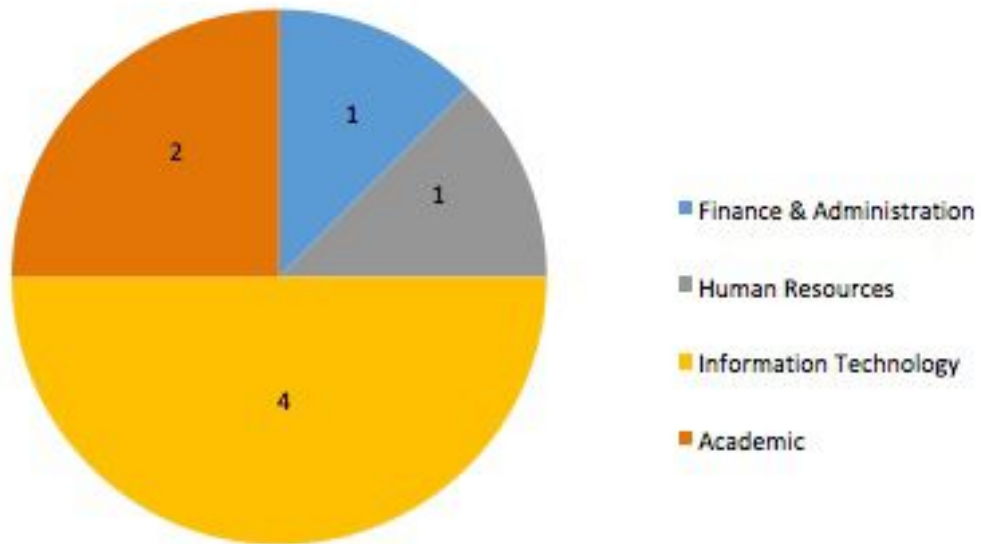
- Leave of Absence module
- Comp Time module
- Automating I-9 form processing
- Retirement file interface

- Benefits billing automation
- Tuition waiver form automation
- Add Pay request automation
- POI form automation
- Personnel Action Form automation
- Enable Terminations process
- Roth IRA
- Current manual work-arounds being compared to new capabilities in 9.2 with goal of eliminating manual tasks

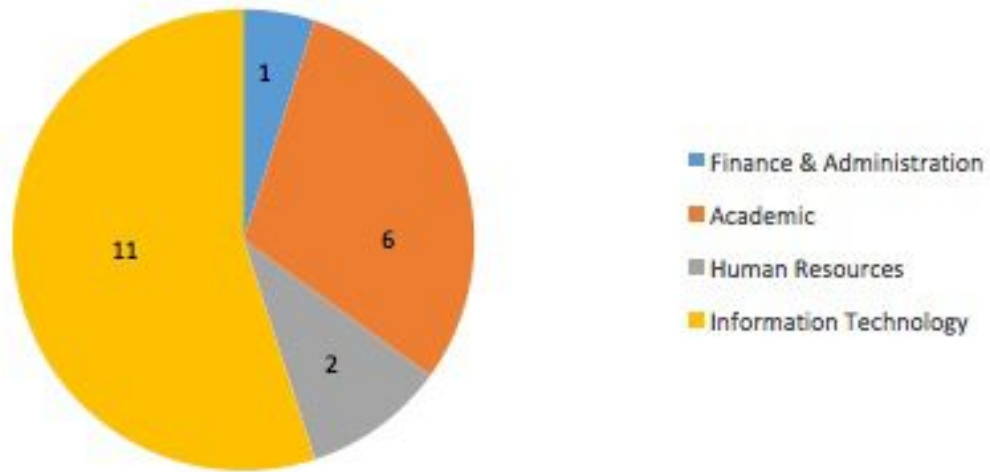
Risks

- Availability of HR staff
- Potential incompatibility between 9.2 and existing customizations, interfaces, reports or other

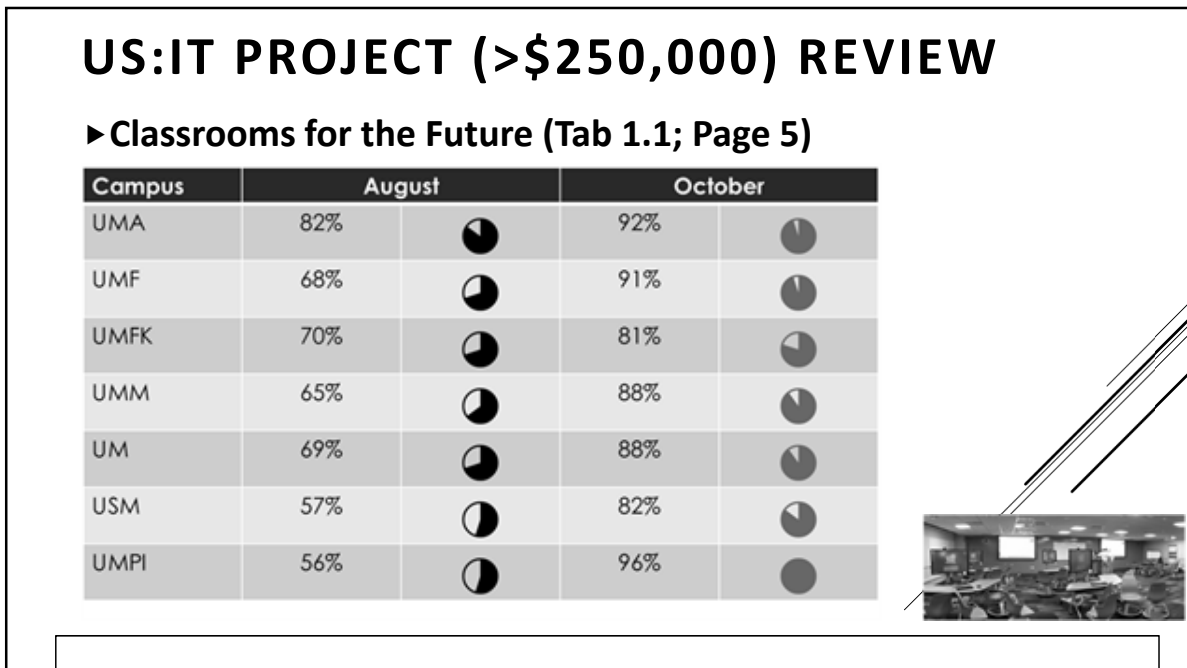
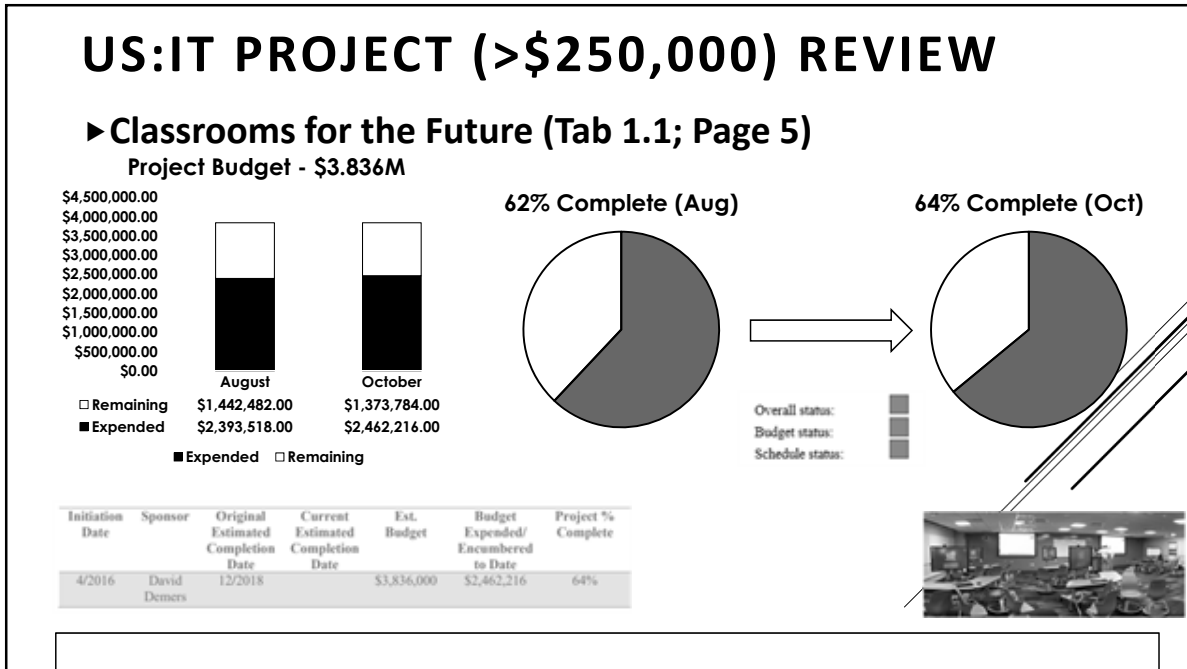
US:IT PROPOSED PROJECTS



US:IT ACTIVE PROJECTS


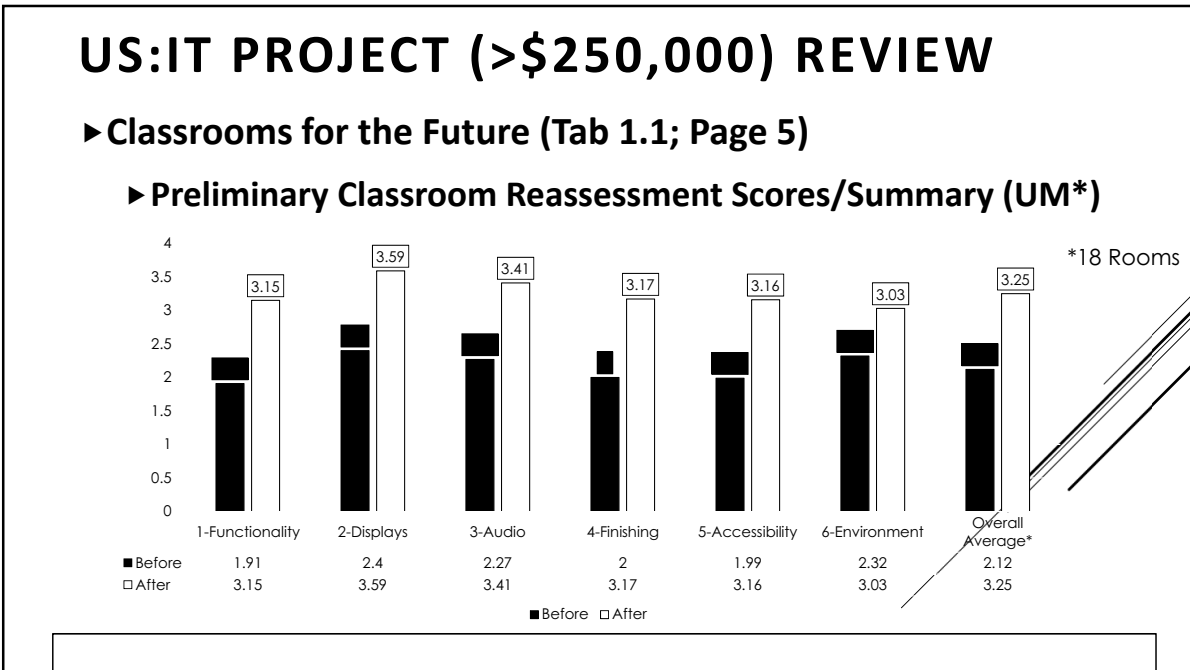


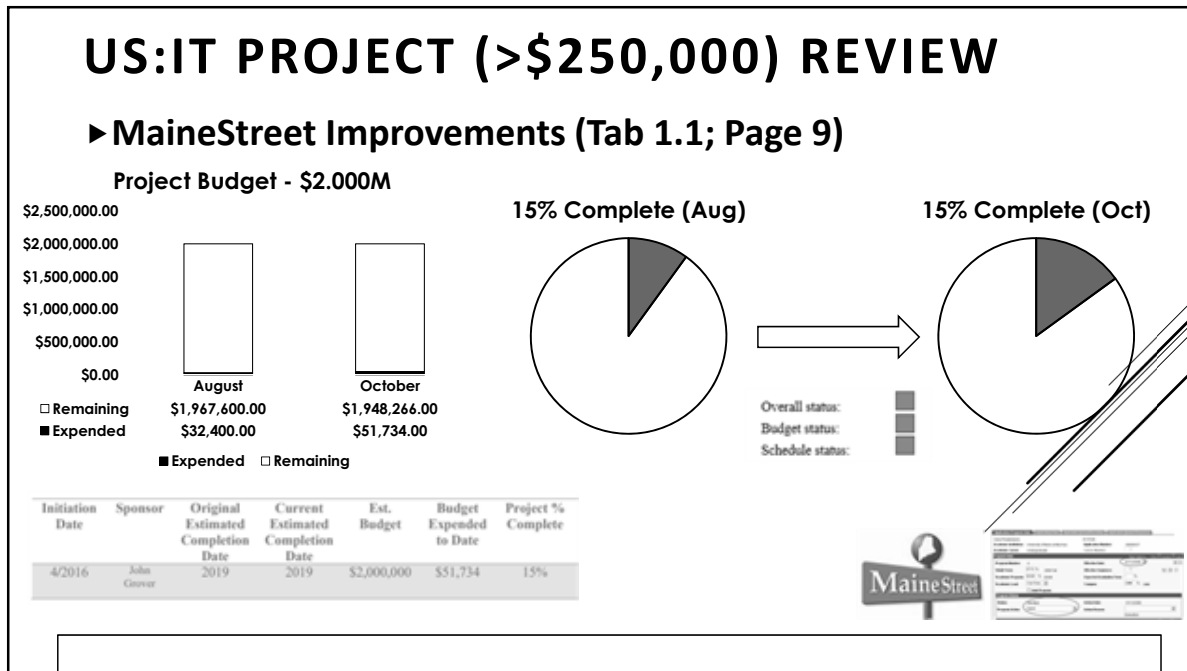
Finance & Administration Projects Total Budget = \$30,000
Academic Projects Total Budget = \$923,395
Human Resources Projects Total Budget = \$860,000
Information Technology Projects Total Budget = \$17,009,926



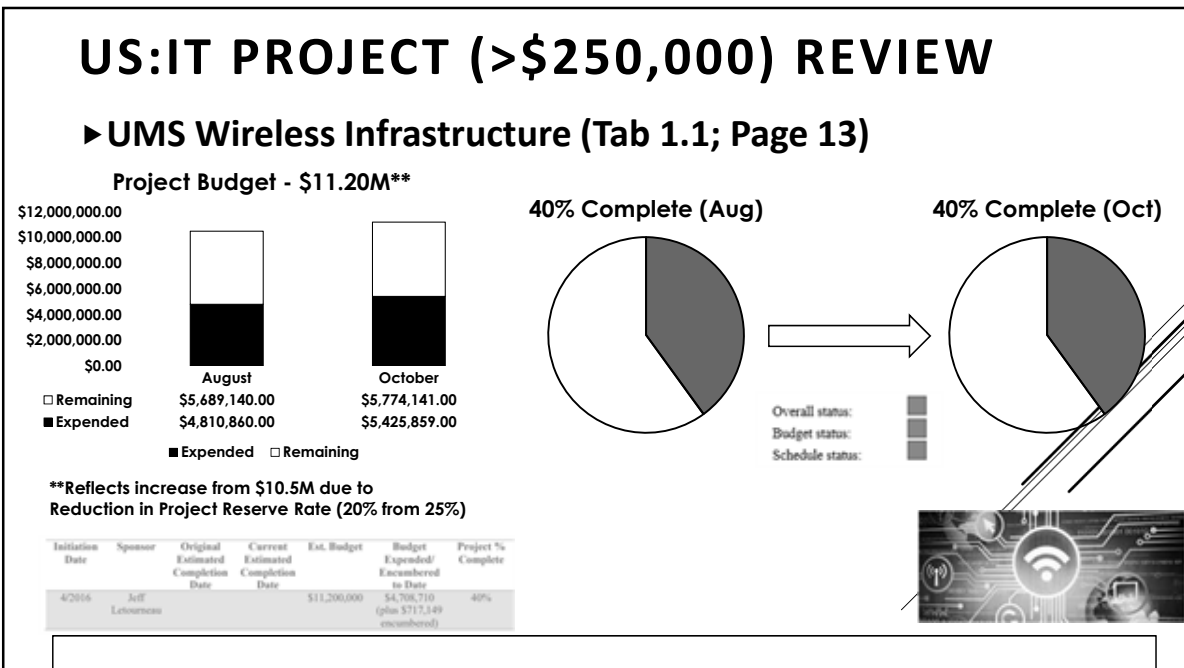
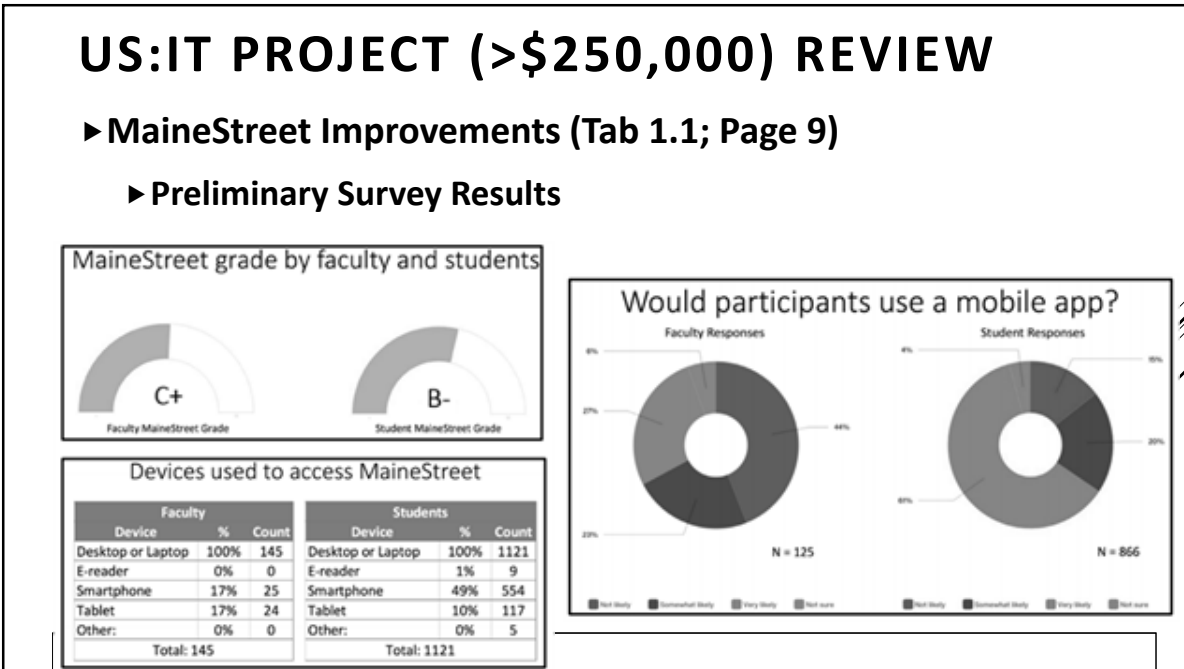
US:IT PROJECT (>\$250,000) REVIEW

- ▶ **Classrooms for the Future (Tab 1.1; Page 5)**
 - ▶ Summer '17 completed; Summer '18 planning to be completed by January 2018
 - ▶ 'After Action Review' scheduled for each campus
 - ▶ Inform Summer 2018 Plan
 - ▶ Classroom reassessment completed (October 2017)
 - ▶ Previous (2.4) > Target (>3.0)
 - ▶ **Risks**
 - ▶ Timing - Work performed during summer/breaks only
 - ▶ Lead Time - Contractors & Vendors



- ## US:IT PROJECT (>\$250,000) REVIEW
- ▶ **MaineStreet Improvements (Tab 1.1; Page 9)**
- ▶ **Focus groups (Students; Faculty) completed**
 - ▶ **RFP for PeopleSoft consultants with expertise in enhancing PS functionality released late Oct.**
 - ▶ **Risks**
 - ▶ **Coordination with EAB SSC-Guide initiative will inform functionality to prioritize**




US:IT PROJECT (>\$250,000) REVIEW

▶ UMS Wireless Infrastructure (Tab 1.1; Page 13)

▶ % Budgeted by Campus**

Campus	August		October	
UMA	100%		96%	
UMF	95%		95%	
UMFK	100%		100%	
UMM	100%		92%	
UM	29%		87%	
USM	18%		73%	
UMPI	90%		100%	


**August values did not include work in planning stage

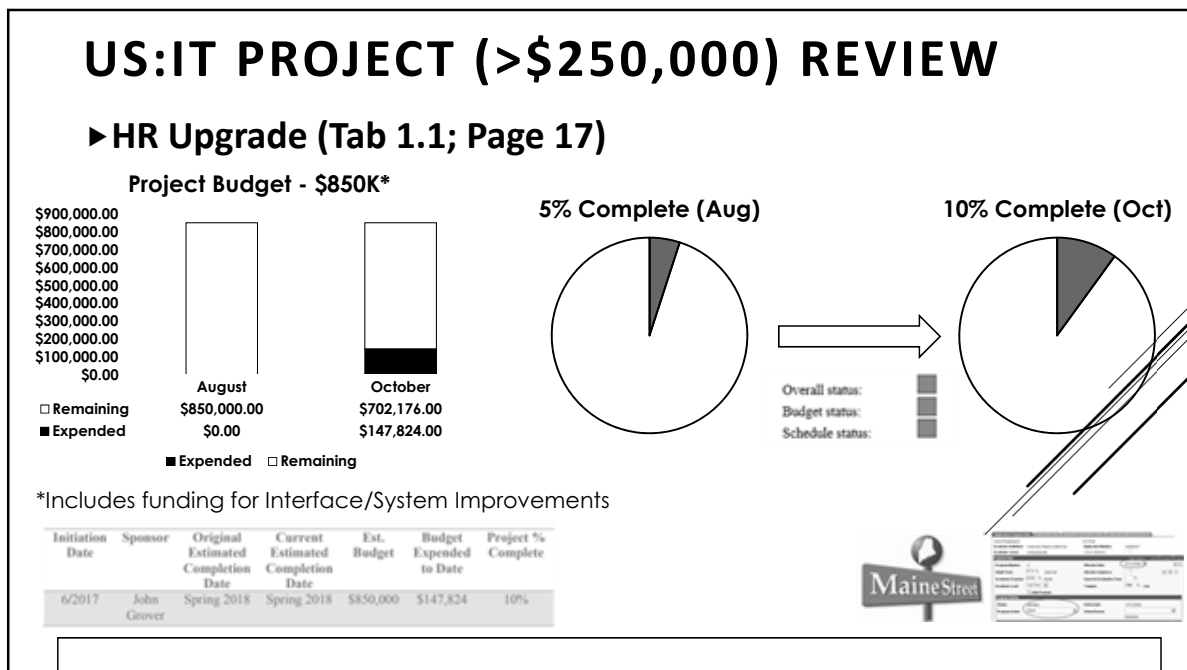
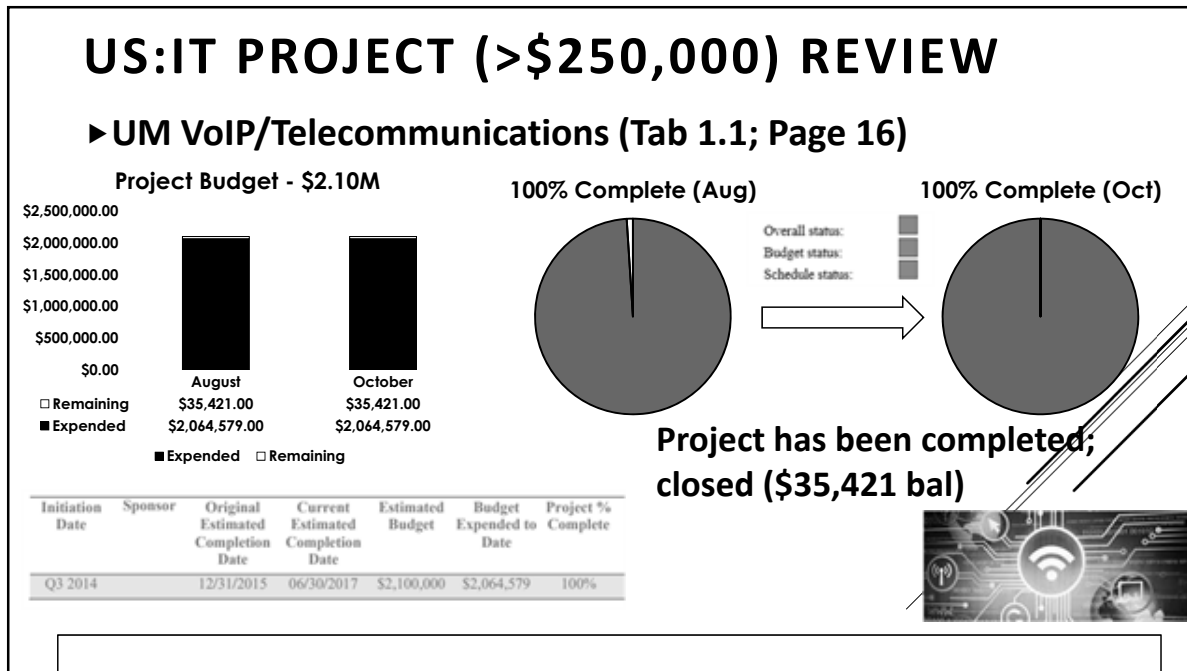


US:IT PROJECT (>\$250,000) REVIEW

▶ UMS Wireless Infrastructure (Tab 1.1; Page 13)

- ▶ 11 Residence Halls completed with positive student feedback
- ▶ 9 Classroom Buildings completed/in-progress since June
- ▶ Focus for Fall 2017: UM & USM; working with campus leadership to prioritize specific buildings (USM: Bailey Hall; UM: Boardman & Bryand Global Sciences)
- ▶ Risks
 - ▶ Coordination with CTF & Facilities
 - ▶ Requirement for infrastructure upgrades in many locations
 - ▶ Contingency Funding?
 - ▶ Additional funding required to complete





US:IT PROJECT (>\$250,000) REVIEW

- ▶ **HR Upgrade (Tab 1.1; Page 17)**
 - ▶ **Project kick-off completed**
 - ▶ **HR v 9.2 Demo Environment established**
 - ▶ Including replica of DB
 - ▶ **Fit/Gap Analysis underway**
 - ▶ Staff Interviews completed
- ▶ **Risks**
 - ▶ Availability of HR Staff
 - ▶ Compatibility issues with customizations and reports
- ▶ **Modules/Interfaces to be Evaluated**
 - ▶ Leave of Absence module
 - ▶ Comp Time module
 - ▶ Automating I-9 form processing
 - ▶ Retirement file interface
 - ▶ Benefits billing automation
 - ▶ Tuition waiver form automation
 - ▶ Add Pay request automation
 - ▶ POI form automation
 - ▶ Personnel Action Form automation
 - ▶ Enable Terminations process
 - ▶ Roth IRA





AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Land Transfer for Roundabout, USM
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 802 – Disposition of Real Property
 Enhance fiscal positioning 801 – Acquisition of Real Property
5. **BACKGROUND:**

The University of Maine System acting through the University of Southern Maine (USM) requests authorization to transfer to and to accept from the City of Portland certain parcels of land in connection with anticipated transportation improvements abutting the Portland campus, including a new roundabout to be constructed in approximately 2019 at the intersection of Brighton Avenue, Deering Avenue and Falmouth Street in Portland.

This is a request pursuant to Board of Trustee Policies, including Policies 801 & 802 regarding the Acquisition and Disposition of Real Property, as well as the Trustee's reserved right of approval of increases in the footprint of the University. While generally applied to facilities, in this case the real property is land only. Please refer to the attached drawing for more information.

The University intends to transfer to the City land located adjacent to the Law Building and at the corner of Falmouth and Brighton Extension. The land is approximately 0.12 acres altogether.

The University is also ceding the use of an existing 26 space, 0.2-acre parking lot as part of the agreement as the lot will no longer be accessible. The city has agreed to work with the University should the University choose to replace the parking lot in the future at an alternative location.

The University further expects to own and to be required to maintain a section of what today is Brighton Avenue and which currently has the effect of cutting through the campus. This roadway will be abandoned and converted to green space as part of the traffic redesign. Altogether, after special provisions of the agreement are implemented, this element of the project would add approximately 0.5 acres to the Portland campus.

This transfer ultimately is expected to allow the construction of a roundabout for vehicles to replace the current 6-way intersection and traffic lights. In general, the transfer of property and subsequent construction of the roundabout will improve the flow of traffic and aesthetic appeal of the intersection entering the USM Portland Campus and provide the campus additional space for future needs within its existing municipal planning zone.

There are additional elements to the agreement, such as the University and City agreeing to work cooperatively regarding landscaping and other such matters, which the University and the City have included in good will and collaboration.

The Portland City Council considered and approved the respective elements of this same agreement at its meeting on October 16, 2017. The document considered by the City Council of Portland is attached for the Board's information.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 19-20, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the transfer of certain parcels of land between the University of Southern Maine and the City of Portland in connection with a traffic improvement project in Portland, with all final terms and conditions subject to review and approval by the University of Maine System Treasurer and General Counsel.

Furthermore, per the City of Portland's request, that the Board of Trustees authorizes Chip Gavin, Chief Facilities and General Services Officer, to be the sole individual empowered to carry out the intent of this resolution, including the authority to sign the transfer and sale agreement and any other documents as necessary to complete the transaction.

MEMORANDUM
City Council Agenda Item

DISTRIBUTE TO: City Manager, Mayor, Anita LaChance, Sonia Bean, Danielle West-Chuhta, Nancy English, Julianne Sullivan

FROM: Chris Branch PE, Director of Public Works
Katherine Earley, PE, Engineering Manager/City Engineer
Jeremiah Bartlett, PE, PTOE, Transportation Systems Engineer

DATE: September 2, 2017

SUBJECT: **Order Approving the Land Exchange Agreement between Portland and the University of Maine System Re: Brighton-Deering-Falmouth Intersection Roundabout**

SPONSOR: Jon Jennings, City Manager
(If sponsored by a Council committee, include the date the committee met, the results of the vote, and the meeting minutes.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading _____ **Final Action** _____ October 16, 2017 _____

Can action be taken at a later date: ___ Yes ___ No (If no why not?)

This agreement is vital to MaineDOT's ability to proceed with property negotiations with affected abutters, and must happen at the same time as the three-party agreement with PACTS and MaineDOT.

PRESENTATION: (List the presenter(s), type and length of presentation) N/A

I. ONE SENTENCE SUMMARY

City Council action is necessary to approve the two-party property agreement with the University of Maine for the Brighton-Deering-Falmouth Intersection (Roundabout) Project to proceed.

II. AGENDA DESCRIPTION

This order approves a land exchange with the University of Maine System for City (USM) and University-owned property. The agreement along with the Three-Party Agreement with the Maine Department of Transportation (MaineDOT) and the Portland Area Comprehensive Transportation System (PACTS) will allow the Brighton/Deering/Falmouth Roundabout Project to be constructed. The construction is anticipated to begin in the 2018 construction season.

III. BACKGROUND

The City, in partnership with PACTS conducted a study in 2013 to complete an alternatives analysis for the Brighton-Deering-Falmouth intersection. Following the assessment of several alternatives, a roundabout-based outcome was recommended. This outcome was supported through the public process, and on August 5, 2013, the Portland City Council adopted the study as an Approved Transportation Master Plan.

The approved alternative would accomplish the following:

- 1.) Reconstruct the intersection of Brighton-Deering-Falmouth as a roundabout.
- 2.) Eliminate the leg of Brighton Avenue between Falmouth and Bedford streets.
- 3.) Convert Bedford Street immediately east of Deering Avenue to a two-way street.

During project development, it was determined that several parcels of land would be impacted, in addition to the abandonment of Brighton Avenue between Falmouth and Bedford. The two parcels, Number 7 and Number 8, would be conveyed to the City as part of an expansion of the City's right-of-way.

After completion of the project, MaineDOT will eliminate the segment's Federal Highway Administration designation, discontinuing the Brighton Avenue land, which will result in the City and the University, as abutters, owning to the centerline of the street. Post-construction, the portion of the property under City control will be conveyed to USM.

IV. INTENDED RESULT AND OR COUNCIL GOAL ADDRESSED

This project advances the preferred alternative from the Brighton-Deering-Falmouth alternatives study adopted by City Council in 2013 as well as US EPA water quality requirements as part of the City's CSO Program Compliance Order.

V. FINANCIAL IMPACT

The financial impact associated with this agreement is minimal, consisting of the City covering the cost of recording the deeds.

Funding resources for this project are provided by two previously appropriated FY 2018 CIP funds:

1. C18101: USM Roundabout: \$705,300
2. C18104: Pavement Preservation: \$11,905

VI. STAFF ANALYSIS AND BACKGROUND THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION

See above.

VII. RECOMMENDATION

The Department of Public Works strongly recommends approving this agreement, as the project cannot be completed without the property agreement being approved by the City Council and the University Board of Trustees.

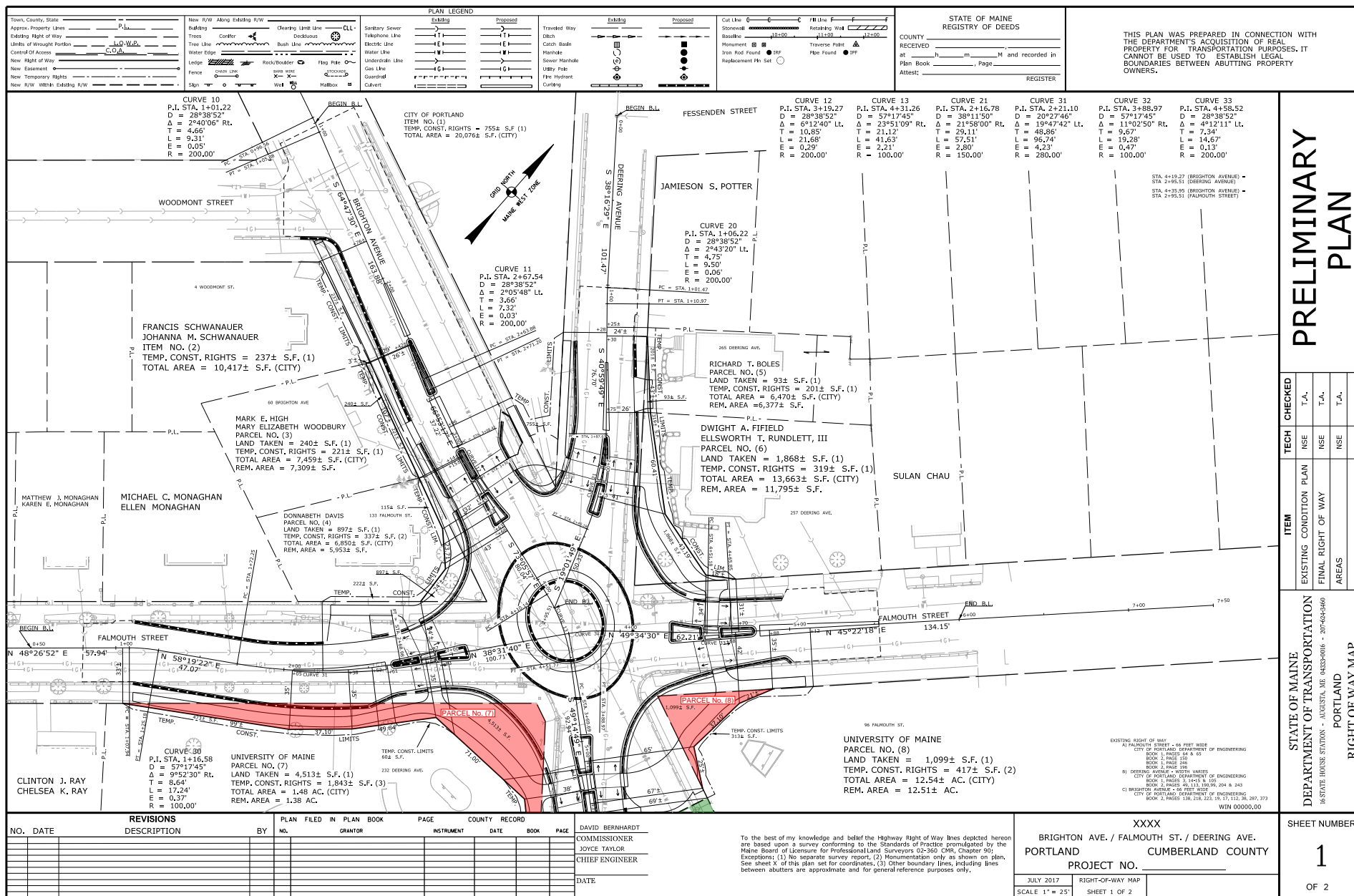
VIII. LIST ATTACHMENTS

- City-University Property Agreement
- ROW Mapping

Prepared by: Jeremiah Bartlett, PE, PTOE and Conrad Welzel

Date: September 2, 2017

O:\PWSHARE\City Council info and Agenda Requests\Agenda Requests\USM Roundabout Project\Agenda request Memo Roundabout Project Property 10-2-17.docx



Date: 05/20/19

Username: Common

Division: HIGHWAY

Filename: ...Microstation\001_RWP\Plan.dgn

PRELIMINARY PLAN

ITEM	CHECKED	EXISTING CONDITION PLAN		FINAL RIGHT OF WAY AREAS	
		TECH	T.A.	INSE	T.A.

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION - AUGUSTA, ME 04330-0016 - 207-624-6469
PORTLAND
RIGHT OF WAY MAP

REVISIONS		BY	PLAN FILED IN PLAN BOOK NO.	GRANTOR	PAGE	COUNTY RECORD INSTRUMENT	DATE	PAGE
NO.	DESCRIPTION							

DAVID BERNHART
COMMISSIONER
JOYCE TAYLOR
CHIEF ENGINEER
DATE

To the best of my knowledge and belief the Highway Right of Way Lines depicted hereon are based upon a survey conforming to the Standards of Practice promulgated by the Maine Board of Licensure for Professional Land Surveyors (22-360 CMR, Chapter 90); Exceptions: (1) No separate survey report, (2) Monumentation only as shown on plan. See sheet X of this plan set for coordinates. (3) Other boundary lines, including lines between abutters are approximate and for general reference purposes only.

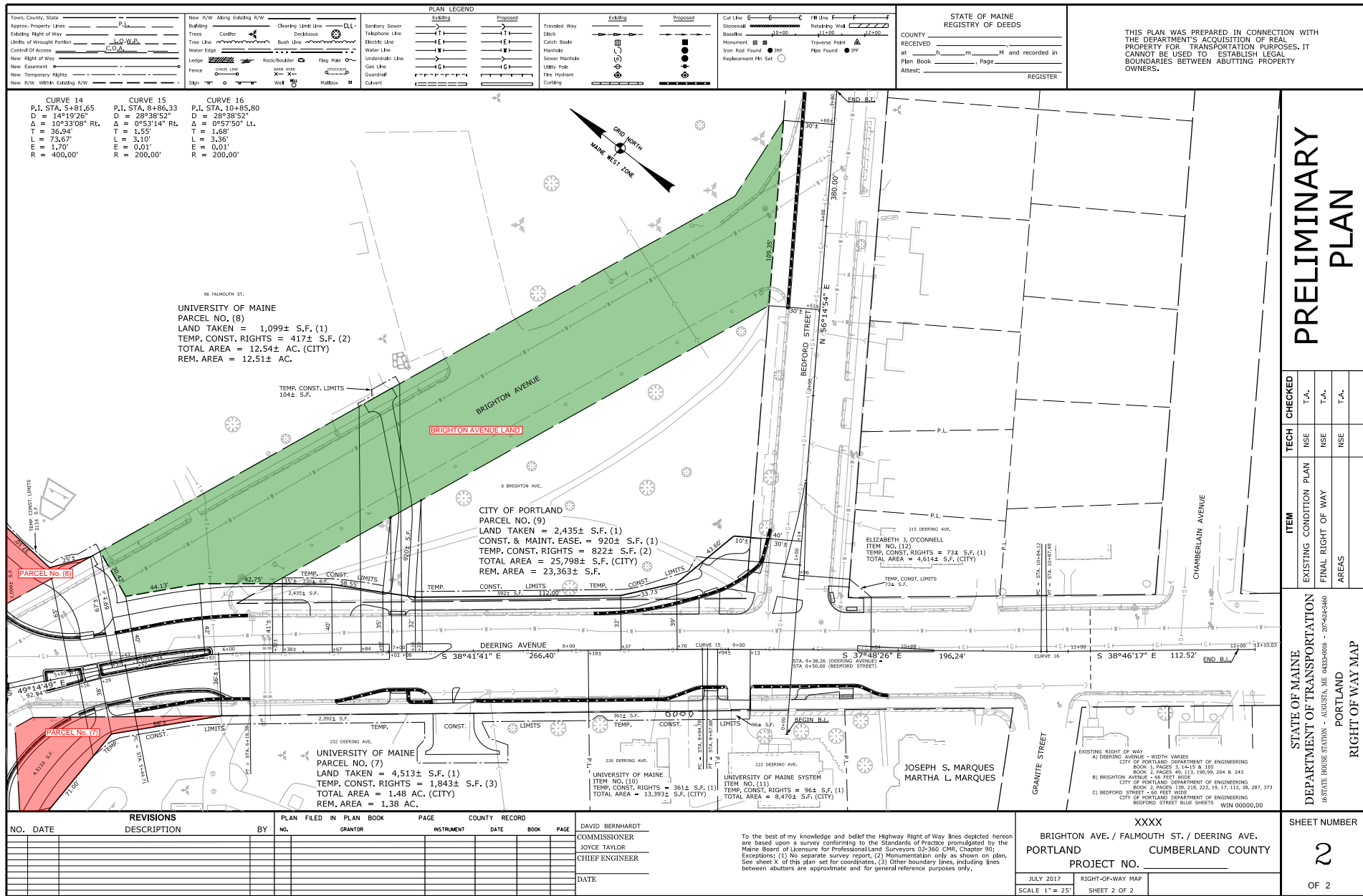
XXXX
BRIGHTON AVE. / FALMOUTH ST. / DEERING AVE.
PORTLAND CUMBERLAND COUNTY
PROJECT NO. _____

JULY 2017
SCALE 1" = 25'

RIGHT-OF-WAY MAP
SHEET 1 OF 2

SHEET NUMBER
1
OF 2

Date: 09/15/2017
Username: common
Division: HIGHWAY
Filename: ...:\Microstation\002_RWP\Plan2.dgn





AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Land Transfer for New Roundabout, UM
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:** **BOARD ACTION:** X
- 4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 802 – Disposition of Real Property
 Enhance fiscal positioning
- 5. **BACKGROUND:**

The University of Maine System acting through the University of Maine (UM) requests authorization to transfer approximately 3.19 acres of land located on the south boundary of campus on State Route 2 (Park Street) to the Maine Department of Transportation (MDOT) for the construction of a two-lane roundabout at the entrance to campus.

This is a request pursuant to Board of Trustee Policy 802 Disposition of Real Property. The property in question is located at the south border of the Orono campus, along Park Street and includes the land currently occupied by the existing campus entrance road (Rangeley Road). Please refer to the attached location map for more information.

The intersection at the south entrance to the campus has become a very congested area for traffic during peak traffic intervals. This intersection was determined in 2015 by the MDOT to be a “High Crash Location” (HCL).

“A HCL is a location that has had 8 or more traffic crashes and a Critical Rate Factor (CRF) greater than 1.00 in a 3-year period. A highway location with a CRF greater than 1.00 has a frequency of crashes that is greater than the statewide average for similar locations. A CRF is a statistical measure to determine the “expected crash rate” as compared to similar intersections in the State of Maine. In this regard, the analysis considers both the number of crashes and exposure over a 3-year period. Data provided by Maine DOT (10/16/2014)”

Rangeley Road was an HCL in 2015, when the CFR was 4.49; which means that at this intersection in 2015 the expected crash rate was 4.49 times greater than other intersections of similar configuration and volume.

Given this information the State has selected this location for construction of a two lane roundabout. The Town of Orono along with the University are partners in this project as it will improve the access to and from campus at this location. The land being transferred to the MDOT is approximately 3.19 acres and its value is estimated at approximately \$255,200. The University intends to transfer the land to the MDOT for this project. The total cost of the MDOT project is estimated to be \$3,420,000.

The University will gain the benefit of a new entrance to its campus that is safer for students, staff and campus visitors. There are accidents at this intersection regularly during the height of the academic year. The roundabout will improve the traffic situation and safety. Since the new roundabout will be located on MDOT owned land, the road and ground maintenance will also be the responsibility of the State.

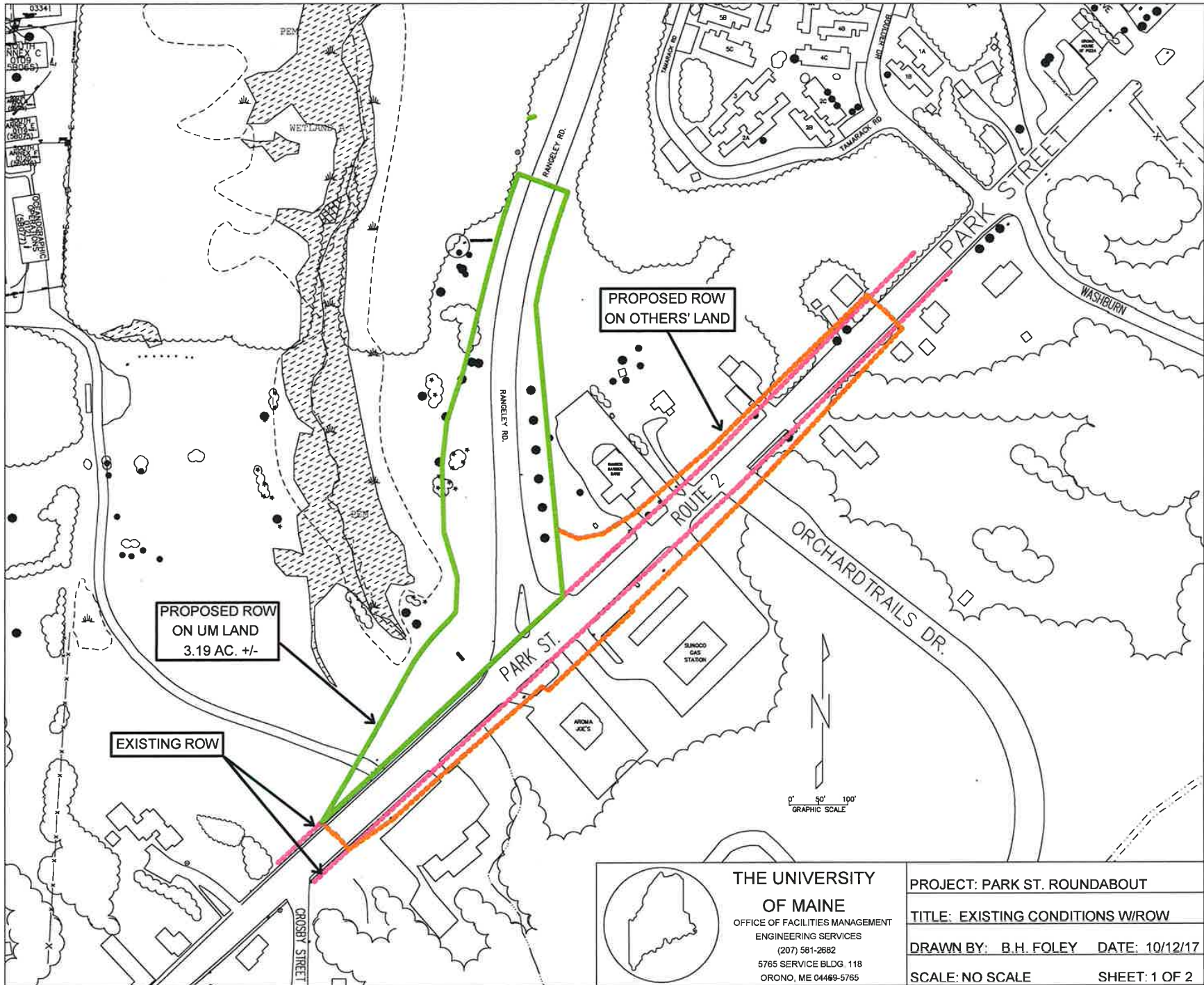
The schedule of the project is to begin construction in early spring 2018 with completion in late fall 2018, including closure of the campus entrance from May to August of 2018.


6. TEXT OF PROPOSED RESOLUTION:

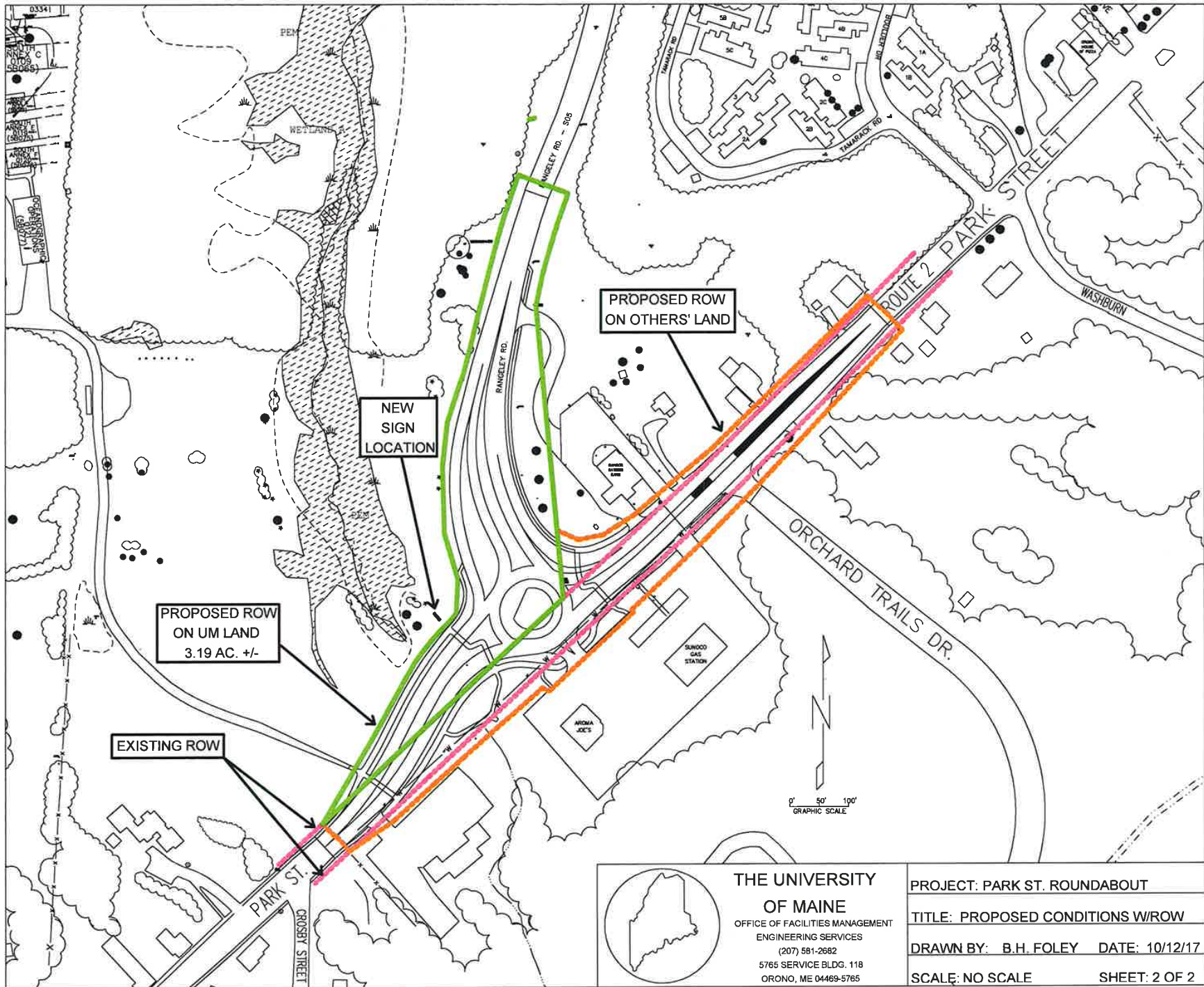
That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 19-20, 2017, Board of Trustees meeting for approval of the following resolution:


That the Board of Trustees authorizes the University of Maine to transfer a 3.19-acre parcel of land located at the South Entrance of the Orono Campus to the Maine Department of Transportation for the construction of a roundabout at this location, subject to review and approval of the University Treasurer and General Counsel of all final terms and conditions.

Furthermore, that the Board of Trustees authorizes Chip Gavin, Chief Facilities and General Services Officer, to be the sole individual empowered to carry out the intent of this resolution, including the authority to sign the transfer and sale agreement and any other documents as necessary to complete the transaction.



	THE UNIVERSITY OF MAINE OFFICE OF FACILITIES MANAGEMENT ENGINEERING SERVICES (207) 581-2682 5765 SERVICE BLDG 118 ORONO, ME 04469-5765		PROJECT: PARK ST. ROUNDABOUT	
			TITLE: EXISTING CONDITIONS W/ROW	
	DRAWN BY: B.H. FOLEY	DATE: 10/12/17		
	SCALE: NO SCALE	SHEET: 1 OF 2		



 <p>THE UNIVERSITY OF MAINE OFFICE OF FACILITIES MANAGEMENT ENGINEERING SERVICES (207) 581-2682 5765 SERVICE BLDG. 118 ORONO, ME 04469-5765</p>	PROJECT: PARK ST. ROUNDABOUT	
	TITLE: PROPOSED CONDITIONS W/ROW	
	DRAWN BY: B.H. FOLEY	DATE: 10/12/17
	SCALE: NO SCALE	SHEET: 2 OF 2



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Lease Authorization, UMA
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
Support Maine through research and economic development 801 - Acquisition of Real Property
5. **BACKGROUND:**

The University of Maine System acting through the University of Maine at Augusta (UMA) requests authorization to enter into a lease with Donald Peters for approximately 1,760 gross square feet of office space at 175 Main Street in South Portland to provide office space for the New Ventures Maine (NVM) program.

This request is pursuant to Board Policy 801 – Acquisition of Real Property, which requires leases with a total value of over \$100,000 and with a term 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 within the purview of the Committee to approve with no further Board action.

UMA has been renting on a month-by-month basis 1,760 square feet of office space located at 175 Main Street in South Portland to house NVM's southern Maine program. NVM, formerly known as Maine Centers for Women, Work and Community, is an externally funded program administered by UMA whose goal is to assist people who are seeking a new job, a new career, a new business, or a new understanding of financial matters. NVM helps people throughout Maine venture in new directions by offering tuition-free programs for career, business, and financial education. NVM guides individuals through life changes every day. The program has been in existence for 38 years and is highly successful.

The office space in South Portland has satisfactorily been meeting NVM's program needs. The landlord, Donald Peters, and UMA would like to enter into a 2-year lease with the option for two additional 2-year renewal terms for continued occupancy of the space. The landlord has not increased the rent for the space in several years and has

agreed to lease the space to UMA for \$1,500 per month (\$18,000 annually) through August 2019. In the event UMA exercises the renewal option, the rent will increase to \$19,200 for the second two-year term.

UMA has periodically explored the possibility of occupying space for NVM with the University of Southern Maine (USM) Portland campus, but due to space constraints and programmatic needs, such an agreement has not yet proved feasible. Prior to executing the renewal clause, UMA will again explore with USM if there is any suitable space on the Portland campus that could be utilized by the NVM program.

This program, including this lease, is funded by dedicated state funds which support NVM, not E&G funds.

6. TEXT OF PROPOSED RESOLUTION:

That the Board of Trustees, acting through the Finance, Facilities and Technology Committee, authorizes the University of Maine at Augusta to enter into a lease with Donald Peters for approximately 1,760 gross square feet located at 175 Main Street, South Portland, for a period of two years, with the option of renewing the lease for two additional two year terms with all final terms and conditions subject to review and approval of the University of Maine System Treasurer and General Counsel.

10/20/2017



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Lease Amendment and Square Footage Increase, Blueberry Cove 4H Centers, UM
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 801 - Acquisition of Real Property
 Improve student success and completion
5. **BACKGROUND:**

The University of Maine System acting through the University of Maine (UM) requests authorization to amend the lease agreement for the Blueberry Cove 4H center located in Tenants Harbor, Maine to increase the cost of the lease based on additional building square footage made available for the university’s use.

This request is pursuant to Board policy 801 - Acquisition of Real Property, and pursuant to the Board’s prohibition of increases in space without Trustee approval.

Regarding policy 801, leases with a total value of over \$100,000 or a term greater than 5 years must be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. The current request exceeds the thresholds requiring consideration, as the proposed amendment would be in force for approximately 20 years of the underlying 25-year lease previously approved by Trustees, and would have an increased cost of just under \$200,000 over that time.

Regarding the increase in space, the lessor is planning to undertake building projects on the property. The proposed new construction will increase the leased space by approximately 2,700 gross square feet. This new space will cost an estimated \$9,600 annually above and beyond the existing lease cost. This is an increase of approximately 30 percent, resulting in a new annual lease cost of approximately \$42,000.

The University of Maine’s Blueberry Cove 4-H Camp has increased from 549 campers in 2015 to 615 in 2017. The camp, and associated rentals and school programs, currently generates approximately \$260,000.

With the proposed increase in space, the camp anticipates serving an additional 10 campers per week over an 8-week camping season. The associated increase in revenue will cover the increase in lease costs.

In addition to increasing camper capacity, the proposed facility expansion will provide essential year-round training, conference, and meeting space. This will allow the program to significantly develop its offerings for experiential and outdoor learning, aligned with research and best practices in STEM education, thereby generating even more additional revenue.

Given the non-owned, and community service and outreach nature of this space, it is not tracked under Sightlines protocol. Changes at this site are not expected to impact the key performance indicators, which are reported to Trustees.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 19-20, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the amendment to the lease agreement for the Blueberry Cove 4H center located in Tenants Harbor, Maine to increase the lease cost by approximately \$9,600 for the remainder of the 25 year term and with an increased built footprint of approximately 2,700 square feet, with all final terms and conditions subject to review and approval of the University of Maine System Treasurer and General Counsel.



AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Lease Request, USM
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:** **BOARD ACTION:** X
- 4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 802 – Disposition of Real Property
 Support Maine through research or University as Lessor of Real Prop.
 and economic development

5. **BACKGROUND:**

The University of Maine System acting through the University of Southern Maine (USM) requests authorization to enter into a lease for a program of the Maine Composites Alliance to occupy up to approximately 2,000 square feet in the science building on the Portland campus.

This request is pursuant to Board Policy 802 – Disposition of Real Property, 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 duration and value will require consideration by the full Board of Trustees.

The University space would be occupied by the Composites Engineering Research Laboratory (CERL). The lab is a program of the Maine Composites Alliance. The Alliance is a non-profit network of composite businesses in Maine who work together to recognize and promote Maine’s leadership in the international composite industry. The Alliance enhances the competitiveness of Maine’s existing composite industry and its members by providing opportunities for new commercial ventures, and education and training for members and their employees. The Alliance serves the marine, automotive, aerospace, architecture and industrial industries throughout Maine, the United States and the world.

The intent of this proposed relationship is to meet the immediate needs of lab not found at the lab’s current location and to support student success as well as to advance the related elements of University’s mission.

The lab’s immediate needs are:

- 1. Access to undergraduate and graduate students;
- 2. Access to faculty for research collaboration and collaboration on grants;
- 3. Better physical environment for the lab’s equipment;
- 4. Maintaining proximity to the composite industry which is located primarily in southern Maine; and
- 5. Access to education and training for the personnel of the lab and the alliance’s members.

The benefits to the University from this relationship include the following:

1. Student Success as measured by increased retention and graduation rates, gain in transferrable skills, and employment;
2. Faculty R&D Engagement as measured by increased engagement with industry, and increased funded proposals from external sources.

Additionally, the following academic programming opportunities are anticipated:

1. Laboratory exercises and associated lectures to target specific skill training for composite industry internships;
2. Training programs for incumbent workers through the Professional Development Center.
3. Coursework inclusion, research practicum, and summer research courses.
4. Possible minor or electives in advanced materials science.

The University proposes in particular to lease the space located at rooms 492, 494 and 495 in the BioScience Wing of the Science Building on the Portland Campus. The lease will be phased, with the first phase including only room 494, approximately 765 square feet, for \$19,440 annually, approximately \$25 per square foot. The University will permit up to half of the monthly rent to be off-set in like-kind contributions by the lab through the Alliance in the form of student internships, training, testing and analysis, as well as faculty and student access to equipment and software.

Prior to occupying room 494 the room will be renovated through funding provided by the Alliance to upgrade the space for the proposed use. The intent is for this work to be complete by the summer of 2018. In Phase Two, room 495 will be used for the CERL Manufacturing lab and room 492 will be used as office space for CERL.

The proposed space is currently unfinished space. Because the space is within an existing building the added cost of utilities and maintenance in using this space is expected to be nominal and no increase in University space is involved. Any nominal increased operating cost the University will be offset by the lease income.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 19-20, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine System acting through the University of Southern Maine to enter into a lease with the Maine Composites Alliance for space located in the Bioscience Wing of the Science Building located on the Portland campus, subject to review and approval of all final terms and conditions by the University of Maine System Treasurer and General Counsel.



AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Multiple Vehicle Replacement, UMS
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:** **BOARD ACTION:** X
- 4. **OUTCOME:** **BOARD POLICY:**
 Enhance Fiscal Position 701 – Budgets Operating & Capital
- 5. **BACKGROUND:**

This is a request pursuant to Board of Trustee Policy 701 – Budgets – Operating & Capital, to expend up to \$1.75 million for vehicle purchases to be used in general operations across the University of Maine System.

This request does not represent increased or new amounts of vehicle purchasing, but rather represents an aggregation of typical but previously isolated purchases. The aggregation of this capital equipment consequently exceeds the threshold of management’s authority and requires consideration by Trustees.

As stated in Policy 701: Board approval is required regardless of funding source when equipment costing \$500,000 or more will be used in general operations, thereby requiring that depreciation be funded in the annual E&G budget to support ongoing maintenance and eventual equipment replacement.

This aggregation is intended to drive down the cost of the vehicles. This collaboration between campuses and with support from the Office of Strategic Procurement is expected to save \$50,000-\$75,000 on this total purchase compared with not aggregating the spend.

New vehicles will replace vehicles currently in the individual University fleets. Individual Universities may either utilize the recently awarded Bank of America Master Lease Financing Services contract, approved by the Finance, Facilities and Technology Committee and the Board of Trustees in September 2017, or may purchase the vehicles outright.

The University anticipates leveraging purchasing power for vehicles semi-annually after this first initiative.

While not part of the requested Board action today, the University also notes that it is unclear whether this type of purchase, while it meets the definition of an item requiring Trustee consideration, is actually something which Trustees in fact intended. If yes, the University is glad to continue to bring such matters forward when timely. If not, the University also is glad to bring forward updated language for Policy 701, which would exclude this type of purchase from requiring Trustee consideration.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the November 19-20, 2017, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine System contract for and to expend funds in connection with up to \$1.75 million in vehicle purchases.



ITEM SUMMARY

- 1. **NAME OF ITEM:** Capital Project Status Report
- 2. **INITIATED BY:** Norman L. Fournier, Chair
- 3. **BOARD INFORMATION:** X **BOARD ACTION:**
- 4. **OUTCOME:** **BOARD POLICY:**
- 5. **BACKGROUND:**

Attached is the Capital Project Status Report for the November 1, 2017 meeting of the Finance, Facilities, and Technology Committee.

The report reflects a total of 22 projects. Four projects have been removed since the previous report due to completion. Two new projects have been added. Three projects are scheduled for removal from the next report due to completion.

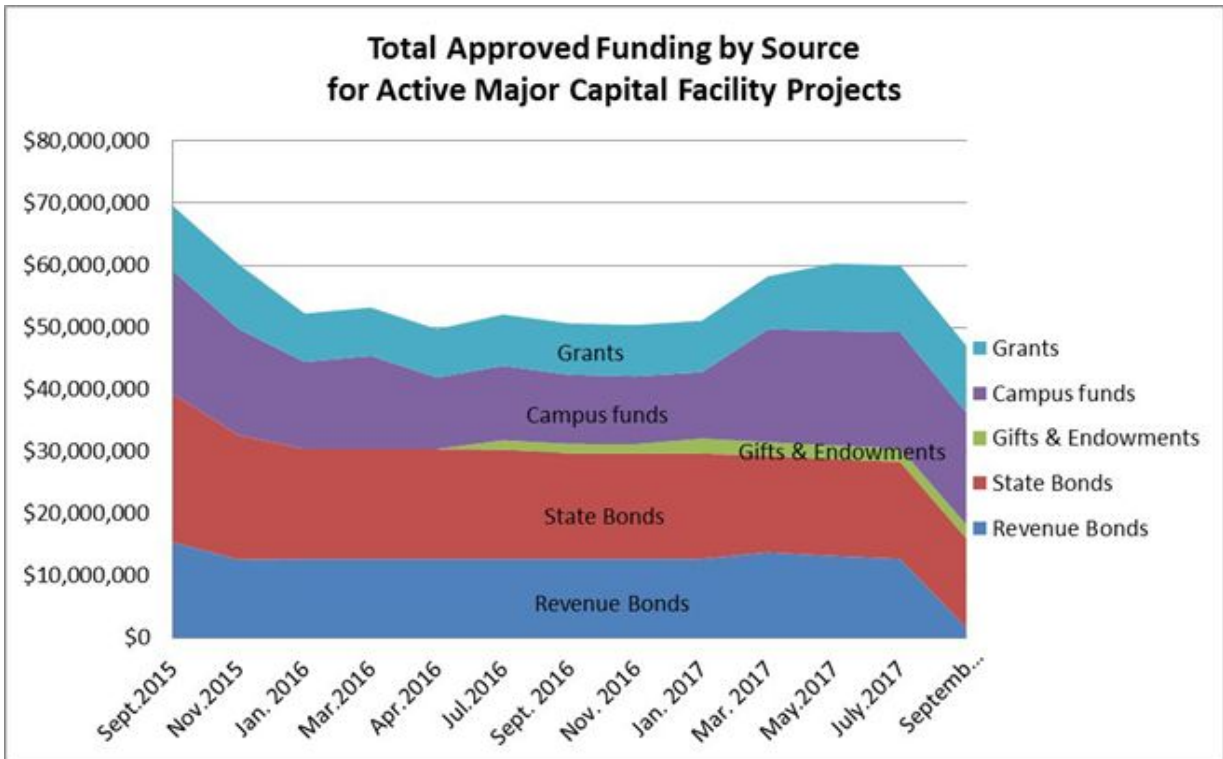
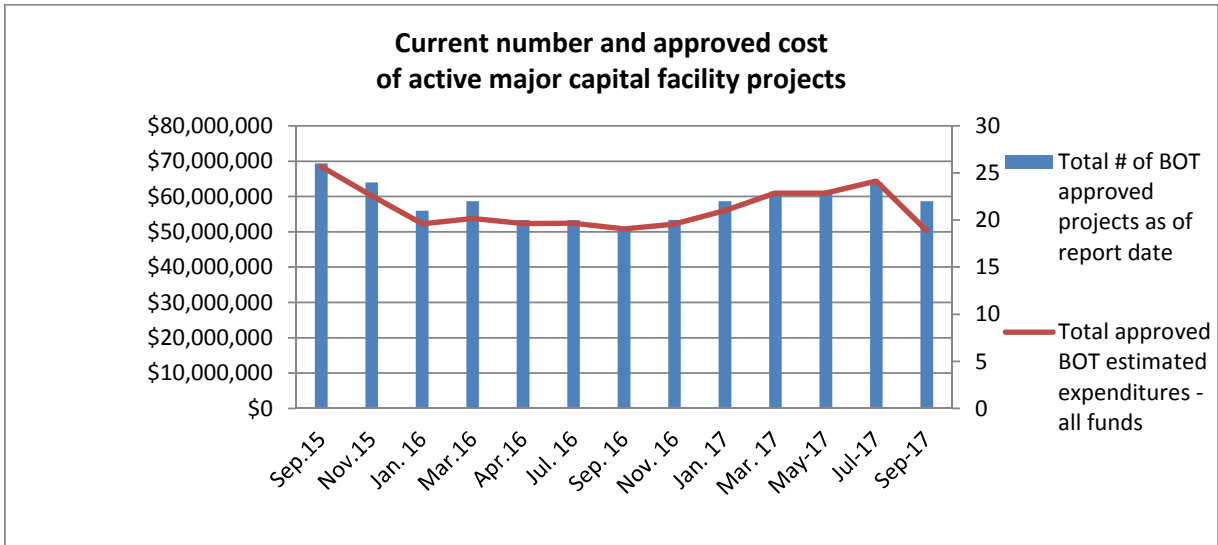
The four projects that were closed and removed from this report are: the Central Heating Plant (2100066) project at the University of Maine Farmington, Kimball Hall Demolition at the University of Maine Machias, Folsom/Pullen Science Classroom & Laboratory Upgrades (7100009) at University of Maine Presque Isle, and Improvements to Existing Space for Relocation of Personnel from 16 Central Street (8100022, 8100023, 8100025, 8200055, 5200368, 5100407, 5100408, 5200373, 5200374).

The two new projects are: the Building Access project at the University of Maine Machias (project numbers 4100036, 4100037), approved by the Board at the July 2017 meeting; and, the Engineering Education and Design Center at UM (5100458), approved by the Board at the September 2017 meeting. The Machias project also has a modest update since initial approval as noted on the report.

Three projects will be removed from the next report due to completion. They are USM projects: Bio-Science Chemistry Lab (6100250), Bailey Hall Lab Renovation (6100237), and Wireless Infrastructure Upgrade (6100255, 6100256, 6100257, 6100258, 6100259, 6100260).

Six projects are continuing to report a completion date of 2017. Future reports will provide updated completion estimates if or as needed for those projects.

The engineering building at UM, currently approved only for \$1 million in initial design, will by itself push these graphs associated with this report to historic highs in the future when the engineering project's full estimated cost is approved by Trustees and added to the graphs.



10/20/2017

Capital Project Status Report
Board Approved Projects
November 2017 - Finance, Facilities and Technology
With Grand Totals and % of Current Approved Estimates

Campus, Project Name (Project ID)	Funding Source(s) & each source's share of expenditures to date	Status	Original Estimated Completion	Current Est. Completion	Original Approved Estimate	Current Approved Estimate	% Expended of Current Approved Estimate	Prior Actions, Information & Notes
UM								
** Advanced Structures and Composites Center Expansion/ASCC Equip W2- Thermoplastics Lab/ASCC Equip W2 Tow Carriage (5100316, 5100414, 5100432)	Grants (77%), 2010 State Energy Bond (11%), Gifts (12%)	Project 5100316 is Complete, Project 5100414 Design in Progress, Project 5100432 is Design in Progress	2014	2018	\$6,400,000	\$10,400,000	90%	Board Approved \$6.4M in November, 2012. Board approved \$1.6M in March 2014. Board approved increase of \$871,000 in March 2015. BOT approved additional \$1.5M in May 2016 for equipment project.
Cooperative Extension Diagnostic & Research Lab (5100387)	2014 State Bond (89%), Campus E&G Funds (5%), Grants (6%)	Construction in Progress	2016	2018	\$9,000,000	\$9,400,000	59%	BOT approved \$9M in July, 2015. Board approved increase of \$400,000 in July 2017.
Aquatic Animal Health Facility (5100440)	Grants (100%)	Design in Progress	2017	2018	\$2,300,000	\$2,300,000	5%	Board approved \$2.3M in January, 2017.
Barrow's Hall ESRB Lab Renovations (5100424)	Campus E&G Funds (100%)	Construction in Progress	2017	2018	\$1,900,000	\$1,900,000	15%	Board approved \$1.9M in March, 2017
** Memorial Union Bear's Den Renovations (5100427)	Campus AUX Funds (100%)	Construction Complete	2017	2018	\$3,600,000	\$3,600,000	56%	Board approved \$3.6M in March, 2017
Darling Marine Center Waterfront Infrastructure (5200484)	Bond (22%), Campus E&G Funds (28%), Grants (50%)	Design in Progress	2017	2018	\$3,000,000	\$3,000,000	0%	Board approved \$3M in July, 2017.
* Engineering Education and Design Center (5100458)	Bond (0%), Campus E&G Funds (0%)	Design in Progress	2024	2024	\$1,000,000	\$1,000,000	0%	Board approved \$1M in September, 2017.
UMA								
Lewiston Hall Renovation (1100528)	Campus E&G Funds (100%)	Substantially Complete	2016	2017	\$1,000,000	\$1,000,000	99.9%	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.
UMF								
Science Labs Renovations (Preble & Ricker (2100065, 2100068)	2013 Lab & Class State Bond (100%)	Substantially Complete	2014	2018	\$1,377,000	\$1,377,000	86%	Board approved \$1.377M in July 2014.
UMFK								
Forestry Geographic Info Sys Tech Labs/Nursing Lab Renov/Teleconf Ctr Upgrades (3100029 3100030 3100031)	2013 Lab & Class State Bond (100%)	Construction in Progress	2014	2018	\$1,200,000	\$1,200,000	99%	Board approved \$1.2M in May 2014.
UMM								
** Science Building Laboratory Upgrades (4100027)	2013 Lab & Class State Bond (98%) E&G Funds (2%)	Substantially Complete	2014	2018	\$600,000	\$600,000	98%	Finance & Facilities Committee Approved \$600K in January, 2014.
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.
* Card Access Project (4100036, 4100037)	Campus E&G Funds (21%), Campus Auxiliary Funds (79%)	Construction in Progress	2018	2018	\$571,000	\$597,500	0%	Board approved \$571,000 in July, 2017. Change in project cost to \$597,500 (4.6% change) approved by Chancellor in October 2017 per Trustee policy 701.

8.1

Finance/Facilities/Technology Committee Meeting - 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
USM								
Campus Card Access Install (6100271)	Campus E&G Funds (100%)	Construction in Progress	2017	2018	\$700,000	\$700,000	78%	Board approved \$700K in March, 2017.
*** Bio-Science Chemistry Lab (6100250)	2013 Lab & Class State Bond (100%)	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%)	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	93%	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%)	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	87%	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	86%	Board approved \$900,000 in November, 2016.
Science Building Renovations & Build-Out (6100274)	Campus E&G Funds (100%)	Construction Complete	2017	2017	\$1,600,000	\$1,600,000	67%	Board approved \$1.6M in January, 2017.
Anderson Hall Renewal & Renovations (6200191, 6100272)	Campus E&G Funds (100%)	Construction in Progress	2017	2018	\$1,250,000	\$1,250,000	14%	Board approved \$1.25M in January, 2017.
Explanatory Notes: * Project is new as of this report. ** Details of this project include updates since the last report. *** This project has been completed since the last report and is not expected to appear on the next report.	Funding source(s) reflects primary source(s) for project.		Calendar Year unless otherwise noted.				Percentage expended reflects total expended as of September 30, 2017 as a percentage of the current approved project estimate.	

8.1



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Aquatic Animal Health Facility Update, UM
2. **INITIATED BY:** Norman L. Fournier, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
Support Maine through research and economic development 701 - Operating and Capital Budgets
5. **BACKGROUND:**

The University of Maine System acting through the University of Maine requests to increase the total project authorization for the Aquatic Animal Health Facility (project #5100440) by \$500,000 or approximately 22 percent, for a new total of up to \$2,800,000. The additional funding comes from campus reserves.

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 \$2.3 million in January of 2017. The prior agenda sheet is attached for reference.

The adjustment is to accommodate a higher than estimated cost for the previously approved project. The project scope remains as intended: to construct an Aquatic Animal Health Facility at the 17 Godfrey Drive location in Orono to be co-located with the Plant Animal and Insect Laboratory (PAIL).

As design details were completed for the aquatic project, the required level of biosecurity and containment were causing the level of finishes and filtration systems to exceed the original expectation. Despite substantial efforts to constrain those requirements and the associated costs, the bids have exceeded the currently authorized budget.

In addition to the cost control efforts prior to bidding, the project team worked for almost a month after bids were received to identify ways to bring the bid price closer to or within the authorized budget without reducing the scope to a point where the project was no longer feasible.

Based on the cost containment work, which was accomplished with the third party construction manager at risk hired for the project, the project is requesting the \$500,000 adjustment. The new \$2.8 million project limit would include the so-called guaranteed maximum price for construction, a special term used on construction manager at risk projects. The project could be completed for less than that amount, but will not exceed that amount.

This design has progressed on an expedited schedule to take advantage of the ongoing and co-located PAIL project construction process. The aquatic project is being administered as a Construction Manager at Risk project as provided for in University capital procedures.

The construction manager at risk contract for the PAIL project was publicly advertised in March of 2015 and preconstruction services were awarded in May of 2015. The subsequent competitive bids for the construction of the aquatics portion of the project were received by the construction manager at risk in September of 2017.

The construction for the Aquatic Animal Health Facility is scheduled to begin immediately in keeping with Board of Trustee Policy and to have a duration of approximately 18 weeks. Occupancy is expected in Spring of 2018.

6. TEXT OF PROPOSED RESOLUTION:

That the Board of Trustees, acting through the Finance/Facilities/Technology Committee authorizes the University of Maine to increase the total project authorization for the Aquatic Animal Health Facility by \$500,000 in campus reserve funds, to a new total of up to \$2.8Million, for the build out of the space.

10/20/2017



AGENDA ITEM SUMMARY

- 1. **NAME OF ITEM:** Aquatic Animal Health Facility, UM
- 2. **INITIATED BY:** James H. Page, Chancellor
- 3. **BOARD INFORMATION:** **BOARD ACTION:** **X**
- 4. **BACKGROUND:**

The University of Maine requests approval to expend a total of \$2,300,000 to build-out the Aquatic Animal Health Facility (previously referred to as the FISH Lab) in existing University space. The funding sources include: \$1,150,000 of Grant Funding from the State of Maine Marine Economy Jobs Bond and \$1,150,000 of campus match money from capital 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.

The project involves the build out of approximately 2,000 square feet of the recently purchased 17 Godfrey Drive building in Orono, soon to be home of the Plant Animal and Insect Laboratory (PAIL). The space will include Bio-secure wet labs with aquaria for testing and research and a dry lab for onsite sampling as well as equipment, water treatment and circulation systems. The synergy of co-locating this facility with the PAIL includes staff with shared appointments. The maintenance and utility costs for this facility were already calculated as part of the full 17 Godfrey Drive purchase approval and will be covered centrally.

The proposed schedule for the project is to complete design during the winter and early Spring of 2017 followed by construction in the Summer and Fall of 2017. The PAIL construction is expected to begin in early 2017 and the goal is to merge the construction of this lab into the PAIL construction schedule with minimal impacts to the PAIL schedule.

This project represents no net increase in the University's gross square footage as the project will build-out already-owned University space. It does represent an increase in space dedicated to the aquatic lab within that footprint. The facility is new to the University's portfolio and does not yet have a Sightlines net asset value assigned to it.

The Finance, Facilities and Technology Committee approved this recommendation to be forwarded to the Consent Agenda for Board of Trustee approval at the January 29-30, 2017 Board meeting.

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5. TEXT OF PROPOSED RESOLUTION:

The Board of Trustees approves the recommendation of the Finance, Facilities and Technology Committee to authorize the expenditure of up to \$2,300,000, including \$1,150,000 of Grant Funding from the State of Maine Marine Economy Jobs Bond and \$1,150,000 of campus match money from capital reserves, to construct the Aquatic Animal Health Facility within existing University space.

Approved by Board on January 2017

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1/19/2017