



Board of Trustees
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January 3, 2018

TO: Members of the Finance/Facilities/Technology Committee

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

RE: **January 12, 2018 Finance/Facilities/Technology Committee Meeting**

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

The Finance/Facilities/Technology Committee will meet from **9:30 am to 12:30 pm on January 12, 2018**. The meeting will be located at the University of Maine System Executive Offices, Rudman Conference Room, 253 Estabrooke Hall, 15 Estabrooke Drive in Orono. In addition to the Estabrooke Hall location, the following Polycom locations will also be available:

UMA – 111 Robinson Hall

UMFK – Alumni Conference Room, Nadeau Hall

USM – 703 Law Building, 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/>).

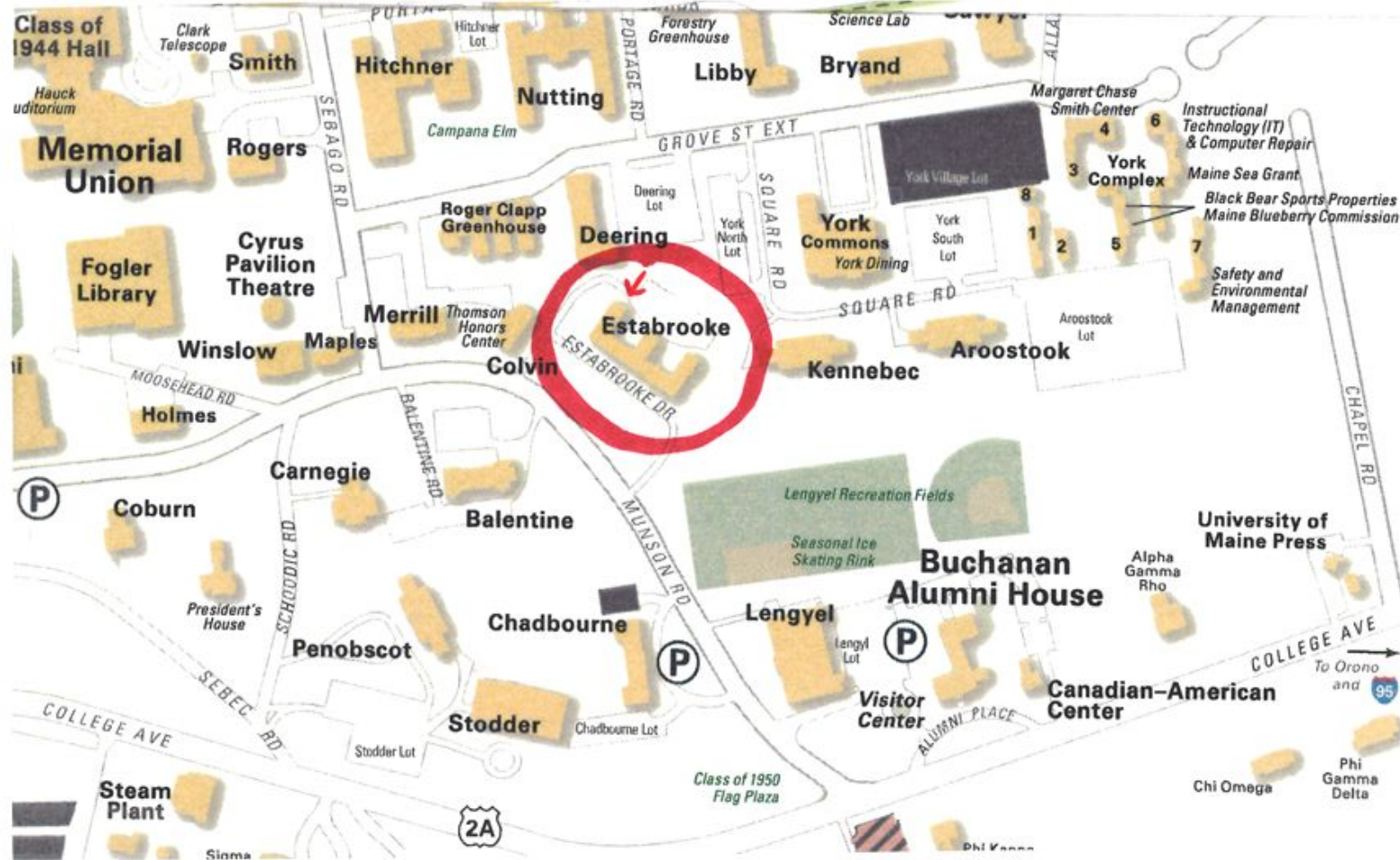
If you have questions about the meeting arrangements or accessing the meeting materials, please call me at 581-5840. If you have any questions or desire additional information about the agenda items, please call Ryan Low at 581-1541.

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

January 12, 2018, 9:30 am to 12:30 pm
Rudman Conference Room, 253 Estabrooke Hall, Orono

AGENDA

9:30 am Technology Items

TAB 1 Review of Projects with a Value of \$250,000 or Greater
TAB 2 Networkmaine Network Outage

10:00 am Finance Items

TAB 3 Allocation Model Update
TAB 4 FY2017 Annual Report on Gifts, Fundraising and Endowments

10:30 am Break

10:45 am Facilities Items

TAB 5 Research License Renewal Authorization, UM
TAB 6 Wells Commons Generator Installation, UM
TAB 7 Lease Authorization Update, UMA
TAB 8 Naming, Cooperative Extension Diagnostic and Research Laboratory, UM
TAB 9 Preliminary Space Reduction Initiative Approval, UMS
TAB 10 Schematic Design Center for the Arts, USM
TAB 11 Capital Project Status Report

Action items within the Committee purview are noted in green.

Items for Committee decisions and recommendations are noted in red.

Note: Times are estimated based upon the anticipated length for presentation or discussion of a particular topic. An item may be brought up earlier or the order of items changed for effective deliberation of matters before the Committee.



AGENDA ITEM SUMMARY




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

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

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

Status Update – December 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	\$2,505,148	65%	

Status

Summer 2017 classroom renovations are near complete with only a few remaining upgrades taking place over winter break. Classrooms that received significant upgrades were reassessed during October 2017. Classrooms that received only a minor upgrade in technology, such as a new computer or speakers, will be reassessed at a later date since additional work may occur in these rooms.

Student focus groups took place on all campuses during December 2017. The goal was to solicit feedback on completed classrooms as well as future classroom renovations. Campus discussions and classroom walk-throughs are currently underway so that planning can begin for Summer 2018 work. The team has set a hard deadline of January 2, 2018 for campuses to finalize room requests.

After action reviews with each campus have been completed and adjustments have been made to improve processes in preparation for the next round of upgrades.

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	52%	\$724,520
UMPI	\$157,276	59%	\$64,276
USM	\$1,074,080	78%	\$239,480
UMFK	\$145,768	100%	\$0
UMA	\$517,860	46%	\$278,860

01/03/2018

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	100%
	UC Saco 111	100%
	UC Ellsworth 2 & 7	100%
	UC Rockland 410 & 413	100%
	Jewett 124, 180, 189, 190 & 291	100%
UMF	Roberts 205 & 207	100%
	Ricker Addition 202, 205	100%
	Roberts C23 & 131	100%
	Ricker Addition 217	100%
	Preble 117	100%
	Roberts 105, 107, 201, 203	100%
	Roberts 305	48%
	South 115	100%
	Education Center 6 & 113	100%
UMaine	Shibles 202	100%
	DPC 105	90%
	Neville 101	100%
	Estabrook 130, 152	98%
	Bennett 215	100%
	Dunn 315 & 316	100%

01/03/2018

	South Stevens 106D	100%
	DPC 107, 115, 117	85%
	Boardman 116	97%
	Boardman 118	100%
	Shibles 217, 313, 316	100%
	Nutting 100	98%
	Aubert 354	100%
	Hitchner 157	100%
	Jenness 102, 104, 108	98%
	Lengyel 127	100%
	Libby 220	100%
	Little 110, 120, 202, 206, 220	100%
	Lord 200	100%
	Colvin 401	100%
	Memorial Gym Complex 106 & 110 (ROTC Army)	94%
	Merrill 228a	100%
	Murray 102 & 106	100%
	N Stevens 235	90%
	Rogers 206	100%
	ROTC Navy 201	78%
	ROTC Navy 203	46%
	Deering 101c	100%
	Barrows 123, 131, 133	100%
	Balentine 129	100%
UMM	Torrey Hall 230, 232, 234	100%
	Torrey Hall 106	100%

01/03/2018

	Powers 208 & 209	100%
	Science 114	100%
	Science 102 & 120	100%
UMFK	Powell 123	100%
	Cyr 113	100%
	Old Model School 11	81%
	Cyr 200 & 201	95%
UMPI	Folsom 206	100%
	Houlton 120 & 125	49%
	Pullen 113, 212, 216	100%
	Folsom 204 & 205	100%
USM	405 Bailey	98%
	John Mitchell 217	100%
	Payson Smith 301A	100%
	LB 103	48%
	Masterson 113	98%
	Bailey 320	48%
	Bailey 10, S113, 201, 202, 204, 205, 206, 207, 208, S213, S215, 218, S312, S313, 315, L319, 320, L321, C402, C403, C404, 405	100%
	Corthell 112, 211, 212	98%
	John Mitchell 151, 164, 181, 233, 235, 242, 252, 265, 270	48%
	LAC 287	100%
	LAC 210, 211, 212, 214, 216, 218, 224	100%
	LB 208, 209, 241, 302, 303, 310, 326, 327, 402, 403, 410, 424, 425, 502, 503, 509, 510, 523, 524	98%
	Payson Smith 1, 41, 42, 44, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 211, 303, 304, 306	100%

01/03/2018

	Wishcamper 103, 113, 417, 419/427	48%
	Science 203, 403	48%

Post-Upgrade Classroom Assessment Summary



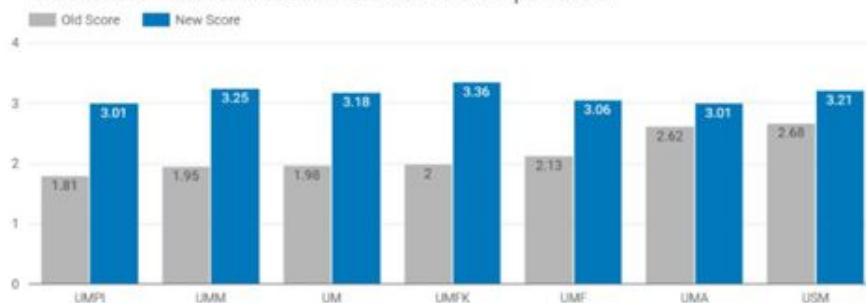
US:IT Classroom Technology 2017 Summary

149
Rooms Upgraded

2.27
Old Average Score
Upgraded Rooms

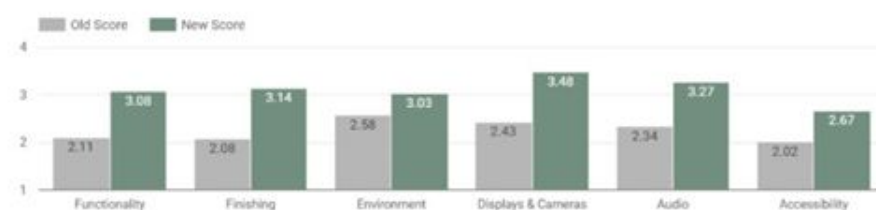
3.1
New Average Score of
Upgraded Rooms

Renovated Rooms Assessment Score Comparisons



Category Score Comparisons

Scores are of renovated rooms






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

01/03/2018

Status Update - December 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	Estimated Budget	Budget Expended to Date	Project % Complete	Comments
4/2016	John Grover	2019	2019	\$2,000,000	\$51,734	15%	

Status

There were two developments during 2017 which affect the nature of the project. Campuses have engaged with EAB for their Guide mobile app which will address some of the needs expressed through the surveys for students. We believe having a second web application would likely cause “app fatigue,” confusion as to which platform a student should use, and dilution of the effect the Guide product might have. Hence we are re-evaluating this portion of the MaineStreet Improvements project.

The second development is that Oracle is putting more effort into making their PeopleSoft product mobile-friendly and now nearly all student self-service components are mobile-friendly in the next version of their software. While we are still completing analysis of the needs expressed in the student/faculty surveys and focus groups, this improved support by Oracle most likely alleviates the need for us to invest in a product to provide the mobile interface. Instead we may put some attention on accelerating the move to the next version of PeopleSoft.

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

In Progress

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




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.

01/03/2018

Status Update December 2017

UMS Wireless Infrastructure

Overall status: 
 Budget status: 
 Schedule status: 

Change from previous report: None
 Change from previous report: None
 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		June 2019	\$11,200,000	4,954,865 (plus \$808,718 encumbered)	49%	

Status

With the start of the Fall semester, network upgrades have been ongoing in classroom buildings at UMaine and USM as well as finishing-up punch lists from summer projects. At USM, upgrade work at Bailey Hall is ongoing, Abromson Hall will be upgraded over semester break, and work has begun in Payson-Smith. Planning is occurring for several other buildings (see table on page 2). At UMaine, upgrades have been completed in Bryand Global Science, Boardman is nearly complete, and work in Aubert and Class of 1944 will begin in December.

A student survey was completed by UMF Residence Life staff recently with a few questions pertaining to wireless network access in residence halls. The results showed that 90% of students rated their access as meeting or exceeding expectation in the buildings completed over the summer versus only 25% in the Scott Halls which have not yet been upgraded (these are slated to be upgraded over semester break).

BUDGET SUMMARY

Campus	Allocation	% Budgeted to Date	\$\$ Not Yet Budgeted	% Expended & Encumbered to Date	\$\$ Expended & Encumbered	\$\$ Not Yet Expended/Encumbered
PROJECT TOTAL	\$11,820,000	87%	\$1,503,195	49%	\$5,763,583	\$6,056,417
Equipment in Inventory					\$878,478	
System-wide Services	\$620,000	100%	\$0	76%	\$471,598	\$148,402
UM - Machias	\$403,200	92%	\$33,270	91%	\$365,775	\$37,425
UM - Farmington	\$1,444,800	98%	\$28,410	75%	\$1,087,838	\$356,962
UMaine	\$2,889,600	96%	\$104,250	24%	\$690,164	\$2,199,436
UM - Presque Isle	\$515,200	100%	\$0	88%	\$454,865	\$60,335
USM	\$5,017,600	73%	\$1,358,500	18%	\$915,895	\$4,101,705
UM - Fort Kent	\$369,600	113%	-\$46,885	113%	\$415,939	-\$46,339
UM - Augusta	\$560,000	95%	\$25,650	86%	\$483,031	\$76,969

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

01/03/2018

BUILDING SUMMARY

Complete ¹		Installation & Deployment Scheduled / In Progress ²		Planning - Not yet Budgeted
University of Maine at Augusta				
Lewiston Katz Jewett Randall	Eastport Camden Belfast Civic Center	Bangor College Center (90%)		
University of Maine at Farmington				
Mantor Library Dakin Black Mallett	Lockwood Purington Stone	Winter 2017/ Summer 2018 Scott North Scott West Scott South		Roberts Learning Center ³
University of Maine at Fort Kent				
Powell The Lodge Crocker		Summer 2018 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 12/17)		
University of Maine				
Fogler Library Shibles Bennett Rogers Jenness	Bryand Global Science	Begin 0-3 months Boardman (80%) Aubert (25%) Estabrook Core (30%) Crosby Lab Class of 1944 Little (2%)	Begin 3-6 months Nutting (85%) Fernald (60%) Neville (90%) Barrows (50%) Murray Hall ⁴ Begin 6-9 months Donald P Corbett (0%) Winslow(85%) Hitchner Lord	Murray Hall Colvin Hall Sculpture Building Dunn
University of Southern Maine				
Drawing Studio Print Studio Academy Building Wireless Only Wishcamper John Mitchell Cen Law Building		In Progress Bailey (45%) Payson-Smith (15%) Science (25%) Abromson (2%) Begin 3-9 months Luther-Bonney Glickman Library Masterton Hall	Begin 6-9 months Corthell Lewiston-Auburn Brooks Dining Costell Complex Woodbury Sullivan Complex Wishcamper (wired) JMC (wired)	

¹ Networks are online and functioning; some testing and close-out paperwork may remain to be done² Dates are estimated start dates for cable installation & deployment – subject to change³ Insufficient funding to upgrade entire building; minimal upgrades to support Classrooms for the Future or future upgrades⁴ Partial upgrade due to building limitations




01/03/2018

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 - December 2017

HR 9.2 Upgrade

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 upgrade the UMS PeopleSoft (MaineStreet) Human Capital Management (HCM) system from version 9.1 to version 9.2 and 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	Estimated Budget	Budget Expended to Date	Project % Complete	Comments
6/2017	John Grover	Spring 2018	Spring 2018	\$850,000	\$345,305	35%	

Status

ERP Analysts (ERPA) led a functional process mapping effort to compare existing HR processes in version 9.1 with delivered processes in version 9.2 in benefits administration, time and labor, payroll, compensation and performance management. The process mapping also involved determining which previously implemented customizations can be retired and replaced by new functionality in version 9.2. ERPA and UMS team upgraded servers.

On October 24, the project team met for a half-day quarterly review session. The status review included: process and infrastructure, current customizations and “bolt-ons,” communications/training, and a preview of plans for the next quarter. It was agreed that the project is meeting schedule and is expected to remain on schedule in Q4 of 2017. There is a project resource risk in Q1 of 2018 given that Human Resource staff will be focused on W-2 processing. The risk was identified early during the project planning phase and the project plan was setup to mitigate the risk by focusing on IT tasks during January and re-focusing HR’s efforts in February.

Recently Completed

- Conducted first quarterly project review.
- Confirmed DB connectivity to HR92FIX. Prepared and configured change assistant templates.
- Reviewed existing customizations in payroll encumbering, payroll actuals and reallocations to LG, and positions budgets.
- Private query review.
- Infrastructure changes and XML reporting changes in Peopletools 8.55.
- Identified custom SQR reports to be migrated.
- Identified Crystal Reports and converted to XMLP.
- Drafted project communication requirements schedule.

In Progress for Upgrade

- Group process maps being drafted for benefits, time and labor, payroll, compensation and performance management.
- Conducting upgrade pass #1.
- Developing testing plans.
- Drafting testing scripts.

01/03/2018

- Developing communication and training plans.
- Drafting lists of customizations, private queries, Crystal and SQR reports.
- Conducting weekly update meetings and scheduling second quarterly project review session.
- Building additional server environments for 9.2 (DB Server, Peoplesoft, MTP, QTP, Dev, Test).
- Reviewing customizations to move forward in 9.2.

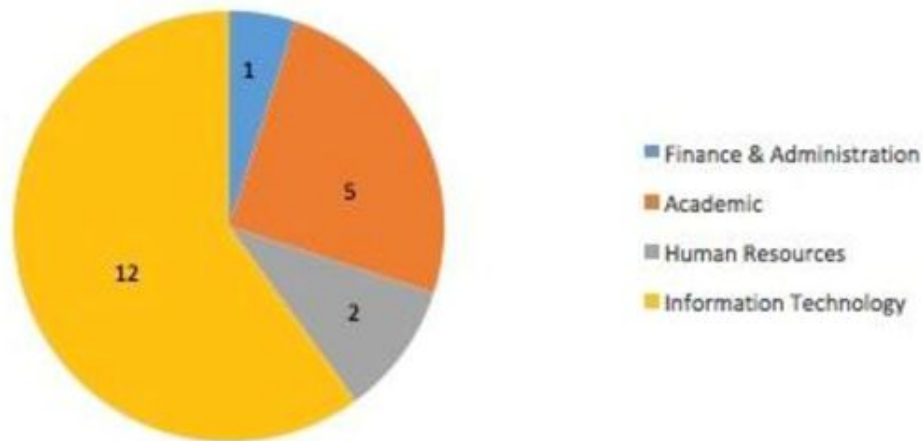
In Progress for Interfaces and System Improvements

- 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 workarounds 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.
- Change in project Sponsor due to John Grover's planned retirement.

US:IT ACTIVE PROJECTS



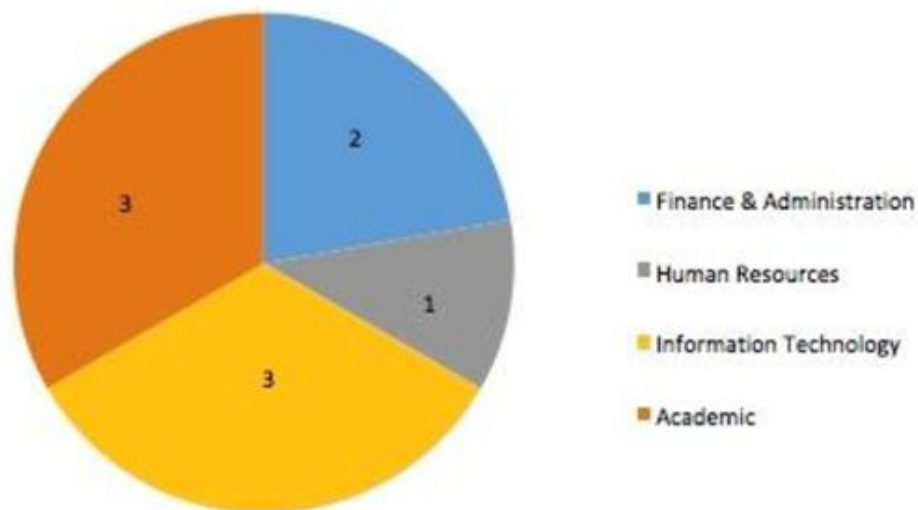
Finance & Administration Projects Total Budget = \$30,000

Academic Projects Total Budget = \$902,515

Human Resources Projects Total Budget = \$860,000

Information Technology Projects Total Budget = \$17,009,926

US:IT PROPOSED PROJECTS



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

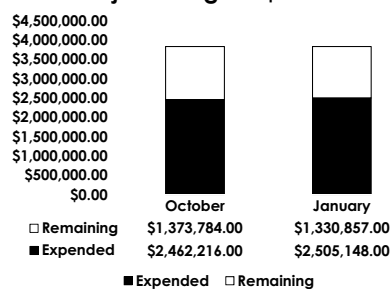
Finance – Facilities – Technology
Committee

January 12, 2018

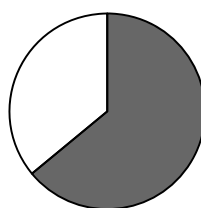
US:IT PROJECT (>\$250,000) REVIEW

► Classrooms for the Future (Tab 1.1; Page 5)

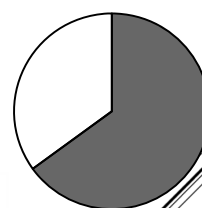
Project Budget - \$3.836M






64% Complete (Oct)



65% Complete (Jan)

















Overall status: 
Budget status: 
Schedule status: 

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Est. Budget	Budget Expended/ Encumbered to Date	Project % Complete
4/2016	David Demers	12/2018		\$3,836,000	\$2,505,148	65%



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

► Classrooms for the Future (Tab 1.1; Page 5)

Campus	October		January	
UMA	92%		97%	
UMF	91%		97%	
UMFK	81%		94%	
UMM	88%		100%	
UM	88%		96%	
USM	82%		89%	
UMPI	96%		87%	



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

► Classrooms for the Future (Tab 1.1; Page 5)

- Summer '17 completed; Summer '18 planning completed
- Summer '17 'After Action Review' completed
- Summer '17 Classroom reassessment completed
 - Previous (2.3) > Target (>3.0) > Actual = 3.1

149
Rooms Upgraded

2.27
Old Average Score
Upgraded Rooms

3.1
New Average Score of
Upgraded Rooms

► Risks

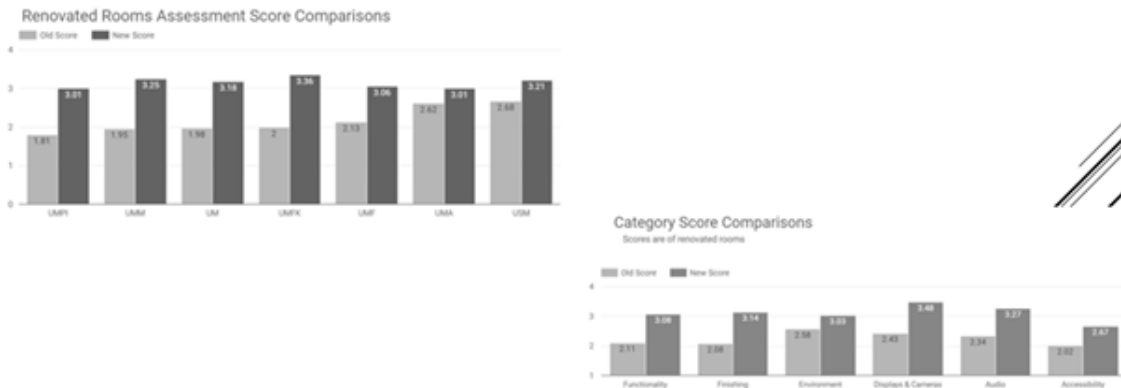
- Timing - Work performed during summer/breaks only
- Lead Time - Contractors & Vendors
- Coordination with Wireless Infrastructure Project



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

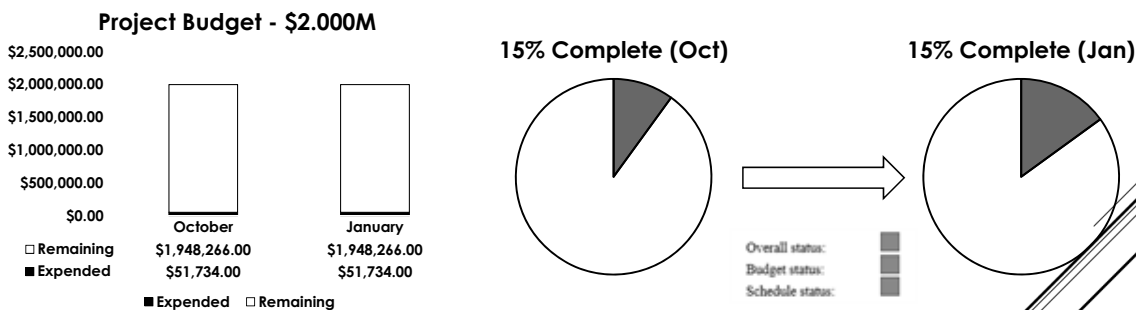
► Classrooms for the Future (Tab 1.1; Page 5)

► Renovated Room Assessment Score Comparisons



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

► MaineStreet Improvements (Tab 1.1; Page 10)



Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Expended to Date	Project % Complete
4/2016	John Grover	2019	2019	\$2,000,000	\$51,734	15%



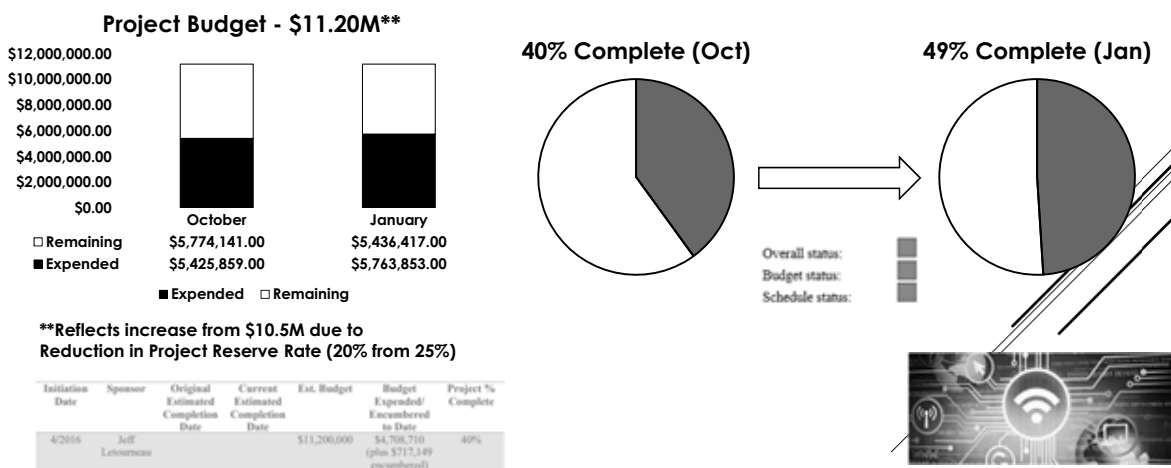
US:IT PROJECT (>\$250,000) REVIEW

► MaineStreet Improvements (Tab 1.1; Page 10)

- Focus groups (Students; Faculty) completed
- Conducted Oracle “Health Checks” with functional offices (Registrar, Financial Aid, Admissions)
 - Results to be delivered 1/11/18
 - Anticipate focus on PeopleSoft updates will help to address several functionality goals
- 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 11)



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

► UMS Wireless Infrastructure (Tab 1.1; Page 11)

► % Budgeted by Campus**

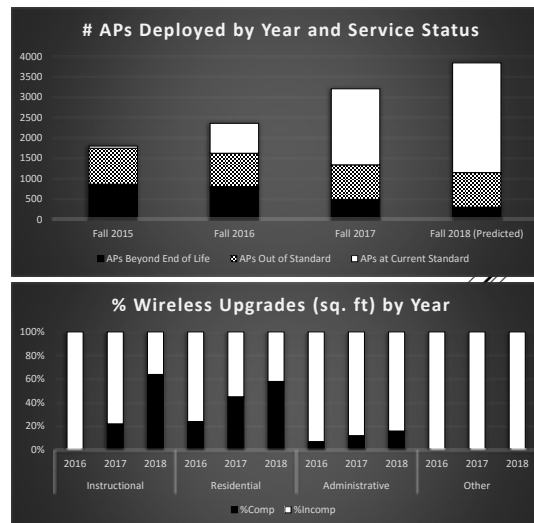
Campus	October		January	
UMA	95%		95%	
UMF	95%		98%	
UMFK	100%		113%*	
UMM	92%		92%	
UM	87%		96%	
USM	73%		73%	
UMPI	100%		100%	



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

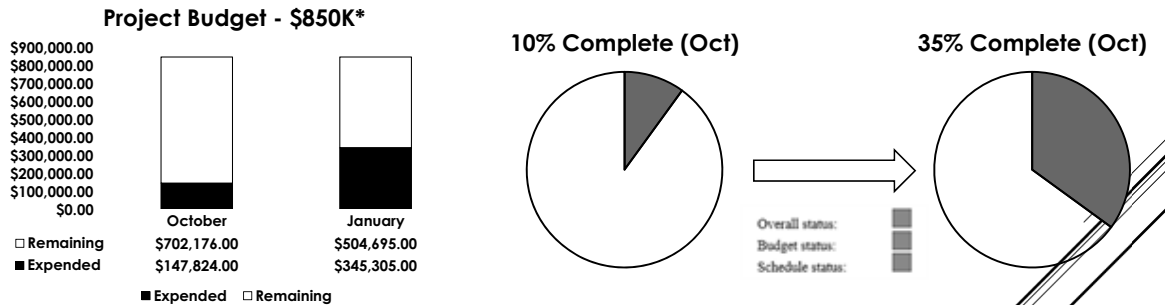
► UMS Wireless Infrastructure (Tab 1.1; Page 11)

- 11 Residence Halls & completed with positive student feedback
- 9 Classroom Buildings completed/in-progress since June
- Focus for Fall 2017: UM & USM
 - USM: Abromson Hall, Bailey Hall, Payson-Smith
 - UM: Bryand Global Science, Boardman, Aubert, Class of 1944
- Risks
 - Coordination with CFTF & 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 14)



*Includes funding for Interface/System Improvements

Initiation Date	Sponsor	Original Estimated Completion Date	Current Estimated Completion Date	Estimated Budget	Budget Expended to Date	Project % Complete
6/2017	John Grover	Spring 2018	Spring 2018	\$850,000	\$345,305	35%



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

► HR Upgrade (Tab 1.1; Page 14) ► Modules/Interfaces to be Evaluated

- HR v 9.2 Demo Environment established
- Fit/Gap Analysis completed
- Currently completing initial upgrade pass and testing plan

► Risks

- Availability of HR Staff; W2 processing
- Compatibility issues with customizations and reports

- 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:** Networkmaine Network Outage
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** **BOARD POLICY:**
5. **BACKGROUND:**

Dr. David Demers, Chief Information Officer, will provide information on the Network Outage that took place from October 30 to November 6, 2017 at various UMS and non-UMS locations.

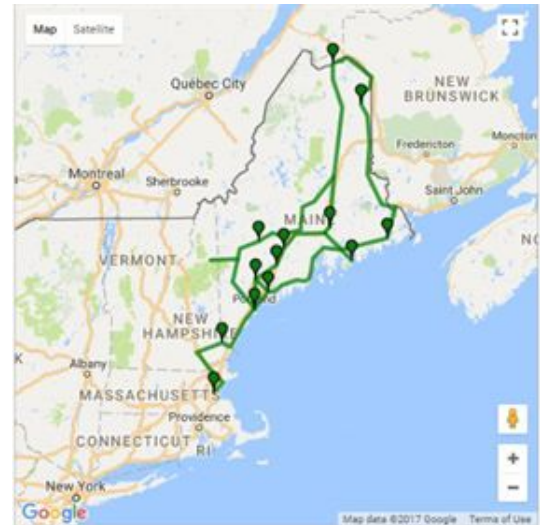
01/03/2018

Networkmaine Network Outage

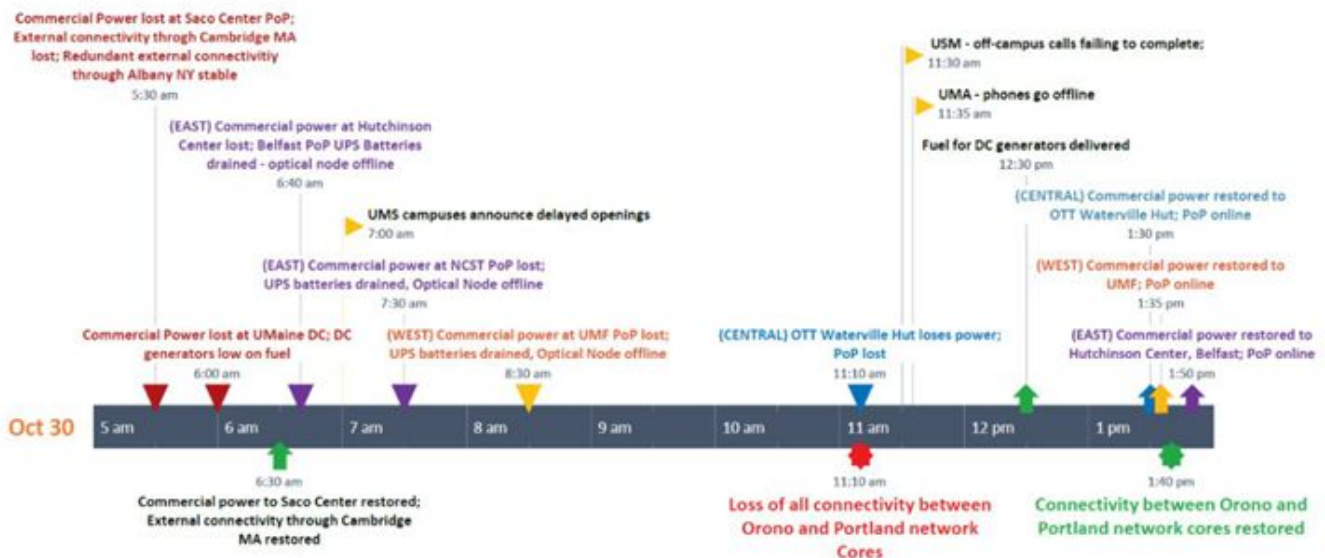
Oct 30 - Nov 06, 2017

Summary:

A major weather event involving heavy winds caused the loss of commercial power across much of the state of Maine impacting many University properties for time periods ranging from hours to days. MaineREN, the optical network that serves as the wide area network for UMS and its research and education partners, became bifurcated for approximately two hours on the 30th from ~11:10am - 1:30pm when all three paths, Western (W), Eastern (E), and Central (C) between Orono and Portland failed. Along with the loss of off-campus network connectivity, phone services at USM and UMA (Augusta) were negatively impacted during this time.



Timeline of Events for October 30, 2017



Findings / Recommendations:

Despite having three geographically diverse paths between Orono and Portland, connectivity between these two network core facilities was lost. Only one of the paths, the Central path along the I-95 corridor, has generator backup of commercial power at all optical Points of Presence (PoP) along the path. The failure of OTT's generator in Waterville highlighted our dependence on the Central path.

In order to reduce that dependence, especially during major weather events, reducing the number of optical PoPs without generator backup will be necessary. This effort has already begun as part of the optical network upgrade project. Five optical PoP's that have acted as amplifier sites are being decommissioned. However, investments will need to be made to deploy generators at a number of UMS locations and in concert with third party facility's owners. A total of eight (8) priority sites for installation of backup generators have been identified as noted below:

UMS Locations

UMS Belfast Hutchinson center
UMS Farmington campus
UMS Fort Kent campus
UMS Presque Isle campus
UMS East Millinocket center
UMS Houlton center

Non-UMS Locations

The Mill at Dover-Foxcroft (non-UMS facility)
WCCC, Calais

US:IT is currently collaborating with Facilities Management to project anticipated cost for installation of backup generators at these locations.



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Allocation Model
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** X **BOARD ACTION:**
4. **OUTCOME:** Enhance Fiscal Positioning **BOARD POLICY:** 701 – Operating and Capital Budgets
5. **BACKGROUND:**
Vice Chancellor Ryan Low will provide an update of the Allocation Model.



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** FY2017 Annual Report on Gifts, Fund Raising and Endowments

2. **INITIATED BY:** Karl W. Turner, Chair

3. **BOARD INFORMATION:** X

BOARD ACTION:

4. **OUTCOME:**
Enhance fiscal positioning

BOARD POLICY:

5. **BACKGROUND:**

The University of Maine System (UMS) Annual Report on Gifts, Fund Raising and Endowments for the year ended June 30, 2017 is enclosed. This report presents:

- Total gifts received by restriction type, purpose, donor type, and campus.
- The UMS gift balances by fiscal year which includes pledges outstanding, non-endowed gift balances and endowment market values.
- UMS affiliated fund raising organizations' gifts received and endowment balances.
- The financial status of capital campaigns.

All gifts received fulfill the policy requirements of the Board of Trustees and the UMS follows the intent of its donors. The UMS expresses its deep gratitude to all donors for their gifts, donations and bequests.



Annual Report on Gifts, Fundraising and Endowments

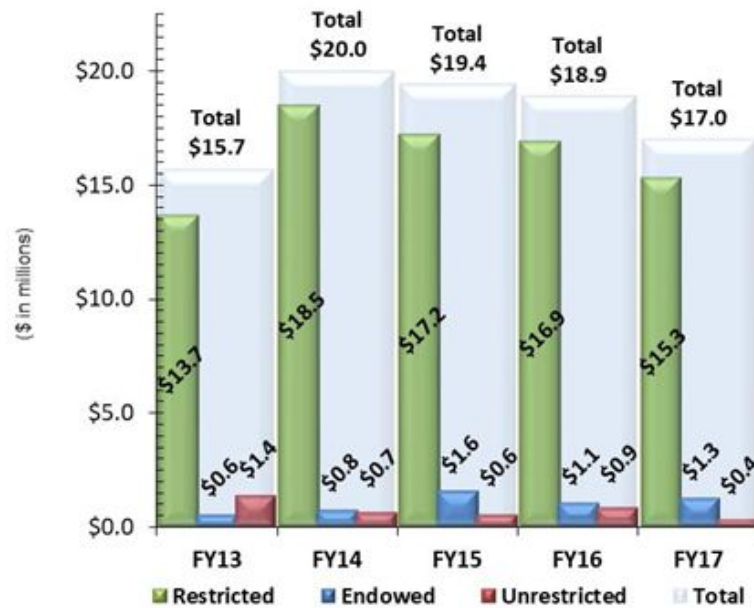
Year Ended June 30, 2017



Gifts Received* by Restriction Type

(\$ in millions)

4.1

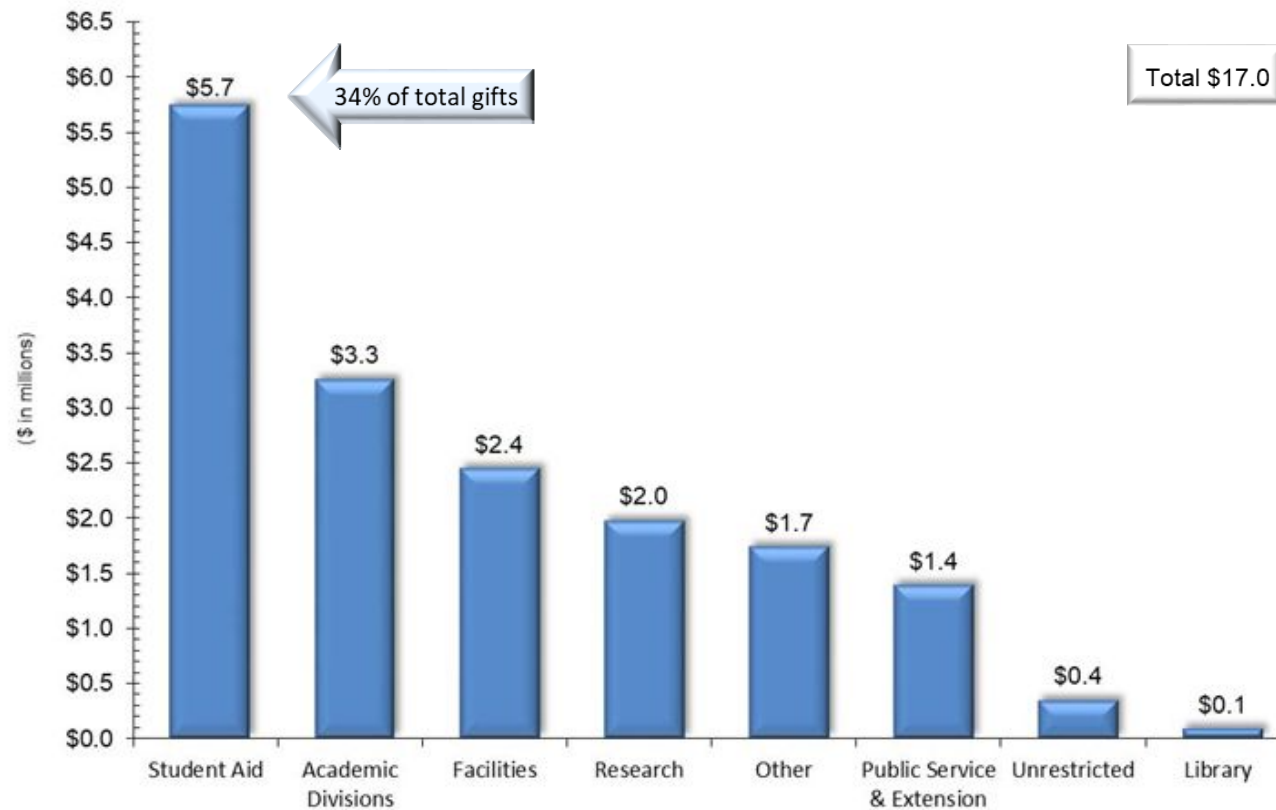


* UMS gifts reported herein include cash, checks and negotiable securities, and pledge payments. Gifts-in-kind and pledges receivable are not included in these totals.

FY17 Gifts Received by Purpose

(\$ in millions)

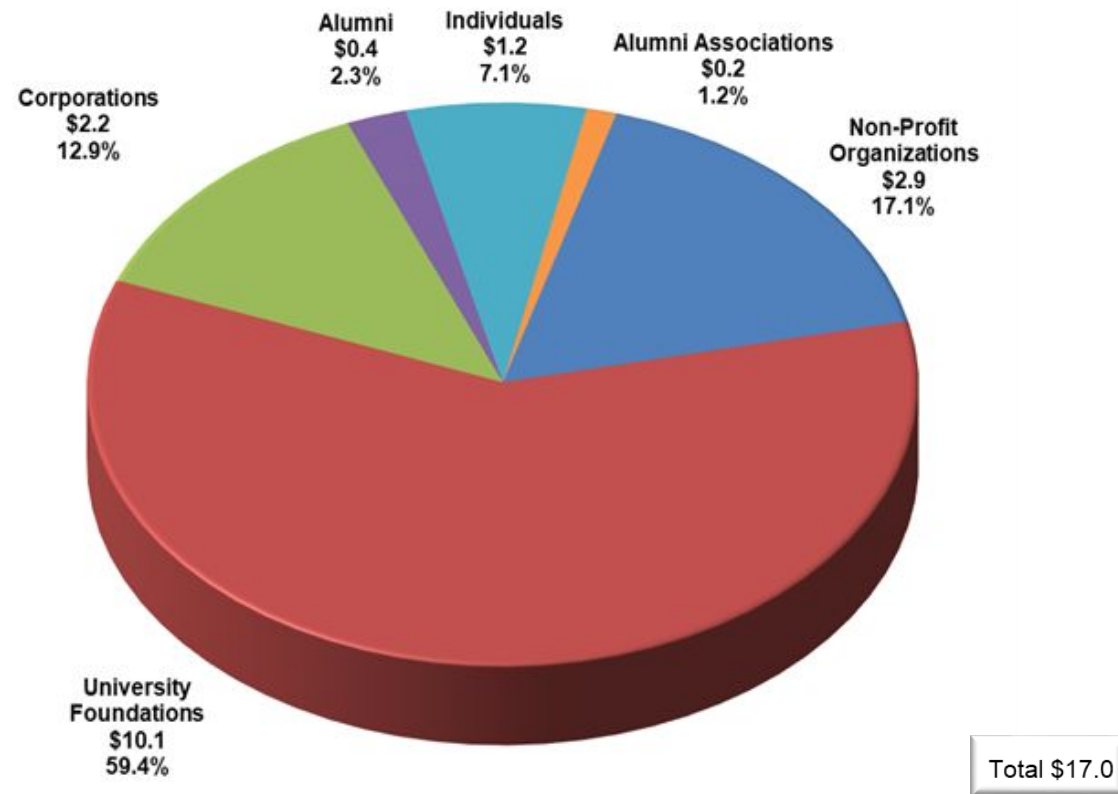
4.1



FY17 Gifts Received by Donor Type

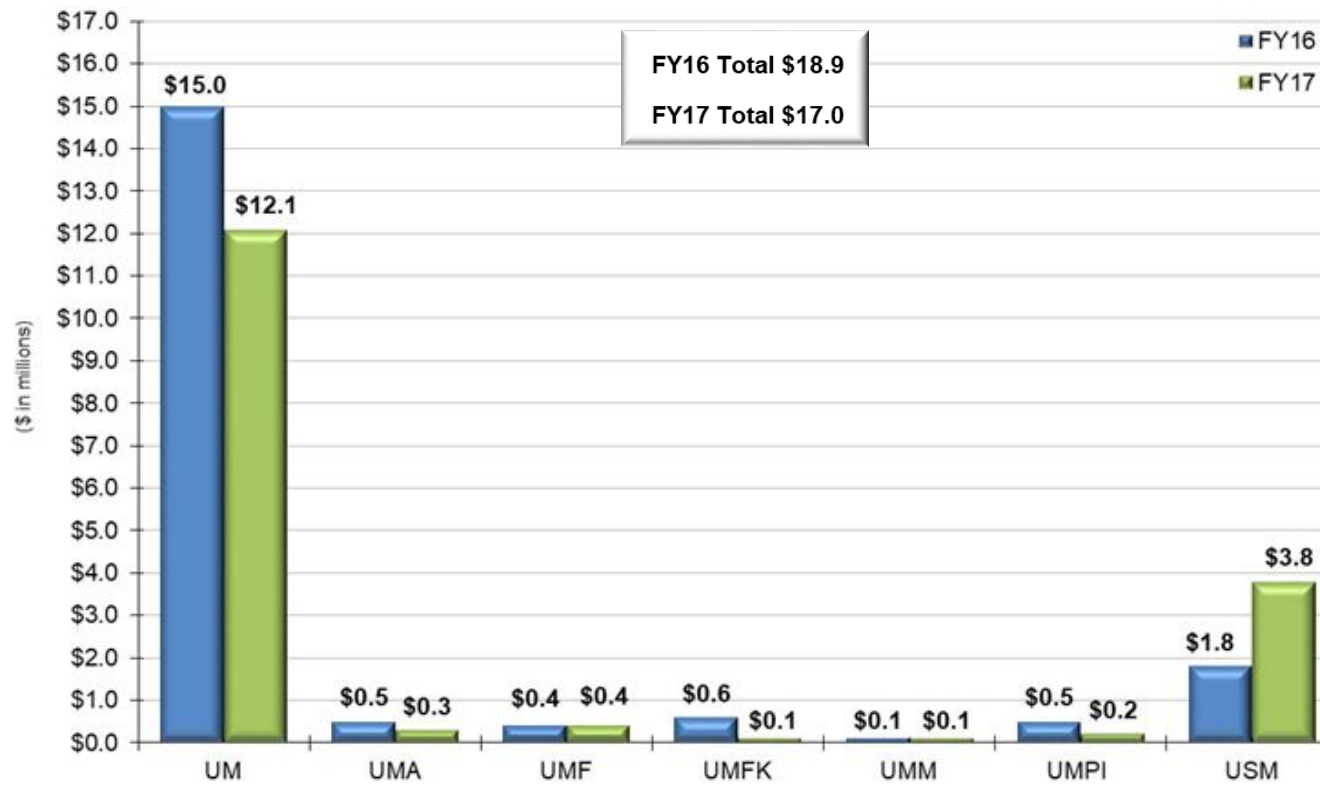
(\$ in millions)

4.1



Gifts Received by Campus (\$ in millions)

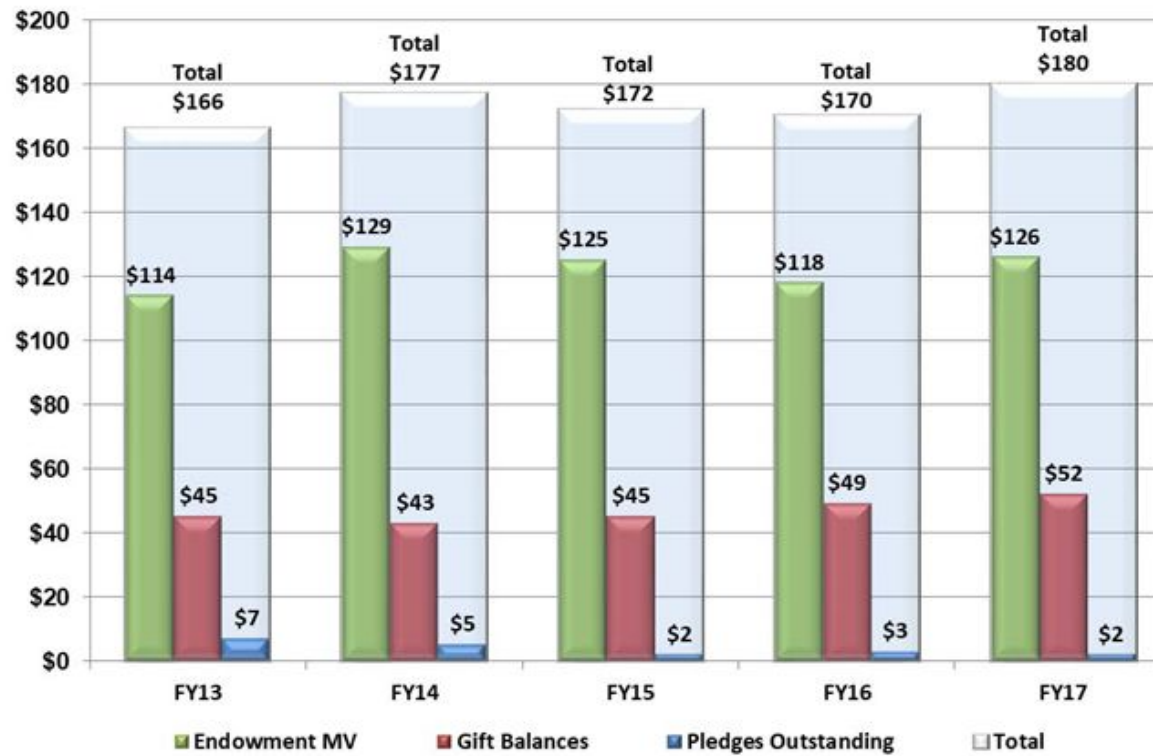
4.1



Gift Balances as of June 30th

(\$ in millions)

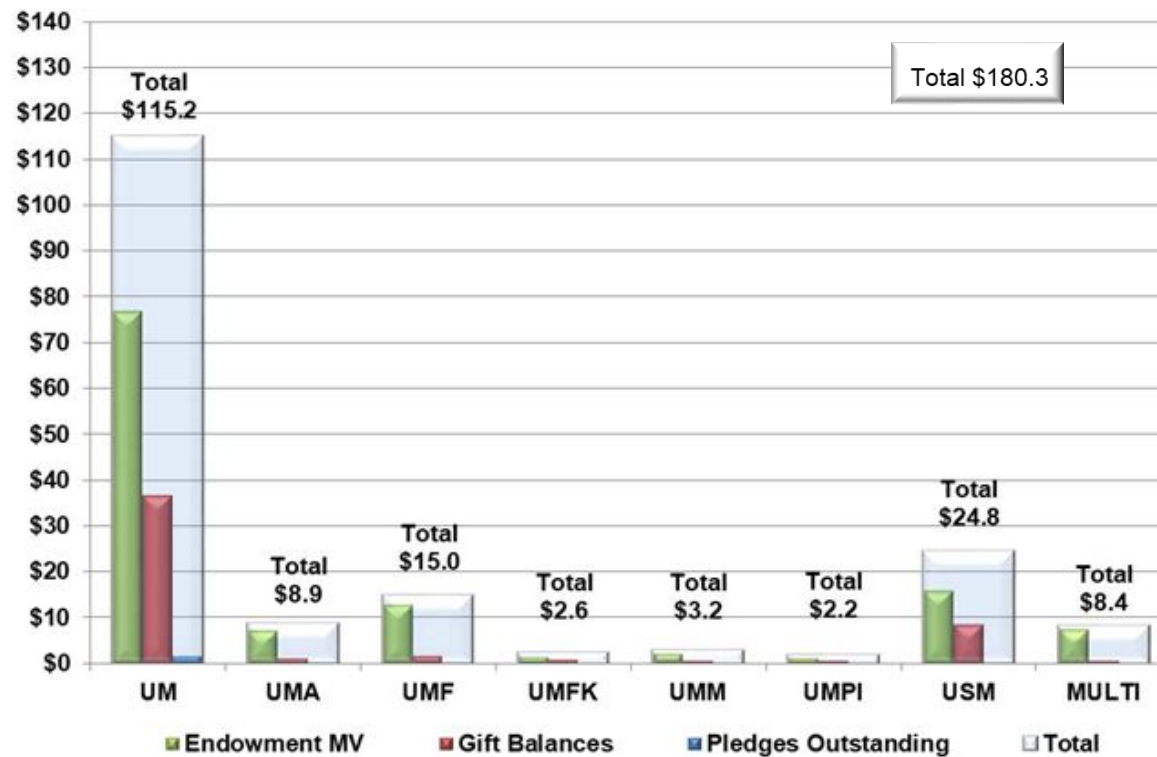
4.1



Gift Balances by Campus as of June 30, 2017

(\$ in millions)

4.1



UMS Affiliated Fund Raising Organizations

Gifts Received by UMS Affiliated Organizations

(\$ in thousands)

	FY16	FY17	
UM Affiliates			
UM Alumni Association	\$ 322	\$ 224	
UM Foundation	9,116	7,580	48% of gifts for both years were from Alumni
UM Pulp & Paper Foundation	373	362	
4-H Camps at Tanglewood & Blueberry Cove	*	105	
Maine 4-H Foundation	192	270	
UMFK Affiliates			
UMFK Alumni Association	7	7	
UMFK Foundation	53	206	
John L. Martin Scholarship Fund	-	-	
UMM Alumni Association	-	-	
Foundation of the University at Presque Isle	297	42	49% of FY16 gifts and 21% of FY17 gifts were from Alumni
USM Affiliates			
USM Foundation	2,880 R	2,353	
Maine Law Alumni Association	290	**	
UM Law School Foundation	434	1,247	
Total Gifts Received by Affiliated Organizations	\$ 13,964	\$ 12,396	

* Included in UM gift totals

** The Maine Law Alumni Association was dissolved December 31, 2016.

R Restatement of amount (\$2,851) previously reported for FY16.

Endowment Market Values for UMS Affiliated Organizations

(\$ in millions)

4.1

	<u>FY16</u>	<u>FY17</u>
<i>UM Affiliates</i>		
UM Foundation ^a	\$ 180.4 R	\$ 203.0
UM Pulp & Paper Foundation	15.7	16.5
4-H Camps at Tanglewood & Blueberry Cove	0.2	0.3
Maine 4-H Foundation	3.1	3.2
<i>UMA Foundation</i>	0.1	**
<i>UMFK Affiliates</i>		
UMFK Foundation ^b *	\$ 1.7	\$ 2.1
John L. Martin Scholarship Fund*	0.1	0.1
<i>Foundation of the University at Presque Isle</i>	4.5	4.8
<i>USM Affiliates</i>		
USM Foundation*	\$ 16.2	\$ 18.1
UM Law School Foundation*	4.0	4.3
Total Endowment Market Value for Affiliated Organizations	\$226.0	\$252.4

^a UM Foundation totals include UM Alumni Association endowments.

^b UMFK Foundation totals include UMFK Alumni Association endowments.

* Endowment included in the UMS Managed Investment Pool.

** The Foundation was dissolved in June 2017 and \$48 thousand of assets moved to UMA.

R Restatement of amount (\$179.9) previously reported for FY16.

Status of Capital Campaigns as of June 30, 2017

(\$ in millions)

4.1

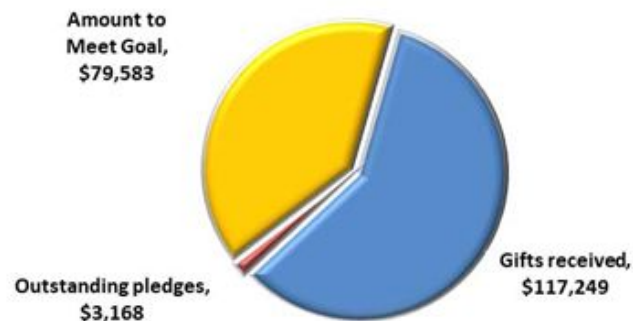
Vision for Tomorrow Comprehensive Campaign (UM)

Includes gifts received by the University of Maine and its affiliated organizations. The UMS Board of Trustees approved the campaign in May 2017 with public announcement by the campus in October 2017. The campaign includes funds for student support including scholarships, assistantships and fellowships; faculty support including endowed chairs, professors and research facilities; capital projects including a state of the art engineering building; endowed excellence; and current operations.

Start 7/1/11

End 6/30/20

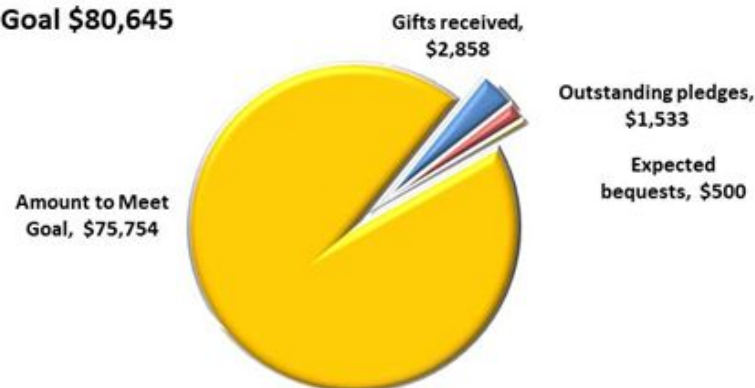
Goal \$200,000



Next Generation Comprehensive Campaign (USM)

In May 2017, the UMS Board of Trustees approved the campaign, "USM: The Next Generation" to raise \$80 million. The campaign includes funds for upgrades to the Gorham athletic facilities, a new Performing Arts Center in Portland, Promise Scholarships, and an endowed chair for the Risk Management & Insurance Program.

Goal \$80,645





AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Research License Renewal Authorization, UM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Support Maine through research and economic development;
 Relevant academic programming
 801- Acquisition of Real Property

5. **BACKGROUND:**

The University of Maine System acting through the University of Maine requests authorization to renew an existing Research License for a five year term with URSA Major LLC for a parcel of land located in T28 MD, Hancock County (see attached exhibit A – Premises map). The purpose of the lease is for establishing, constructing, reconstructing, maintaining and operating an environmental research forest.

This request is pursuant to Board of Trustees Policy 801 Acquisition 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 approval is within the Committee's authority with no further action required by the full Board.

The University has used this site for 30 years and approximately \$12 million of funded research has occurred at the site. This five-year license renewal, with a cost of \$1,500, will allow the University to continue to access the past research and to do additional research at this site. This site has tremendous value going into the future for long-term studies of forest ecosystems in Maine. The landowners continue to be generous in allowing this research while not using these lands for harvesting. No change in operating costs, occupied square footage or other such metrics are anticipated.

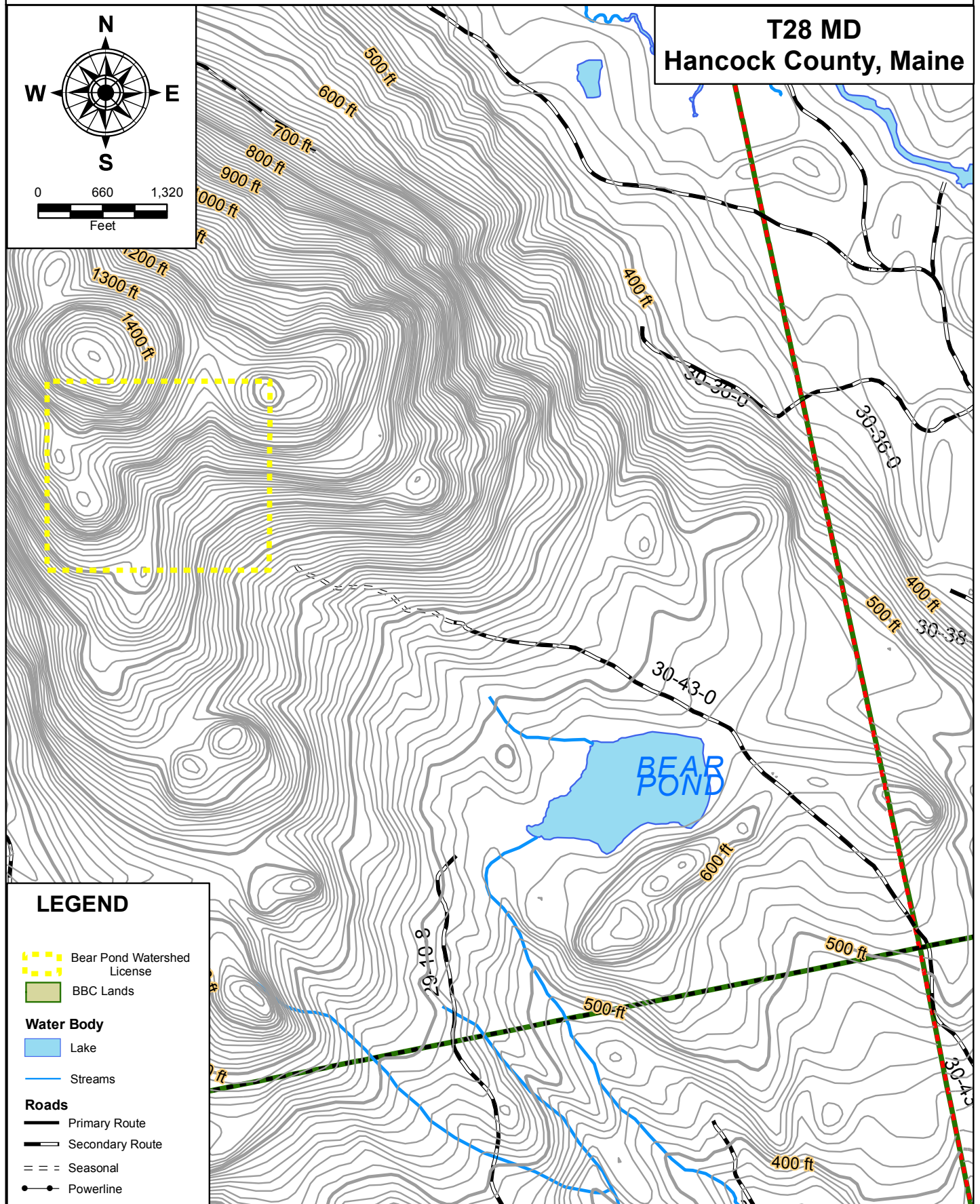
6. **TEXT OF PROPOSED RESOLUTION:**

That the Board of Trustees, acting through the Finance/Facilities/Technology Committee authorizes the University of Maine to enter into a five year research license renewal for a parcel of land located in T28 MD, Hancock County, subject to review and approval of all final terms and conditions by the University of Maine System Treasurer and General Counsel.

01/03/2018

Bear Brook Watershed License

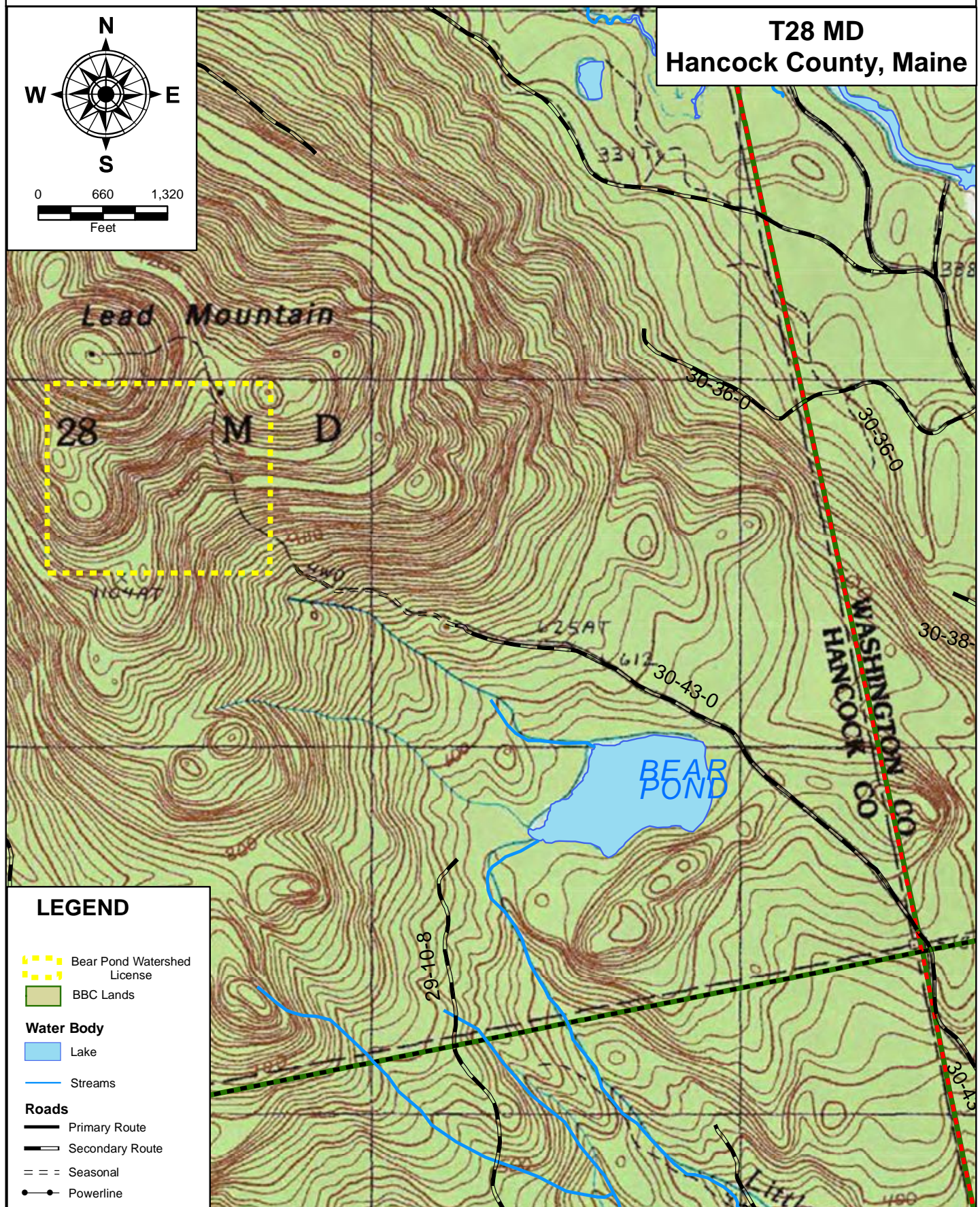
Exhibit A1



5.1

Bear Brook Watershed License

Exhibit A2



5.1



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Wells Commons Generator Installation, UM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** Enhance Fiscal Positioning **BOARD POLICY:** 701 – Operating and Capital Budgets
5. **BACKGROUND:**

The University of Maine System acting through the University of Maine, requests approval to expend up to \$525,000 for the installation of a backup generator and associated infrastructure at Wells Commons in Orono. The funding will come from Auxiliary Services 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. Pursuant to Board of Trustee Policy 701 and associated, formally-adopted Trustee practices, the scope of this project places it within the purview of the Finance, Facilities and Technology Committee to approve on behalf of the Board without further consideration by the full Board.

University of Maine Auxiliary Services proposes to install an emergency generator at Wells Commons for the capacity to maintain services during power outages and other periods of other than normal operations. Wells Commons was originally constructed in 1957 as a resident dining facility supporting several adjacent residence halls with kitchen and support areas on the first floor and dining rooms on the second. In 2006, the building was renovated to modernize the kitchen and relocate the dining rooms to the first floor. This renovation also created the Wells Conference Center on the second floor with multiple function rooms which could operate independently of resident dining on the first floor. The Wells kitchen also includes the single bakery on campus that provides products to the other dining facilities.

The only dining facility on the Orono campus with backup power for emergency purposes is presently Hilltop Commons. Auxiliary Services identified the benefits for Wells Common to also have backup services. Design and estimating for a project to provide a generator to maintain whole-building services at Wells was started in early 2017; once the design was complete, the project was placed on hold due to other funding priorities taking precedence.

The need for continuous campus support by Wells Commons was amplified during the October 30, 2017 windstorm when portions of the campus were without reliable power for approximately 48 hours. Auxiliary Services had approximately 3,600 student residents in dorms at that time and was faced with the challenge of serving this population only from Hilltop Commons. Hilltop Commons does not have the capacity to serve the entire campus resident population with regard to kitchen and dining capacity. It was a challenge to expose residents to inclement weather to bring them to Hilltop and this option could be prohibitive in more severe or winter weather. There were consequently needs to deliver food to campus residents, but Hilltop Commons was not capable of meeting all these needs simultaneously.

The lessons learned from this storm demonstrate the benefit of having two dining halls capable of sustaining operations. With backup power, Wells Commons would significantly improve the ability to serve resident students in many scenarios and the second floor conference spaces would also be feasible for shelter purposes.

Due to the October 2017 storm experiences, this project has been re-prioritized and Auxiliary Services desires to move ahead promptly with the installation of the generator. The target is to have Wells Commons capable of sustained operations by winter 2018-2019.

The impacts to operating cost include monthly generator maintenance which would be performed by Facilities Management staff that is presently performing similar services on multiple campus generators. The cost of this would be covered through Auxiliary Services operations. There is no impact to campus gross square footage, building net asset value, or renovation age due to the addition of the generator.

6. TEXT OF PROPOSED RESOLUTION:

That the Board of Trustees, acting through the Finance, Facilities, and Technology Committee authorizes the University of Maine to expend up to \$525,000 for the installation of an emergency generator and associated infrastructure capable of sustaining operations at Wells Commons.



AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Lease Authorization Update, UMA
2. **INITIATED BY:** Karl W. Turner, 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 new lease for space it currently occupies at 175 Main Street in South Portland for the New Ventures Maine Program.

The space is approximately 1,760 gross square feet and the Lessor is Donald Peters. UMA currently has a month to month lease agreement in place and has occupied the space since 1994. This request is an update to the request that was made at the November Committee meeting.

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 without further board action.

UMA's New Ventures Maine is a statewide program that provides economic development training and resources at nine locations throughout the State. New Ventures Maine serves all 16 counties and has offices located in various regions of the State. In seven out of nine cases the New Ventures Maine local office is located on a University campus or center – for example at Presque Isle, Rockland and Augusta - in other cases in order to meet programmatic needs the offices are located in leased space.

At the November 2017 meeting of the Finance, Facilities and Technology Committee, UMA requested approval to lease space for UMA's New Ventures Maine program in South Portland. The agenda item from that meeting is included here as reference. The Committee discussed the lease and tabled the proposed lease, requesting that UMA and the University of Southern Maine (USM) work collaboratively to determine if there is any suitable space available at the USM campus.

New Ventures Maine provided USM with a description of their space requirements, which was reviewed and considered by the USM Facilities Space Committee. Regrettably, USM determined that it does not have any space available at its Portland campus, nor do they have space available at their Gorham campus that would meet

UMA's needs. They did offer space at the Lewiston- Auburn College. While the offer is much appreciated, that space won't allow New Ventures Maine to service the York and Cumberland counties. (UMA New Ventures Maine is already using space at LAC to serve the Androscoggin county region of Maine.)

UMA would like to proceed with the proposed lease for space in South Portland, with the understanding that UMA will continue to explore with USM the option to locate their New Ventures Maine offices on the Portland campus, should appropriate space become available.

The prior agenda sheet from November 2017 is attached for reference.

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 gsf 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.



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:** Naming, Cooperative Extension Diagnostic and Research Laboratory, UM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** Support Maine through research and economic development **BOARD POLICY:** 803 - Naming of Physical Facilities
5. **BACKGROUND:**

The University of Maine System acting through the University of Maine requests authorization for the naming of a new facility pursuant to Board of Trustee Policy 803.

Policy 803 states, in part: "...The naming of any physical facility in the University of Maine System is reserved to the Board of Trustees. Naming of any other campus area or object is reserved to the President of that University..... Facilities may be named for any individual, living or dead, except for current employees or current members of the Board of Trustees. Other acceptable names include, but are not limited to, geographical designations, functions, or University groups.... Recommendations to the Chancellor and Trustees for names of physical facilities shall be made by the President of a University after consultation with such committees as may be established for this purpose....."

In this case, the proposed name as recommended by the President of the University of Maine Susan J. Hunter is the University of Maine Cooperative Extension Diagnostic and Research Laboratory.

This facility is comprised of the Veterinary Diagnostic Laboratory, Pest Management Office and Aquatic Animal Health Lab of Cooperative Extension. Each of these units has specific labs that will be providing essential service and applied research consistent with the land-grant mission of the flagship campus. The Aquatic Animal Health Lab is shared with the Aquaculture Research Institute of the University of Maine. The new facility is being constructed through two projects already approved by the Board, the Cooperative Extension Diagnostic & Research Laboratory, project number 5100387 and the Aquatic Animal Health Facility, project number 5100440.

This combined facility will be unique in the United States and will bring efficiencies with shared spaces and resources that will enhance and improve the diagnostic and research capabilities of the faculty and staff of Cooperative Extension. The name specifically identifies Cooperative Extension to reflect the outreach and service mission of the work of the units of this facility. In addition, the name will prevent any confusion with diagnostic services directed toward human beings. The diagnostic and research testing in this facility will be on terrestrial animals including arthropods, plants, and aquatic animals.

The new facility is expected to open in the spring of 2018.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the January 29, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the University of Maine to authorize the naming of the University of Maine Cooperative Extension Diagnostic and Research Laboratory.

01/03/2018



AGENDA ITEM SUMMARY

- | | | |
|----|---|--|
| 1. | NAME OF ITEM: Preliminary Space Reduction Initiative Approval, UMS | |
| 2. | INITIATED BY: Karl W. Turner, Chair | |
| 3. | BOARD INFORMATION: | BOARD ACTION: X |
| 4. | OUTCOME:
Enhance Fiscal Positioning | BOARD POLICY:
701 – Operating and Capital Budgets
712 – Debt Policy
802 – Disposition of Real Property |
| 5. | BACKGROUND: | |

The University of Maine System seeks authorization to remove by demolition as much as 300,000 gross square feet (GSF) of vacant, under-utilized or poorer condition space and to eliminate the backlog of capital investments and operating costs associated with that space at campuses statewide.

A pending Sightlines analysis indicates the University already has sold, demolished, vacated or otherwise reduced the amount of space it uses in carrying out its mission by about 250,000 GSF. The requested funding and associated demolition initiative is intended to continue that effort and to make additional progress possible. The effort to constrain any growth of facility space and to reduce it when possible is in keeping with the Trustees' directives to the University on that specific point and also its directives and aspirations to increase the density (i.e. utilization) and the net asset value (i.e. condition) of the University's facility portfolio.

This request carries the support of the Capital Advisory Team, a standing stakeholder group that was created with the sanction of Trustees and chaired by the Treasurer to review and advise the Treasurer on capital matters. The membership is updated annually and includes representatives of facility, finance and budget personnel, chief business officers, chief academic officers, Presidents and others. The group assists with and helps guide funding requests to the legislature, the annual capital budget process and special capital related initiatives such as this.

The facilities to be removed would be proposed by campus leadership, reviewed by the capital advisory team and authorized, per existing Trustee policy, by the Treasurer. Projects costing in excess of \$500,000 would also be presented to Trustees per current policy and protocol. No campus would be compelled to participate. Rather, funding would be allocated to those choosing to propose projects that best advanced the Trustee directives above.

Additional details about what the project would aim to achieve, assessments of its potential impact and details about how the funds would be allocated and administered are attached.

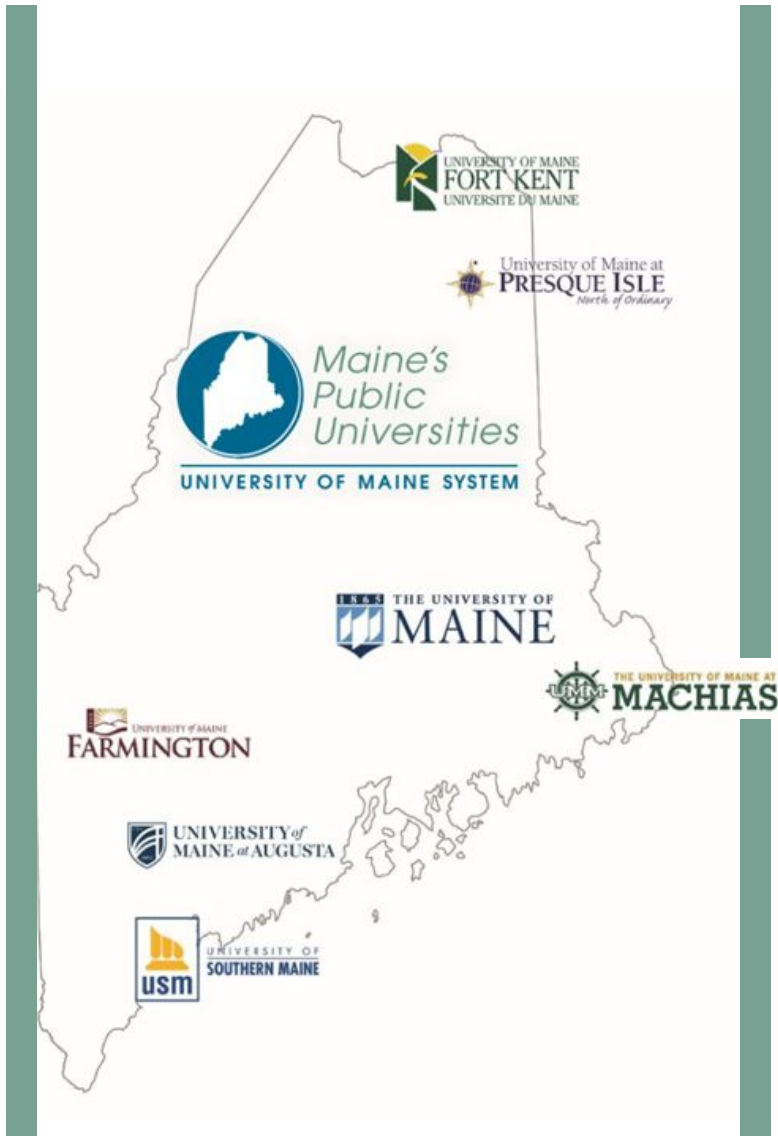
The project would be funded by the sale bonds to be approved at a later time by Trustee pursuant to the usual Trustee and University practices and at the direction of the University Treasurer and Controller. The intention would be to generate approximately \$10 million in proceeds.

The matter before Trustees today is the preliminary approval to pursue the initiative. It would only truly move forward once Trustees approve the funding mechanism.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forwards this item to the Consent Agenda at the January 29, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the University of Maine System to pursue the removal by demolition of as much as 300,000 gross square feet of vacant, under-utilized or poorer condition space and to eliminate the backlog of capital investments and operating costs associated with that space at campuses statewide, with final approval of the funding mechanism to occur at a later meeting.





Executive Summary

Goal

- > Increase the utilization and condition of the University's facility portfolio as measured by density and net asset value by encouraging the further removal of existing facilities.
- > Target would be a further net reduction of 200,000 to 400,000 gross square feet.

9.1

Cost

\$15-20 million.

What will be removed/reduced

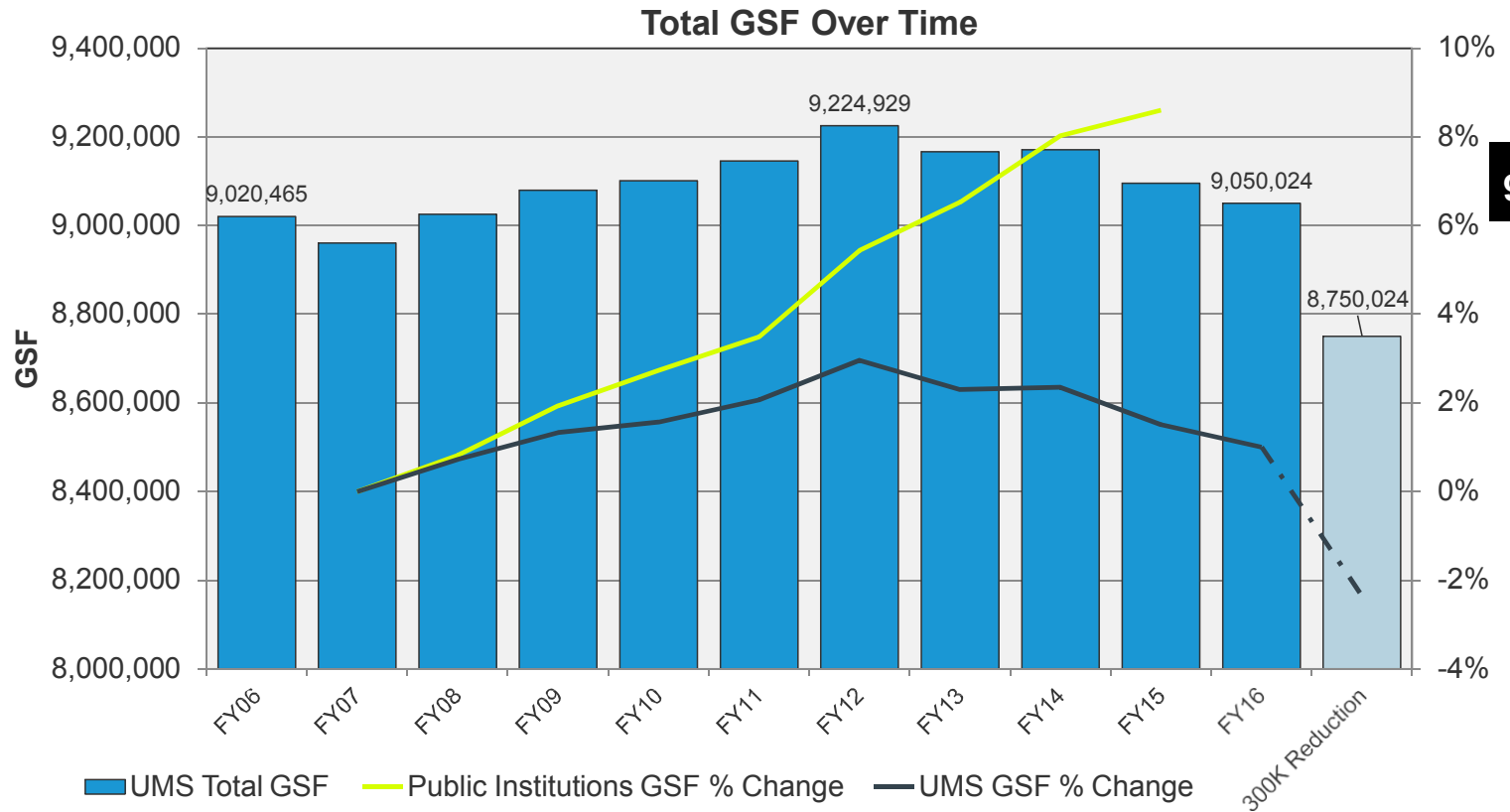
Campuses will be encouraged to review their poorer condition (i.e. lower NAV) and lower utilization facilities. Which facilities are to be removed will be determined by campus leadership subject to approval of the Treasurer, per Trustee policy. If a particular project's cost is more than \$500,000, the project also will be subject to direct consideration by the Trustees.



UMS GSF Changes Over Time

Trustee policy to constrain growth already making a difference

Projection is greater gains if demolition funding occurs



9.1



How could it be funded?

Current Recommendations*: A 10-year revenue bond repaid by the administrative savings

**other terms and options are available.*

9.1

10-year - \$10M Revenue Bond

estimated annual debt service
\$1.15M

15-year - \$10M Revenue Bond

estimated annual debt service
\$845,000

Interest rates will not be known until the bonds are issued and will depend on terms of issue and market conditions; however, current rates suggest approximately 3 to 4 percent.



How could it be funded?

Projects up to \$100,000

Systemwide Pool

\$10 Million Pool

- Funded by administrative review savings
- Pays 100% of approved project

Projects over \$100,000

Matching Funds

Matching funds

- Pool would match campus contributions 2:1 after the first \$100,000 of a project up to a maximum pool contribution of \$1M
- Campuses identify match from their own resources

Criteria

- Priority for funding would be based in part on net reduction in square footage of project and cost-effectiveness of the demolition
- Demolition projects which off-set new space construction or space increases, and which therefore constrain space but don't necessarily reduce it, could also be considered.

These criteria, if unsatisfactory, could be revisited if or as needed with the approval of the Treasurer.

9.1

Improves the overall quality of the facility portfolio

by reducing low NAV facilities from the infrastructure

Eliminates a backlog of deferred maintenance

or otherwise needed investment

Saves annual operating costs

At \$7 per square foot, as much as \$2.3 million in operating savings could be recognized for the campuses

(notwithstanding potential marginal off-sets of increased costs at the remaining facilities if they are more intensively used, and this figure will be less to the extent unoccupied, unheated space is involved)

9.1

What would the initiative accomplish?

What are the challenges?

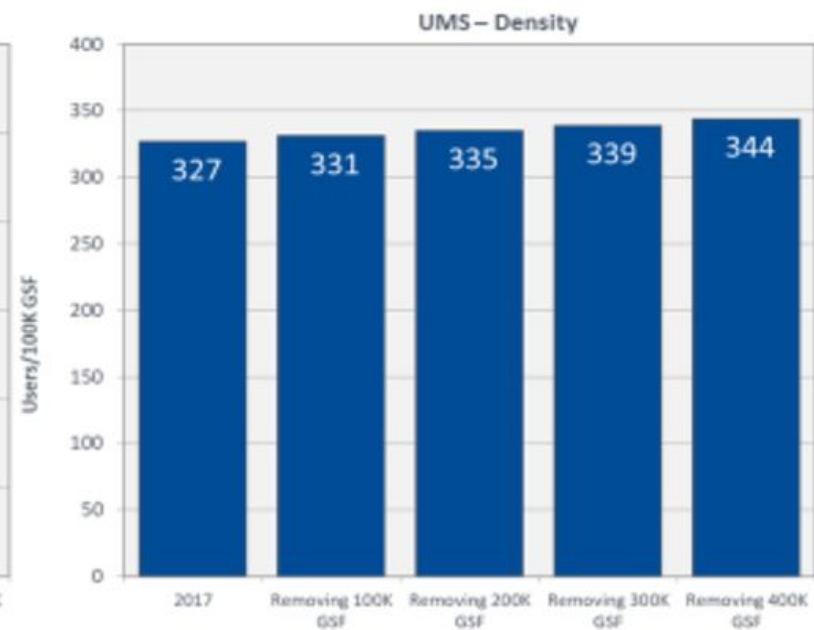
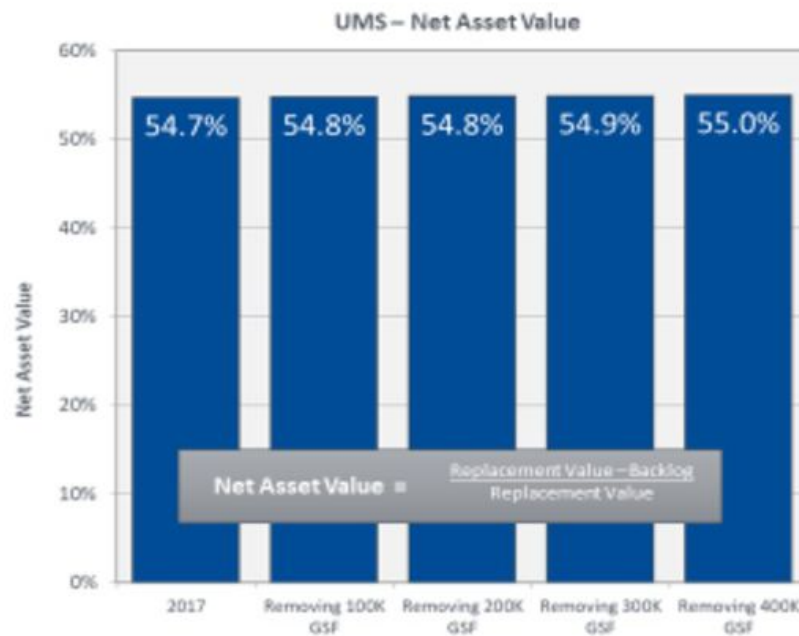
The space reductions must be net reductions

and must be above and beyond any space reductions as off-sets to desired new construction or increases in square footage. This can be a substantial challenge to achieve.



Can the impact be estimated and measured?

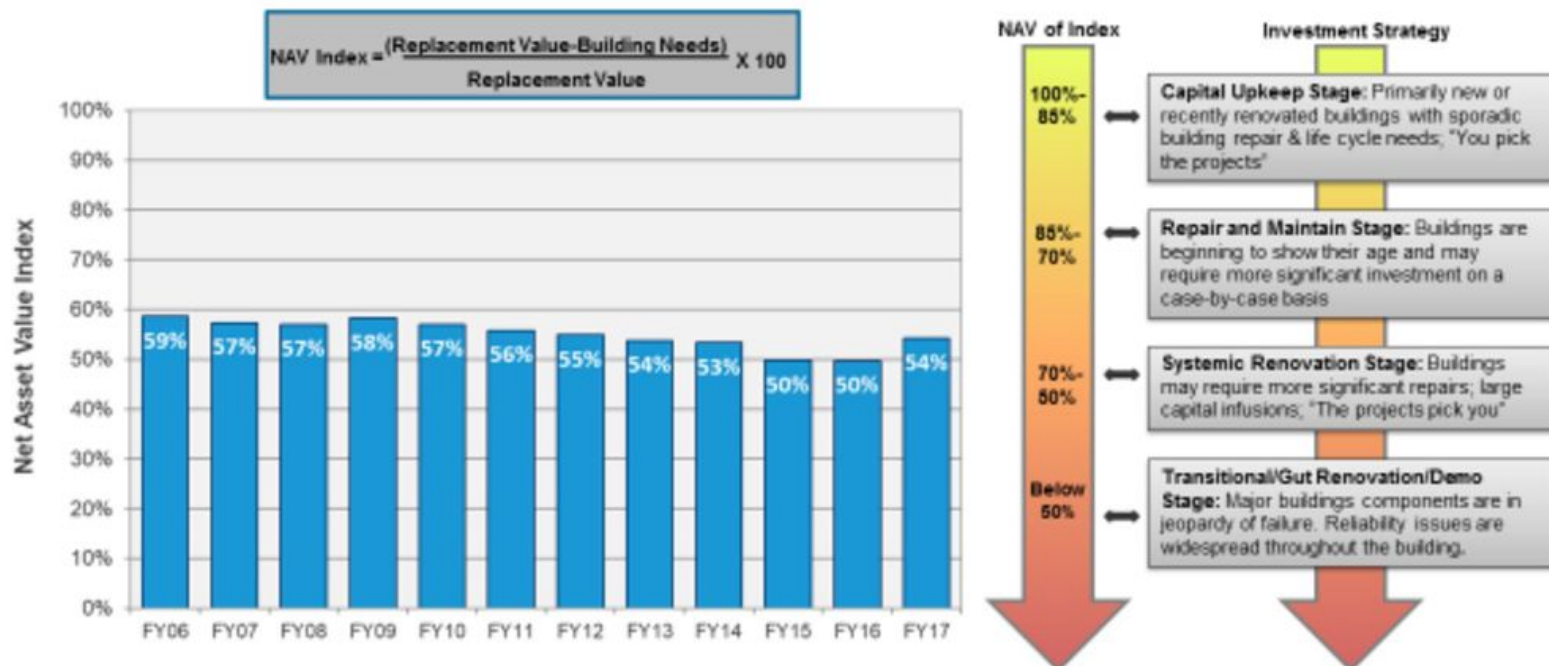
Removing GSF from the UMaine System Inventory



9.1

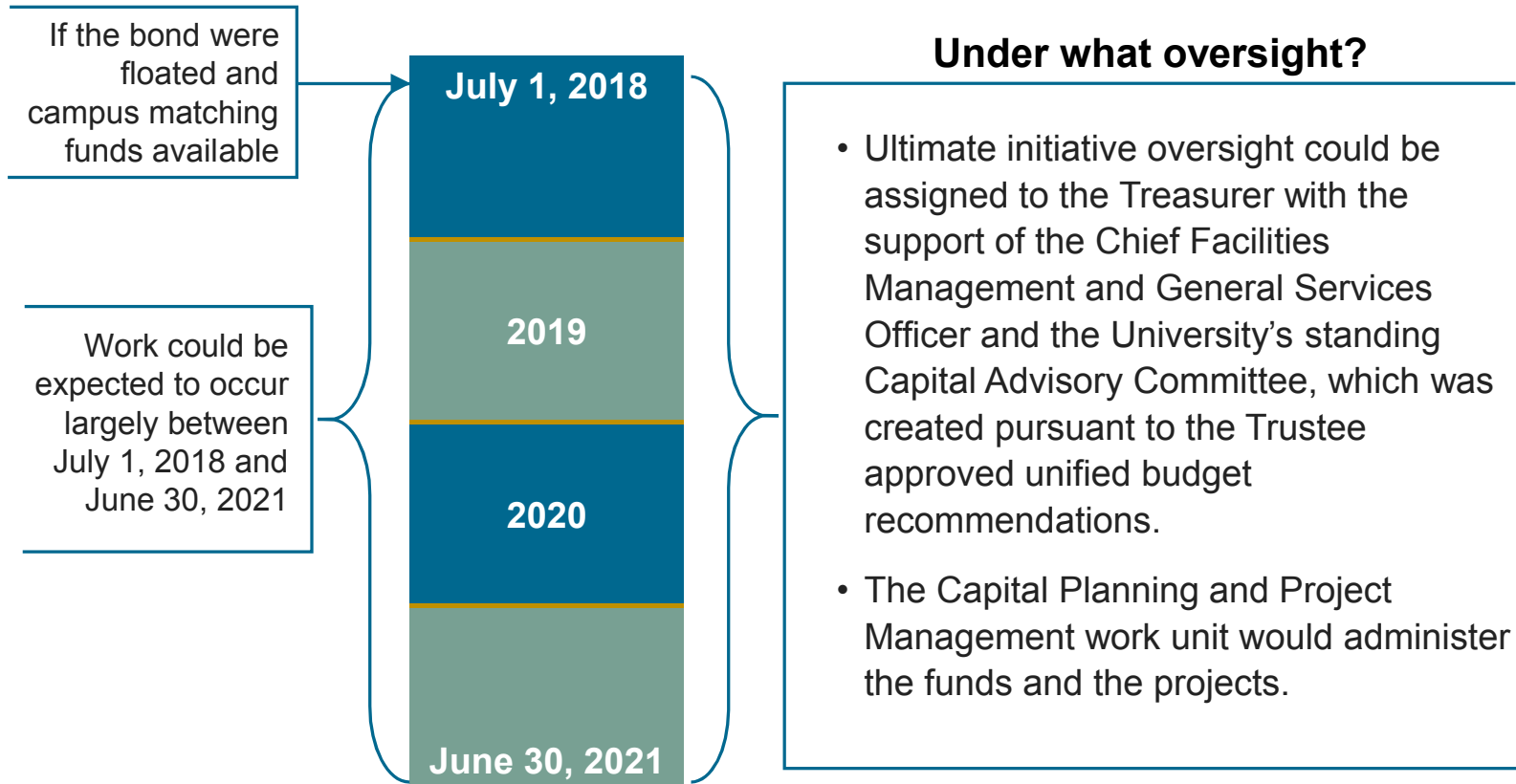
UMM Case Study

Net Asset Value Over Time



Timeline

When could it be done?





AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Schematic Design Center for the Arts, USM
2. **INITIATED BY:** Karl W. Turner, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**
 Increase enrollment 701 – Operating & Capital
 Improve student success and completion
 Support Maine through research and economic development
 Relevant academic programming
5. **BACKGROUND:**

The University of Maine System acting through the University of Southern Maine (USM) requests authorization to expend up to a preliminary \$1 million to perform Schematic Design and related services for a new building to be known as the Center for the Arts at the University of Southern Maine. The funds to cover these costs are to be provided by the USM Foundation.

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 request is also pursuant to Trustee policy prohibiting net increases in space without Trustee authorization. In this case, the request is to approve and to forward this matter to the Consent Agenda of the Board of Trustees.

During the summer of 2017 with assistance from the USM Foundation a study was completed to determine the programmatic needs and a conceptual estimate of construction costs related to a new facility for the performing and visual arts to be located in Portland. The project is currently projected to cost approximately \$65 million with an estimated 69,000 gross square feet. These are very preliminary figures. This cost is expected to be funded largely by philanthropy as outlined in USM's "The Next Generation Capital Campaign" which was presented to the Board and approved in May, 2017. The current request is for approval to expend only the amount necessary to begin formal design and bid preparation work.

USM's music, theater and art programs have an outside influence that extends far beyond the geographic region. USM graduates go on to sing at the Metropolitan Opera, perform on Broadway, record and tour around the world, teach at our nation's leading universities and in K-12 classrooms all over Maine. They exhibit in prestigious galleries, write plays and graphic novels, and compose film scores. USM Arts alumni have won the highest

awards in their field, including the Grammy, Emmy and Golden Globe. A new Center for the Arts at USM will match the caliber of the students and the program – an aspiration of the University’s that has been over 30 years in the making, going back to the Cambridge Study of 1984.

Performance is a major part of all academic work in the College of Arts, Humanities and Social Sciences, and in particular for the over 200 students enrolled in Music and Theater. The School of Music puts on roughly 120 public performances per year, to audiences totaling over 9,400. The Department of Theater mounts an additional 30 to 40 productions per year. The performances range in size from small student recitals with 50 student attendees, to youth ensemble concerts with upwards of 800 in attendance.

All of the performances that are put on USM’s stages are tied to course work. Much of USM’s faculty scholarship through their creative work is also featured on the University’s stages. Not having a correctly sized performance venue impacts the academic work of every student and faculty member.

Over 20 of these performances per year are moved to off-campus sites due to the inadequacies of the current facilities.

Some of these inadequacies that will be improved with the proposed building include:

- Opera venue with no orchestra pit which creates acoustic imbalances between the soloists and the orchestra;
- Performance venues size/seating are too small for large ensembles and large audiences, resulting in rental of off-site facilities and local auditoriums that were not made for these types of performances and therefore have inadequate acoustics;
- Also as a result of the incorrect size of venues, the college must disassemble, move, and reassemble costly instruments between venues;

The concept plan includes a 1,000 seat acoustically superior concert hall; a recital hall with 250 seats; a Black Box Theater; an Art Gallery; a rehearsal room; practice/studio rooms; lobby, care and other support spaces for such a venue.

USM alumni and faculty are some of the most important musicians and teachers in the region, making it hard to make a distinction between what is an academic justification versus a community need. Having the right Center for the Arts on our campus will benefit both. It will engage the arts community, will bring them closer to our students and faculty all while being an iconic home for the arts at USM. This hall would place at USM a hall that the community needs.

In addition to community collaboration, the use of the facilities by outside entities is expected to generate revenue which would allow this new facility to be fiscally self-sustaining at a minimum and potentially revenue generating. The business plan to demonstrate this will be completed and presented to Trustees before final project approval is sought and as part of seeking Trustee authorization for the full budget needed actually to construct the project. The current request is for planning purposes only.

The exact size, design, programming, timeline, operating costs and other details of the new facility remain to be determined. Also, the specific location of the new building on the Portland campus has not been finalized. However, the Portland location will place

USM at the heart of the region's thriving arts and cultural community, expose USM talent to larger audiences and enhance the University's value within the area's growing creative economy. The particular location of the building will be among the details to be determined as part of the Schematic Design process.

When the project is ready for construction, the University may pursue an alternative delivery method for this project as permitted under University practices.

As currently envisioned, this project would represent an increase in gross square footage at USM but would generate the revenue to be self-sustaining. The Sightlines net asset value of the current primary performing arts building, Russell Hall, was 45 percent in the most recent annual report provided to Trustees. That is an estimated net asset value that Sightlines would suggest is low enough to warrant substantial action, such as full restoration or replacement of the facility, not merely modest investment.

6. TEXT OF PROPOSED RESOLUTION:

That the Finance, Facilities and Technology Committee forward this item to the Consent Agenda at the January 29, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the expenditure of up to \$1 million to begin the Schematic Design of the Center for the Arts at the University of Southern Maine with funding to be provided by the USM Foundation subject to the approval of the University Treasurer.

Center for the Arts at the University of Southern Maine

USM's music, theatre and art programs have an outsize influence that extends far beyond our geographic region. Our graduates go on to sing at the Met, perform on Broadway, record and tour around the world, teach at our nation's leading universities – and in K-12 classrooms all over Maine. They exhibit in prestigious galleries, write plays and graphic novels, and compose film scores. They win Grammys, Emmys, and Golden Globes.

It's time to build a Center for the Arts that matches the caliber of our students and the excellence of our programs – a dream that has been over 30 years in the making, going back to the Cambridge Study of 1984. More recently, in 2010, a plan for the creation of a Gorham Arts Campus, including a new performing arts center, was developed by the Gund Partnership. A subsequent campaign feasibility study, conducted by Panas, Linzy & Partners, concluded that the right place for this investment in USM's music, theatre and art programs was not Gorham but Portland—a campus at the center of arts and culture in Maine.

That vision is taking shape with conceptual plans for a multipurpose facility on USM's Portland campus that will meet the needs of USM's performing and visual arts programs, while filling a venue gap in the wider arts community. The concept design and cost estimate were developed by Scott Simons Architects and Wright Ryan Construction. (See attachment A)

Concept Plan

The concept design for the new Center for the Arts accommodates USM and community music ensembles of all sizes, including symphony, opera, choral, youth ensembles and musical theatre. It will also provide needed space for theatrical productions, art exhibits, and community gatherings.

The Portland location will place USM at the heart of the region's thriving arts and cultural community, expose USM talent to larger audiences, and enhance the University's value within the area's growing creative economy. The new facility will open up opportunities for partnership with area arts organizations and international presenters, and facilitate greater collaboration with Maine schools – an important recruitment consideration.

Programming components of the new Center for the Arts include:

- A 1,000-seat, acoustically superior concert hall
- Recital hall with 250 seats
- Black box theater
- Art gallery
- USM Club gathering room and public spaces
- Rehearsal room and storage for sets, costumes, props, and instruments
- Practice/studio room, dressing rooms, green room and production offices
- Lobby area and cafe

The facility will be sustainably designed and engineered to meet high standards of energy efficiency. It will feature cross-laminated timber (CLT) framing, an advanced building material that is environmentally sustainable. We are exploring every opportunity to reduce the Center's carbon footprint.

The campaign for the Center for the Arts at USM will raise funds to support construction of the new facility as well as expansion of the parking garage and operational reserves.

CAMPAIGN

ATTACHMENT A – Center for the Arts Cost Estimate

Setting the Stage for Greatness

The new Center for the Arts will catapult USM into a new era of visibility and impact in our region. This iconic architectural landmark will transform our metropolitan campus, dramatically enhance the USM student experience, elevate our stature within the thriving creative economy of Portland, and set the stage for greatness at the University of Southern Maine.

The USM Foundation is bringing together supporters, visionaries, and leaders in our community to champion the Center for the Arts. The concept design and cost estimate package represents the collaborative input of University faculty and staff, as well as Portland area arts organizations and community leaders.

The funding goal for building a state-of-the-art center for creativity, collaboration, and community engagement is \$54 million, plus endowed operational reserves.

Estimated Project Costs:

Building Construction	\$38.5 million
Other Project Costs	\$9.6 million
Parking Garage Extension	\$5.9 million
Total Building Costs	\$54 million
Operational Reserves	\$5.5–15 million
Total Campaign Goal:	\$59.5–69 million

10.1



SETTING THE STAGE FOR GREATNESS
Center for the Arts at USM



ITEM SUMMARY

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

Attached is the Capital Project Status Report for the January 12, 2018 meeting of the Finance, Facilities, and Technology Committee.

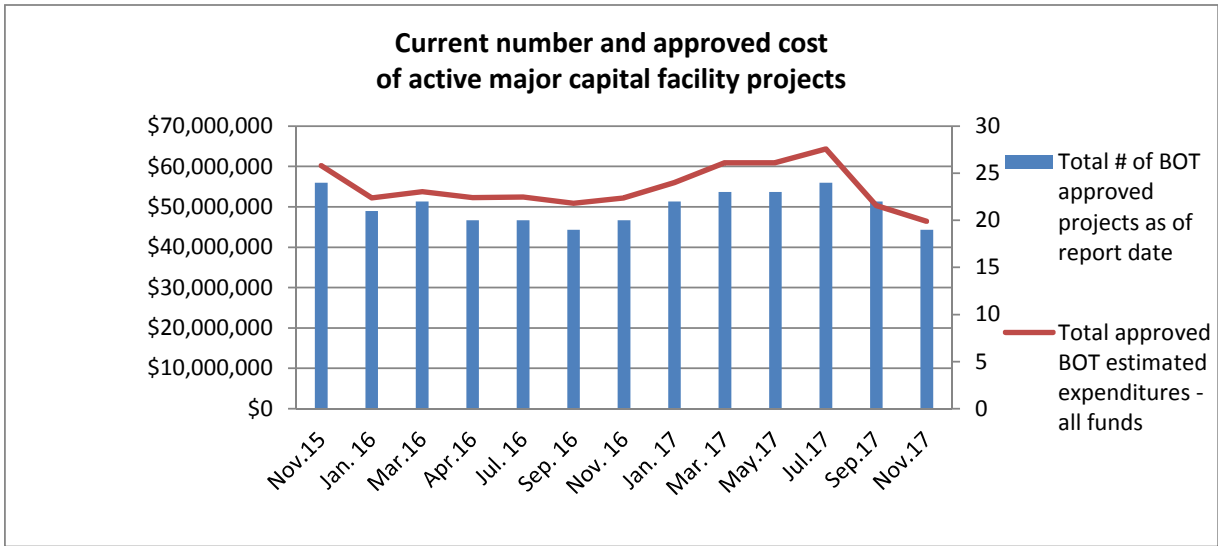
The report reflects a total of 19 projects, with three projects being removed since the previous report, and with no addition of new projects since the previous report.

The Aquatic Animal Health Facility project at the University of Maine (project number 5100440) was approved by the Board at the July 2017 meeting, with an initial approved budget of \$2.3M, and has since received an approved increased budget of \$500,000 (roughly 22%), with a revised budget of \$2.8M.

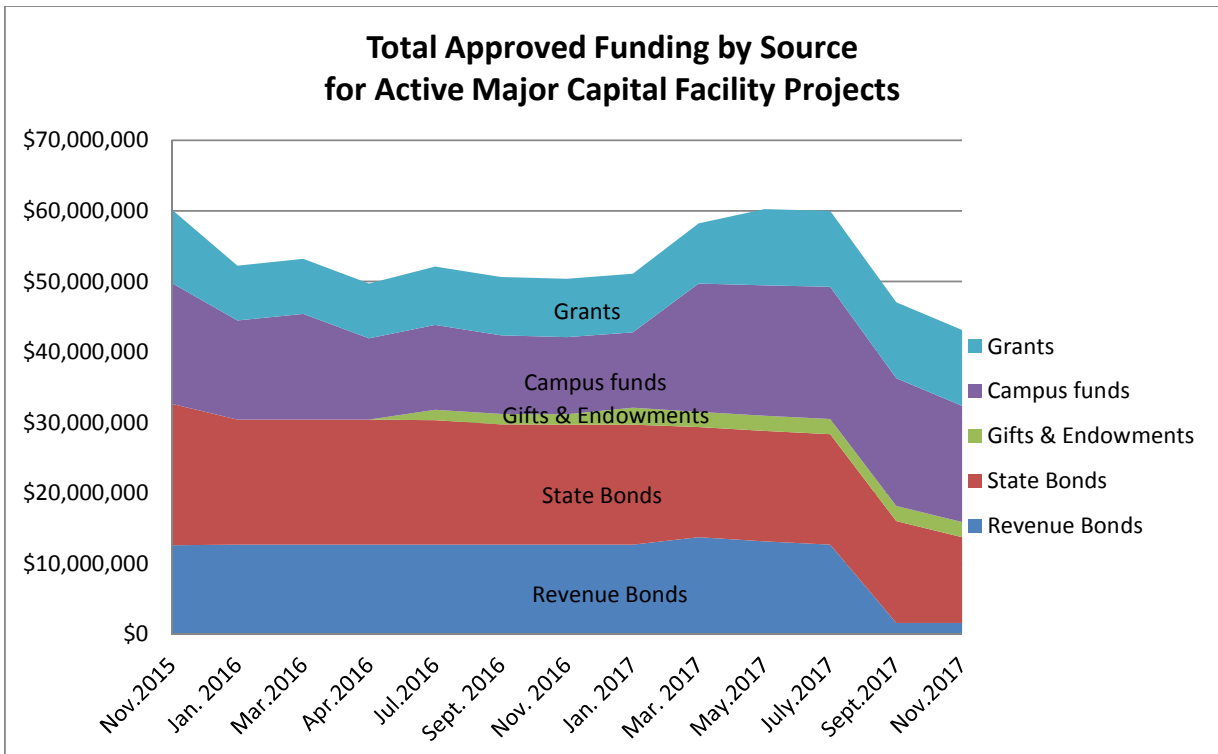
The Lewiston Hall Renovation (1100528) project at UMA is complete and will be removed from the following report.

Five projects on the report which were completed in 2017 continue to be listed and have not yet been marked for removal because, while the construction is complete, the documentation and financial work associated with each has not yet been concluded.

01/03/2018



11



01/03/2018

Capital Project Status Report
Board Approved Projects
January 2018 - Finance, Facilities & 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 (85%), Campus E&G Funds (10%), Grants (5%)	Construction in Progress	2016	2018	\$9,000,000	\$9,400,000	72%	BOT approved \$9M in July, 2015. Board approved increase of \$400,000 in July 2017.
** Aquatic Animal Health Facility (5100440)	Grants (82%), Campus E&G Funds (18%)	Design in Progress	2017	2018	\$2,300,000	\$2,800,000	4%	Board approved \$2.3M in January, 2017. Change in project cost to \$2.8M (8.6% change) approved by Chancellor in November 2017 per Trustee policy 701.
Barrow's Hall ESRB Lab Renovations (5100424)	Campus E&G Funds (100%)	Construction in Progress	2017	2018	\$1,900,000	\$1,900,000	17%	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	84%	Board approved \$3.6M in March, 2017
Darling Marine Center Waterfront Infrastructure (5200484)	2017 University Bond (100%)	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 (100%)	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	88%	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 (100%)	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.

Finance/Facilities/Technology Committee Meeting - Capital Project Status Report

Campus, Project Name (Project ID)	Funding Source(s) & each source's share of expenditures to date	Status	Original Estimated Completion	Current Est. Completion	Original Approved Estimate	Current Approved Estimate	% Expended of Current Approved Estimate	Prior Actions, Information & Notes
UMM								
Card Access Project (4100036, 41000037)	Campus E&G Funds (21%), Campus Auxiliary Funds (79%)	Construction in Progress	2018	2018	\$571,000	\$597,500	31%	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.
USM								
Campus Card Access Install (6100271)	Campus E&G Funds (100%)	Construction in Progress	2017	2018	\$700,000	\$700,000	83%	Board approved \$700K in March, 2017.
Gorham Softball Field Improvements (6200181)	Campus E&G Funds (100%)	Construction Complete	2015	2017	\$1,500,000	\$2,389,000	94%	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.
Brooks Kitchen Exhaust Upgrade (6100245)	Campus E&G Funds (100%)	Construction Complete	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 Complete	2017	2017	\$900,000	\$900,000	90%	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	75%	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	16%	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 November 30, 2017 as a percentage of the current approved project estimate.	