

UNIVERSITY OF MAINE SYSTEM

Board of Trustees Meeting
at the University of Maine System
Rudman Conference Room, 253 Estabrooke Hall, Orono

January 8, 2020

Finance/Facilities/Technology Committee

Present: Committee Members: Mark Gardner, Chair (at USM); Timothy Doak (at UMPI), James Donnelly (by phone), Sam Collins (at UMPI), Trevor Hustus (at USM), James Erwin (at USM), Patricia Riley (at USM), David MacMahon (at USM), and Kelly Martin (by phone). **Chancellor:** Dannel Malloy. **Presidents:** Becky Wyke (at USM), Joan Ferrini-Mundy, and Glenn Cummings (at USM). **Faculty Representative:** Patti Miles. **System Staff:** Ellen Doughty, Chip Gavin (at USM), Ryan Low (at UMA), Miriam White, James Thelen (at USM), David Demers, Dan Demeritt, Darla Reynolds, and Tracy Elliott. **Other Participants:** Claire Strickland, Ben Shaw (at UMPI), Carolyn McDonough, Pam Ashby (at UMF), Buster Neel (at USM), Nancy Davis Griffin (at USM), Aili Robinson (at UMA), Dana Humphrey, John Souther (at USM), Jason Charland, Jeff St. John, Ainsley Wallace (at USM), Keenan Farwell (at UMF), Alec Porteous (at USM), John Henry, and Laurie Gardner (at UMF).

Committee Members Absent: Gregory Johnson and Sven Bartholomew.

Trustee Gardner, Chair, called the meeting to order and welcomed everyone.

Projects with a Value of \$250,000 or Greater. Chief Information Officer Dr. David Demers provided information on projects with a value of \$250,000 or greater.

Classrooms for the Future project completion has increased from 94% in October 2019 to 96% complete in January 2020. The revised budget of \$4.945 million for the project reflects the additional \$582,730 allocation provided from project contingency funds, which has allowed for additional sites and rooms to be included in the project. Work has been completed for most campuses and the remaining work is scheduled to be completed during Winter break. Final room scoring/assessment, including Winter break work, is scheduled to be completed by mid-Spring. UMS has received \$500 thousand grant from the USDA through the Distance Learning and Telemedicine Grant Program administered by the Rural Utilities Service (RUS). Grant funds will replace ITV and Polycom equipment in 62 locations across the State. There is still high anticipation for additional funding to complete the full series of projects.

The Wireless Infrastructure project completion has increased from 92% complete in October 2019 to 94% complete in January 2020. The revised budget of \$13.2 million reflects the additional \$415 thousand in contingency funds that will be infused back into the project. A revised schedule has been developed with USM facilities management to complete cabling by June 2020 and Sullivan Gym has been added to the project. UMF underground fiber replacement, along with projects at UM, and UMPI have recently been completed. Current work includes projects at UM and USM. UMS will have to maintain parallel wireless networks for a period of time due to phased funding. There is high anticipation for additional funding to complete this effort.

The MaineStreet Improvements project report shows that the Campus Solutions (CS) upgrade to move from version 9.0 to version 9.2 is 100% complete and the Peoplesoft User Experience (UX) enhancement project increased to 17% complete as of January 2020. Both of these projects work in tandem to enhance the overall core Peoplesoft environment that the UMS students, faculty, and staff

use on a daily basis. The upgrades will make the program much more mobile friendly and add additional automations. All components of the 9.2 upgrade were successfully completed and the project is officially closed. UMS IT is finalizing a plan to utilize a project surplus of (\$436,064). The UMS IT UX Enhancements Project Team is engaging with a broader group of stakeholders for functional analysis of the platform and fit/gap sessions are scheduled for January. A plan for long-term maintenance and support of platform is underway to clarify resource needs.

The VoIP Implementation for UMF, USM, and UMPI are underway. The project is 39% completed at UMF, 14% completed at UMPI and 4% completed at USM. At UMF nearly all analog lines have been converted but the project has stalled pending installation of electrical circuits in six buildings. At UMPI Voice Gateway has been installed and UMS IT is currently migrating analog phone lines onto the Voice Gateway. UMS IT is working with the campus to finalize prioritization of building upgrades. At USM they are currently migrating users to a new voicemail (VM) system to support handset conversion to VoIP. At USM deployment of VoIP phones for Glickman Library has commenced and UMS IT is finalizing a building-by-building deployment plan and schedule. Two areas of concern are the on-going probability of future failures of legacy phone systems at UMF/USM and the poor network infrastructure on both campuses posing challenges to the project timeline.

The Brightspace Learning Management System (LMS) Implementation project has been initiated. Brightspace from Desire2Learn will replace Blackboard Learn, the current UMS LMS, with a modern, mobile friendly, cloud-based platform. Blackboard Learn will remain as the default LMS through Summer 2020 with full deployment and conversion of courses to the Brightspace platform with completion to coincide with the start of the Fall 2020 term. \$1.4 million in one-time support for campuses to manage training, conversion, and preparation for the Fall launch has been provided. In-depth administer training and initial integrations with required third-party tools have been recently completed. Currently, select pilot courses to be offered during the Spring 2020 term are under development and testing of course migration tools has started. Risks include a very aggressive timeline for completion and the desire for campuses to add new functionality within the current project scope. Key benefits of switching to Brightspace also include flexible features to meet UMS shared goals and unique campus needs, stable platform with seamless updates and shorter downtime, and learning analytics tools that instructors can use to track student engagement with courses.

State of IT Report 2019. Dr. Demers provided an overview of the 2019 UMS State of IT Report. UMS IT has identified several Key Performance Indicators (KPI) that they will begin to report on, on an annual basis. In 2018 USM IT migrated all customer service issue activity from three separate systems into a single instance of Jira Service Desk, which improved issue workflow and reporting capability in 2019. UMS IT received 47,362 incidents and service requests in 2019 and about 38% of those tickets were related to password and account issues. Dr. Demers is confident this percentage will shrink in the following year due to improvements in self-service options for account management and greater integration with the single sign-on provider. As of December 2019, the UMS Single Sign-On Service is providing authentication for 125 services used throughout the University of Maine System. UMS IT has aggregated all of its enterprise software expenses into one account in order to track the primary source of non-compensation related increases experienced on an annual basis. Many enterprise software contracts have an annual 2%-5% increase associated with it and UMS IT is projecting about \$104 thousand will be directly attributed to these annual software licensing increases. UMS is in the process of moving away from BOX as the primary cloud-based storage platform because the cost has risen so high.

All rooms that have been completed with Classrooms for the Future funding have been reassessed to account for upgrades in equipment and/or facilities-related work. The overall average score for UMS classrooms prior to upgrading approximately 2.1 and the new score is 3.2. The Wireless Infrastructure Project has provided critical wireless updates to 73 academic buildings and 17 residence halls over a four year time span and everyday approximately 20,000 devices connect to the wireless network across the

UMS. UMS is launching an initiative to deploy a true OneCard experience for students, faculty and staff as part of the ongoing effort to offer more consistent and valuable services. The UMS OneCard will be accepted at any campus for dining purchases such as meal plans, dining dollars, and “campus bucks”. Another benefit is that cardholders will have access to their account through the Mycampus portal as well as through a mobile app. Work has already begun and UMS IT is on target to fully launch the OneCard program for the Spring 2020 semester. Another UMS IT project for 2020 will be to conduct a full Enterprise Resource Planning (ERP) Functional Assessment and identify what the best option is going forward for an ERP platform that would meet all of our current and future needs.

FY2019 Annual Report on Gifts, Fundraising and Endowments.

UMS Director of Accounting, Ms. Darla Reynolds provided a brief overview of the highlights from the FY2019 Annual Report on Gifts, Fund Raising and Endowments for the year ended June 30, 2019. The UMS receives gifts through two methods; either direct donations from alumni, individuals, corporations, and nonprofits or endowment distributions and non-endowed gifts from its affiliated fund raising organizations, the largest of which are the university foundations. For FY2019, UMS received approximately \$26.7 million in gifts. Endowed gifts increased from FY2018 to FY2019, primarily due to a one-time \$5 million gift to the University of Maine. At \$138 million, the Endowed Market Value (MV) accounts for approximately 71% of the total gift balances at the end of FY2019. Out of the total Endowed MV amount, \$66 million represents the corpus of the endowment so it is not available for spending; however the remaining \$72 million will be distributed in the future in accordance with the UMS endowment spending policy ensuring that UMS has support for scholarships and operations for years to come. The total gifts received by UMS Affiliated Organizations increased nearly \$2 million from the prior year and the USM Foundation accounted for over half of that amount.

Naming of North Engineering Annex, UM. UM Chief Business Officer, Ms. Claire Strickland and UM Dean of the College of Engineering, Dr. Dana Humphrey, provided information on UM’s authorization request for the naming of a new facility pursuant to Board of Trustee Policy 803. The proposed name of the facility is the North Engineering Annex. This facility is the temporary home to the Machine Tool laboratory functions which are being relocated from the existing Machine Tool Lab building as part of the Ferland Engineering Education & Design Center (Ferland EEDC) project. The construction of the Engineering Annex was approved in January of 2019. At the time the building was referred to as the Machine Tool Lab Building replacement. When the Ferland Engineering Education & Design Center (Ferland EEDC) is completed, the machine tool lab functions are expected to return to that facility. At that time, the North Engineering Annex is planned to become swing space during the renovation of additional engineering facilities. The new facility is expected to open and to be in use during the spring 2020 semester.

On a motion by Trustee Hustus, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the recommendation of the Finance, Facilities and Technology Committee and authorizes the University of Maine System acting through the University of Maine to name a new facility the North Engineering Annex.

Randall Student Center Renovation & Addition, UMA. UMA President Rebecca Wyke, UMA Interim Chief Business Officer, Mr. Buster Neel and UMA Vice President for Enrollment Management, Jon Henry provided information on UMA’s request to spend up to \$6,850,000 for a renovation and addition to the Randall Student Center to improve space for a variety of services focused on student recruitment and retention, such as Admissions; Enrollment; and Advising, as well as other student services. The Welcome Center project includes an addition to and renovation of the Richard J. Randall Student Center. This is consistent with the UMA master plan accepted by Trustees in May of 2018. The

project will be funded through a mix of 2018 voter approved general obligation bond funds and campus funds. UMA will utilize \$2,885,000 from the 2018 voter approved bond and will fund the remaining approximately \$4 million project costs from UMA funds. The project will restore much needed student life space that was removed by previous UMA administration.

The Welcome Center project will include the construction of an 8,400 square foot addition added to the south end of the Randall Student Center. The new space will include a large entrance lobby which will serve as a hub for activities in the building. In addition, there will be office spaces for the Enrollment Services and Admissions departments. The Welcome Center project will also involve renovating the first floor of the Randall Center to create improved office space for several UMA departments and two academic spaces, the MAC Lab and the Flight Simulator Lab. Additionally, the second floor of the Randall Center will be renovated to create improved space for Student Government, the Student Accounts office, multiple Student Life departments, a staff lounge and additional conference/meeting rooms. The Fireplace Lounge will be converted into a large multipurpose student lounge, giving UMA students a place to relax and socialize before, in between, and after classes. UMA plans to obtain bids this winter and begin construction as soon as possible thereafter. Occupancy, pending a successful bid, is anticipated in early 2021. Trustee Committee members mentioned that project requests should include information about how the investment would lead to increased enrollment, graduation rates, and student success overall. The UMA presentation team presented some information about how this project would potentially positively affect these important measures.

On a motion by Trustee Hustus, which was seconded by Trustee Riley, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the recommendation of the Finance, Facilities and Technology Committee to authorize the University of Maine at Augusta to expend \$2,885,000 in 2018 general obligation bond and up to \$3,965,000 of E&G funds to renovate the Richard J. Randall Student Center and construct an addition to this building to serve as the UMA Welcome Center, with final funding sources to be determined by the UMA Chief Business Officer and University Treasurer.

Renovation of Brooks Dining Hall Patio, USM.

USM Executive Director of Facilities Management, Mr. John Souther provided an overview of USM's authorization request to expend up to \$650 thousand to renovate and return to operational service the existing upper patio of the Brooks Dining Center on the Gorham campus of the University of Southern Maine. The funds to cover these costs are to be provided by Campus E&G. In the summer of 2019 approximately \$2.6 million in renovations were completed to Brooks Dining Hall. This included a complete renovation of the dining hall, new electrical service and generator. In order to obtain occupancy from the town of Gorham for Brooks Dining Hall, USM committed to renovating the patio to address code compliance for egress from the dining hall by the fall of 2020. USM also closed the patio for uses other than emergency egress in the interim. USM will allocate \$650 thousand for renovations and upgrades of the existing upper patio. The plan is to provide structural design, code compliance and architectural upgrades to the existing unused upper patio to allow safe student egress and use.

On a motion by Trustee Erwin, which was seconded by Trustee Riley, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the recommendation of the Finance, Facilities and Technology Committee and authorizes the University of Maine System acting through the University of Southern Maine to expend up to \$650,000 to provide structural design, code

compliance and architectural upgrades to the existing unused upper patio of Brooks Dining Hall at the University of Southern Maine with funding from Campus E&G, with finding to be determined by the campus Chief Business Officer and University Treasurer.

Wishcamper Center Parking Lot Expansion, USM.

USM Chief Business Officer, Mr. Alec Porteous and USM Chief Operations Officer, Nancy Griffen provided an overview on USM's request to expend up to \$1,710,000 to expand the current parking area behind the Wishcamper Center on the Portland campus at the University of Southern Maine to replace parking being removed from service elsewhere on campus. Funding for this project will come from a combination of Campus E&G funds, University Capital Reserve funds and financing.

In 2020, USM will need to address the loss of up to 26 spaces that will be removed from service in its Brighton Avenue lot and 129 spaces that will be removed from service in its Bedford Street lot. The Brighton Avenue lot will go off line when the City of Portland initiates construction on the Brighton Avenue roundabout project, which could occur as early as March 2020. The spaces in the Bedford Street lot will be lost to a staging area for the construction of the new Residence Hall and Student Success Center beginning in 2020, and the space will ultimately become the new University quad when construction is completed. The proposed expansion of the Wishcamper lot would address this by adding 122 new spaces, which would bring the Wishcamper lot to a total of 213 spaces. The requested Wishcamper Lot expansion will help meet the current and immediate parking demand. Further steps are projected to be required to support the future parking needs at the Portland campus, including in the context of a residential project being pursued on the campus. USM already has engaged with specialized firms to understand and begin planning to meet that need. Design and permitting for the Wishcamper parking project is currently in progress. Construction would start following USM May 2020 Commencement, with completion of the project anticipated in time for the start of the Fall 2020 semester.

Committee members raised concerns that the Wishcamper lot expansion request does not fully address current or future USM parking needs, especially with the intended addition of a 550 bed residence hall in 2022. The USM team provided additional details about possible plans to expand parking on the USM campus. Based on the discussion, the Committee decided that this agenda item needs further discussion before final approval and moved the item from the Consent Agenda to a full action item for the January 26-27, 2020 Board of Trustees meeting.

On a motion by Trustee Erwin, which was seconded by Trustee MacMahon, the Finance, Facilities and Technology Committee agreed to forward this item to the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the recommendation of the Finance, Facilities and Technology Committee and authorizes the University of Maine System acting through the University of Southern Maine to expend up to \$1.71 million for the expansion of the Wishcamper Center Parking lot on the Portland campus with funding from E&G, University Capital Reserve, and Financing with final funding to be determined by campus Chief Business Officer and University Treasurer.

Construction of the Nursing High Fidelity Simulation Lab, USM. USM Chief Operations Officer Nancy Griffin and Mr. John Souther provided an overview of the USM authorization request to expend up to \$1,500,000.00 to design and construct a High Fidelity Nursing Simulation Lab in existing space at the University of Southern Maine to be funded by the 2018 Facilities and Infrastructure Improvement Bonds. USM allocated \$1.5 million from the 2018 Facilities and Infrastructure Improvement Bonds to provide renovations to approximately 2,000 square feet of currently unfinished space in the existing Science Building for the build out of a new High Fidelity Nursing Simulation Lab on the Portland campus.

USM has seen a growth in enrollment of 135 students, or 38%, in Nursing programs since 2015. The USM nursing program has bed labs and a small simulation laboratory, however there is not a simulation laboratory of sufficient size to accommodate the growth in nursing enrollments. Expansion is necessary to create a state-of-the-art Simulation Center that will allow the curriculum to expand the use of clinical simulation in facilitating student learning. This Simulation Center will assist the faculty in accommodating the increasing numbers of nursing applicants and enrolled students, and to teach in a way that better prepares the nursing workforce. It will also provide the opportunity for offering advanced professional development programs for nurses currently employed.

On a motion by Trustee MacMahon, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the recommendation of the Finance, Facilities, and Technology Committee to authorize the University of Maine System acting through the University of Southern Maine to expend up to \$1.5 million to design and construct a Nursing High Fidelity Simulation laboratory in the Science Building located on the Portland Campus.

Real Property Authority Matrix Update, UMS. UMS Chief General Services Officer, Mr. Chip Gavin provided information on the proposed update to the UMS Real Property Authority Matrix. The University of Maine System is requesting authorization to update the delegation of authority matrix for real property matters to permit increases in University owned or occupied research space with the approval of the Chancellor. The change would leave intact the requirement that Trustees approve any project with a value greater than \$500,000 and also would leave intact the requirement that Trustees directly approve any increases in space apart from research space. The intention of this change is to ensure Trustees continue to consider for approval all capital projects of notable scale while also signaling some unique flexibility regarding research space. This special consideration of research space is intended, in part, to be in support of the Trustees Strategic Goals and Actions and the subsequent University of Maine System Research & Development Plan. Additionally, the flexibility to expand or build research space/infrastructure will facilitate the nimble creation, launch, and scaling of cross-campus/multi-campus academic programs, including STEM collaborations aligned with state and regional workforce needs. Trustee Committee members expressed that while they understood that a quicker process to approve increases of UMS owned or occupied space for research purposes was necessary, they also wanted to have information pertaining to such approvals sent to them as they are occurring. Mr. Gavin and Chancellor Malloy indicated that they would work on a process to keep the Trustees informed if and when Chancellor Malloy makes such an approval. The Trustees agreed to vote on the proposed resolution with an amendment that proper and timely disclosure of research space increase approvals would be provided to the Chair of the Board and the Chair of the Finance, Facilities, & Technology Committee.

On a motion by Trustee Riley, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution as amended:

That the Board of Trustees approves the recommendation of the Finance, Facilities and Technology Committee and authorizes the Chancellor to approve increases in University owned or occupied space when the space is for research purposes, with timely appropriate disclosure of such approvals to be given to the Board of Trustees.

P3 Residence Hall and SSC Award Authorization, USM.

USM President Glenn Cummings, USM Chief Business Officer, Mr. Alec Porteous and USM Chief Operations Officer, Nancy Griffin provided an overview on USM's request to enter into an agreement

with Capstone Development Partners resulting from a public, competitive process for the preliminary development of a Public Private Partnership (P3) contract to design, construct and operate a new student residence hall and Career and Student Success Center on the Portland campus. This request for authorization would be for the preliminary phase agreement and associated expenses up to \$5.7 million, which will become the responsibility of USM should a final contract agreement not be reached.

In January 2019 the Board of Trustees accepted the USM master facilities plan, which among its top recommendations calls for the Career and Student Success Center as well as student housing to be created on the Portland campus. Trustees also approved UMS expending up to \$1 million to begin the Schematic Design of the Career and Student Success Center at that time. In November 2019, Capstone Development Partners was selected as a result of RFP2020-011 for the project, contingent on Trustee approval. The project will develop on-campus housing and the new Career & Student Success Center on the Portland campus through a public-private partnership. This will be the first residential facility on the Portland campus. The current intended scope of the project includes residence hall(s) with approximately 550 beds, a Career & Student Success Center and green space. The target completion window is Summer 2022 with the expectation that buildings would be occupied and in use starting in Fall 2022.

The Project will be funded using both private funds, existing funds from the 2018 Facilities and Infrastructure Improvement Bonds and potentially additional financing mechanisms. USM allocated \$19 million from the 2018 Facilities and Infrastructure Improvement Bonds to build a new Career and Student Success Center on the Portland Campus. The next step in this P3 transaction is for USM/UMS and the developer to enter a predevelopment agreement (PDA) to establish the parameters of the relationship between the parties and their respective obligations. Upon completion of the PDA, USM/UMS would begin working with Capstone Development Partners to complete Preliminary Development Phase Services of the project and would also begin subsequent contract negotiations.

Trustee Committee members expressed concerns about the lack of certain information in the USM P3 presentation. They stated that no viable plan for parking for the increased student headcount, once the 550 bed residence hall(s) have been built was provided. The Trustees asked the USM team to provide additional information, including a plan to mitigate the parking issue at the January Board meeting. Based on the discussion, the Committee decided that this agenda item needs further clarification and discussion at the January Board meeting and moved the item from the Consent Agenda to a full action item for the January 26-27, 2020 Board of Trustees meeting.

On a motion by Trustee Hustus, which was seconded by Trustee Riley, the Finance, Facilities and Technology Committee agreed to forward this item to the January 26-27, 2020 Board of Trustees meeting for approval of the following resolution:

The Board of Trustees, acting through the Finance, Facilities and Technology Committee authorize the University of Maine System acting through the University of Southern Maine to enter into a predevelopment agreement and to begin contract negotiations with Capstone Development Partners regarding the Career & Student Success Center and Residence Halls Project; and to expend or obligate the University to expend up to \$5.7 million, pursuant to that initial agreement with funding is to be determined by the campus Chief Business Officer and University Treasurer and the final terms and conditions of the agreement subject to review and approval by University Counsel and the Vice Chancellor for Finance and Administration and Treasurer.

Capital Project Status Report and Bond Projects Update, UMS.

The Finance, Facilities, and Technologies Committee were provided Capital Project Status and Bond Project Status reports in the meeting materials. UMS Chief General Services Officer Mr. Chip Gavin and

UMS Director of Capital Planning and Project Management Ms. Carolyn McDonough were present to answer any questions about the reports.

Baily Hall Fire Protection and Electrical Upgrades, USM.

Mr. John Souther provided an overview of USM's request to increase the total authorization for the previously-approved Bailey Hall Fire Protection and Electrical Upgrades project of up to \$1,808,000, for a new total maximum authorized expenditure of up to \$4,388,000. The additional funding will be from sources identified by the Chief Business Officer for USM. The project is required to achieve compliance with directives of the State Fire Marshal's office. In March of 2015, the State Fire Marshal issued a directive to have an automatic sprinkler system installed in Bailey Hall by March of 2020 to meet current code for the type of building. The campus received an extension on this deadline and is working closely with the State as the project moves forward. The current requested budget reflects the bid results for the full project with completion of the project over two summers. A full project contingency is included in the proposed new budget, which increases confidence in the ability of the project to be completed within budget.

On a motion by Trustee Erwin, which was seconded by Trustee Hustus, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the January 26-27, 2020 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 expend up to \$4,388,000 for the Bailey Hall Fire Protection Upgrade project. With the additional funding to be determined by the campus Chief Business Officer and University Treasurer.

Additional information about the meeting can be found on the Board of Trustees website:
<http://staticweb.maine.edu/wp-content/uploads/2020/01/MtgMat-FFT-010820-rev010620.pdf?0fa197>

Adjournment.

Heather A. Massey for
Ellen N. Doughty, Clerk