

UNIVERSITY OF MAINE SYSTEM

Board of Trustees Meeting

at the University of Maine System

August 22, 2016

Finance/Facilities/Technology Committee

Present: Committee Members: Norman Fournier, Chair; Sam Collins (at UMPI), Michelle Hood (by phone), Gregory Johnson, and Karl Turner (at USM). **Other Trustees:** John Craig, and Bonnie Newsom (by phone). **Faculty Representatives:** Ray Albert (at UMFK) and Patti Miles. **System Staff:** Tracy Bigney, Chip Gavin, Ryan Low, Richard Thompson, Rosa Redonnett Miriam White (at UM) and Rebecca Wyke. **Presidents:** John Short (at UMFK), Sue Hunter, Kate Foster (at UMF), Ray Rice (at UMPI), and Glenn Cummings (at USM). **Other Participants:** Claire Strickland, George Campbell (at USM), Domna Giatas (at USM), Jeff Letourneau, Jake Ward, Buster Neel (at USM), Laurie Gardner (at UMF), Mark Hatt (at UMM), John Murphy (UMFK), Stewart Harvey (at UM), Nancy Griffin (at USM), and Ben Shaw (at UMPI).

Committee Members Absent: Jason Coombs and James Donnelly.

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

Art Gallery Renovation, USM. USM President Glenn Cummings and USM Chief Business Officer Buster Neel presented the request for approval to expend up to an additional \$150,000 for historic preservation renovations at the Art Gallery building on the Gorham campus.

This project involves no increase in space. The current request for a change in scope and increase in cost brings the total cost to an estimated \$557,192.50, which is more than the \$500,000 threshold beyond which requires Trustee consideration pursuant to Policy 701. This update to this project and its funding was part of the 1-year FY2017 capital work plan at USM that was submitted and discussed as part of the Trustees' recent review and consideration of the FY2017 budget.

In the course of the project, the Maine Historic Preservation Commission advised the details of the project were jeopardizing the building's historic status. This current request seeks to address those concerns and to avoid the building being removed or de-listed from the historic register.

It is the desire of the University of Southern Maine to take the necessary actions to maintain this building's historic status. The listing in the National Registry is important to the city of Gorham and to the Gorham Preservation Committee. This site is quite prominent and has played a variety of roles in Gorham's history. Maintaining a positive relationship with Gorham is an important element of the University of Southern Maine's presence in that area.

The current request for a change in scope in cost would include, in particular: restoring the existing historical windows, which the University specifically saved and stored for this purpose; restoring historically accurate shutters; and, replacing the base of the newly and structurally repaired columns on the building to now also make them consistent with historic preservation standards.

The University in the course of this project also has worked with the Commission to make more clear the University's commitment to and requirements for historic preservation. For example, the University's standard contract for architectural services now contain this provision: "If this

agreement involves a structure listed in the National Register of Historic Places or a structure within a designated historic zone, its design and implementation shall be done in compliance with the U.S. Secretary of the Interior's Standards for Rehabilitation as applicable. Plans for such projects shall be made available by the Architect to the Maine Historic Preservation Commission for the Commission's review and comment. Projects to which Historic Preservation requirements apply may be exempted from the provision only if done so explicitly in writing by the owner." The University of Southern Maine itself also intends to be more proactive in its future dealings with the Maine Historic Preservation Commission.

This project started with its original scope in 2013. The current estimated completion of this updated scope, if approved, would be 2017. The Art Gallery has a Sightlines net asset value of 70 percent. The funding for the project is from University of Southern Maine E&G resources. This matter is within the purview of the Finance/Facilities/Technology Committee and does not require further consideration by the full Board of Trustees.

Trustee Turner expressed concern for expending University funds for the project and suggested the campus use private funds instead. Trustee Johnson agreed with Trustee Turner's concerns. Trustee Collins agreed with Trustee Turner's comments and would encourage USM to partner with those who wish to restore the historic preservation of the building with private funds.

President Cummings expressed concern about using the USM Advancement team to spend time with fund raising for this project. He suggested reducing the expenditure by \$80,000 and raising private funds within the community of Gorham to cover that amount. Therefore the project would be below the amount required for the Finance/Facilities/Technology Committee approval.

No motion was made regarding this item and no action was taken. Chair Fournier withdrew the agenda item.

Observatory Renovation through Replacement, UM. Ms. Claire Strickland, UM Chief Business Officer, and Mr. Stewart Harvey, UM Executive Director of Facilities and Capital Management Services, requested to dispose of a building known as the Jordan Observatory in Orono, Maine, through demolition or other removal; and to construct a replacement facility of no larger than the same size. This is a renovation through replacement.

Typically the demolition portion of this action would not require Trustee consideration as demolition of facilities of this scale is within the Treasurer's discretion per Board policy 802 and associated administrative practice letters. In this instance, the University is seeking authorization by Trustees in connection with demolition because the structure is part of a historic district on the University of Maine Campus and there are additional interrelated components of the project which do require Trustee consideration.

First, as to the demolition, the facility is a wood framed structure of approximately 330 square feet. The main reason for the existence of this building is to house the Clark Telescope as an observatory. With the construction of the new Emera Astronomy Center (EAC) and adjacent new Jordan observatory in 2014, the original observatory building with the historic 1905 Clark Telescope has remained in limited service at its location near the Memorial Union, and the campus now desires to relocate the telescope nearer to the new location.

Once the Clark telescope is removed from the current structure, the facility would be removed. Initial estimates for the demolition work total approximately \$12,000. The cost of this work is to be funded from gifts through the University of Maine Foundation and University of Maine resources both as match to the gift and remaining money from the EAC project.

This existing facility is a so-called contributing structure to a historic district on the campus. The district is listed on the National Register of Historic Places. There is an originally-recognized historic district on the campus in Orono and a second boundary increase district. This facility is part of the latter.

The facility dates to 1900, was moved to its current location in 1933 and the district's recognition dates to 2010. There is no appraisal and no Sightlines estimated net asset value for this the facility. The square footage of this facility is a very minor portion of the overall district. The University will be working with the State Historic Preservation Office to determine the effect of removing this building from the historic district.

The second portion of this request is to build a replacement facility to relocate the telescope with no net increase in space.

Through the University of Maine Foundation, the anonymous donor for the EAC project offered another gift to construct a new observatory to accommodate the relocation of the Clark Telescope. The new Clark Observatory project will construct a new observatory building adjacent to the Jordan Observatory and will become part of the EAC. The primary function of this building is to house the Clark Telescope in an accessible space in order to enable students to experience the physical, tactile process of using a telescope. In order to create an accessible location for this telescope, a new building is necessary.

The EAC project constructed a new Maynard F. Jordan Planetarium and Observatory in 2014 for the Physics and Astronomy Department. This project relocated a previous planetarium in Wingate Hall to a dedicated facility off Rangeley Road and included a new observatory building for a digital telescope.

Initial estimates for the new construction portion of this request are approximately \$427,000. The cost is to be funded from gifts through the University of Maine Foundation and University of Maine resources both as match to the gift and remaining money from the EAC project.

On a motion by Trustee Johnson, which was seconded by Trustee Turner, the Finance/Facilities/Technology Committee agreed to forward this item to the Consent Agenda at the September 18-19, 2016 Board of Trustees meeting for the following resolution:

That the Board of Trustees authorizes the removal, including by demolition, of the existing observatory for the Clark telescope at the University of Maine, subject to approval by the Treasurer per Trustee policy; and to expend up to \$427,000 to construct a new, accessible facility to house the Clark telescope, with no net increase in space.

Forest Bioproducts Research Institute Lease, UM. Ms. Strickland and Mr. Jake Ward, UM Vice President for Innovation and Economic Development, requested authorization to lease approximately 40,000 square feet of space from the City of Old Town for the University's Forest Bioproducts Research Institute-Technology Resource Center (FBRI-TRC).

The space is located in an existing warehouse owned by the city at the Old Town Utility & Technology Park, the former paper mill located in Old Town. The FBRI has operated at this location since January 15, 2010. No increase in space is proposed. The expiration of the FBRI's current agreement in January 2015 and changes in the structure of the technology park ownership have necessitated a new agreement. This matter is before the Committee pursuant to Board of Trustee Policy 801 which requires Board or Committee approval of any lease valued at more than \$100,000 or with a term of more than 5 years. The proposed duration of this lease is 10 years with two five-year renewal options. The proposed cost of this lease for base rent is expected to be \$100,000 annually and it includes operating costs. The previous lease with the previous owners required the University only to cover operating costs.

The University has leased this space since 2010, invested approximately \$2.5 million in the space – primarily from external grants and contracts – during 2011-2012, and completed renovations in early 2012. The University has been a tenant at will since the expiration of the first lease and the transition through interim property owners until the final acquisition of the property by the City of Old Town.

The UMaine FBRI-TRC has three objectives with regard to this request and this space:

1. Secure long term control over FBRI TRC space: UMaine is vulnerable to losing its capital investment and continuity of its research, development and commercialization activity at this current location with no options to relocate;
2. Minimize UMaine's occupancy costs: The lease includes all operating costs, such as heat, power and facility maintenance. It also includes longer-term provisions for the lease cost reductions as the rest of the mill is developed.
3. Capitalize on the synergy of the FBRI R&D, with the future use of the mill, the collaborations with Maine's forest industry and the contiguous location with the University of Maine.

The University of Maine FBRI-TRC has continued to grow its research portfolio in the pursuit of new technologies to add value to Maine forest resources. Recent awards in excess of \$3,300,000 require the pilot scale facilities located in TRC to scale up and demonstrate near-commercial feasibility of lab proven technologies from UMaine and collaborating companies.

The University wishes to complete the lease agreement by October 1, 2016 in order to provide continuity of operations and allow the City to continue with development of the rest of the mill space.

The additional cost to the University for the lease and utilities will be covered by E&G funds in the current fiscal year and annually adjusted into the UMaine Facilities Management base budget in subsequent years as required. The square footage rates as negotiated remain below market value for similar "unimproved" warehouse space in the Bangor area.

On a motion by Trustee Collins, which was seconded by Trustee Hood, the Finance/Facilities/Technology Committee agreed to forward this item to the Consent Agenda at the September 18-19, 2016, Board of Trustees meeting for the following resolution as amended:

That the Board of Trustees authorizes the University of Maine System to enter a lease for up to 20 years including discretionary extensions with the City of Old Town or designee for 40,000 square feet of space at 880 Main Street, Old Town, Maine 04468 subject to review and approval of final terms and conditions by the University of Maine System Treasurer and University Counsel.

Greenhouse Construction, UMPI. UMPI Chief Business Officer Ben Shaw presented the request to authorize to construct a 2,400 square foot greenhouse to support its Sustainable Agriculture major. The request is pursuant to Trustee policy prohibiting net increases in space without Trustee authorization.

The construction of the greenhouse is being requested to support growth in the Sustainable Agriculture program and to attract new students who are interested in agriculture. The agricultural program, and specifically the greenhouse, is consistent with the geographic location of the University and the role of agriculture in the region and its economy. The greenhouse will be used in formal courses, professional development, grower demonstrations, and undergraduate and faculty research to support a variety of local agriculture activities.

Currently, 10 students are enrolled in the new Sustainable Agriculture program. The greenhouse is an integral component of this program. The growth potential is significant given that over half of the state's high school Future Farmers of America chapters are located in Aroostook County.

UMPI estimates at least 30 students per year will use the greenhouse through agricultural or plant biological coursework and faculty-mentored research. In addition, along with collaborators, we hope to establish workshops or other short courses that are open to the public.

Local agribusinesses have expressed enthusiasm about this new academic program and its need locally, including McCain's Foods, Crop Production Services, Pineland Farms, Farm Credit and others. This program will grow through connections to these businesses as well as through collaboration with UMaine and its Aroostook Research Farm, UMaine Cooperative Extension, Maine Potato Board, Maine Organic Farmers and Gardeners Association, and other local agricultural entities.

This greenhouse will complement the structures that already exist at the Aroostook Research Farm and will not create a duplication of efforts. Teaching will be one of the primary focuses of the new greenhouse and will need to remain flexible to the needs of the curriculum, which the controlled environment of the existing greenhouses cannot provide. UMPI investigated collaborative use of the nearby Aroostook Farm greenhouse facilities, but determined the different purposes and activities at each site make the existing and proposed facilities incompatible for shared use.

Primary construction and start up resources will be funded by a \$145,000 grant from the Maine Economic Improvement Fund Small Campus Initiative. Current preliminary costs are estimated to be up to \$220,000 for project completion. If approved, the design and costs will be assessed by Dirigo Architectural Engineering to refine the preliminary plans and cost estimates. The University intends to raise private funds and, if needed, to identify funds from existing University resources to meet any gap up to \$75,000 between the grant funds and the total project cost up to a maximum project of \$220,000. University funds could be identified by re-prioritizing other existing capital projects and \$5,000 in private funding already has been pledged.

To address the increase in space, the University is assessing possible offsets. Specifically, UMPI already has begun the process of removing the Norton Museum (384 sq. ft.) from its portfolio by way of demolition or other removal. Additionally, the campus is conducting an in-depth review of space that could be removed. This includes the active pursuit of the sale of the Gauvin property (1,276 sq. ft. and already approved for sale by Trustees) along with the divesture of, at a minimum, two of the three units located at the Skyway complex (2,066 sq. ft. per unit).

Pending the further assessment referenced above, the increased operating costs are uncertain, but UMPI intends to cover those costs from existing resources.

The greenhouse project was not contained in the UMPI capital plan as approved during the FY17 budget process as it was not fully defined at the time of plan submission and was unclear whether any campus resources would be required.

The University will not proceed with complete or phased construction until it has sufficient funds in hand to complete whatever project or phase is begun.

On a motion by Trustee Turner, which was seconded by Trustee Collins, the Finance/Facilities/Technology Committee agreed to forward this item to the Consent Agenda at the September 18-19, 2016, Board of Trustees meeting for the following resolution:

That the Board of Trustees authorizes the construction of a greenhouse facility of up to 2,400 square feet at the University of Maine Presque Isle, contingent on the demolition of the Norton Museum and on further disposal activities being completed as soon as is practicable.

Real Property Acquisition Update, UMF. UMF Chief Business Officer Laurie Gardner presented the request to dispose of certain real property by sale or other transfer. The acquisition of this residential scale facility and underlying property in the midst of the UMF campus was previously approved and has been executed. Since that time, the option of selling and relocating the house rather than demolishing it has emerged as a possibility.

UMF seeks to request proposals via public advertisement for interested parties to remove the property from the site and restore grade to specifications. If no proposals are received, the University will raze the property and create green space on the site as outlined in the attached prior agenda sheet.

On a motion by Trustee Hood, which was seconded by Trustee Collins, the Finance/Facilities/Technology Committee agreed to forward this item to the Consent Agenda at the September 18-19, 2016, Board of Trustees meeting for the following resolution:

The Board of Trustees authorizes the sale or other transfer of the facility at 129 Perkins Street in Farmington subject to review and approval of the final terms and conditions by General Counsel and the University Treasurer.

Data Center License Agreement with State of Maine, UMS. Mr. Richard Thompson, Chief Information Officer, presented the request to enter into a license agreement with the State of Maine Office of Information Technology to authorize collocation within the US:IT data center located in Neville Hall at UMaine, to share disaster recovery space with US:IT and to share expenses for the operation of the data center commensurate with the services and space allocated.

While legally a license, this matter is before Trustees pursuant to Policy 802 because of the agreement's similarity to a lease. That policy requires Trustee approval of such agreements if the terms are for more than 5 years or more than \$100,000.

The University of Maine System invested approximately \$4 million in its primary data center located on the UMaine Campus in a project that was completed in 2013. The Data Center was sized to

accommodate the projected needs for a minimum of ten years. Since that time, the growth in new internally hosted systems has slowed and the use of externally hosted systems and cloud services has offset a portion of the anticipated need for the expansion of data storage. There is sufficient space available to share the UMS resource with another entity.

In September of 2013, The Maine State Office of Policy and Management issued a report with findings and recommendations to create efficiencies and reduce costs. Included in the report was a recommendation about technology:

Technology

The University of Maine System has been working to consolidate and centralize its own IT functions to achieve efficiencies and cost savings. As a potential next step, the public colleges and universities could work together to see if there are functions and services that they could share or pool together for greater buying power. Additionally, they should also meet with Maine's Office of Information Technology (OIT) to examine whether they could access or join in services that OIT offers, such as cyber security, privacy, technical expertise and contract design and management.

The State CIO and the University of Maine System CIO assembled a team over a year ago to explore options available, including potential sharing of data center assets as certain State leased data center space came up for renewal. It was agreed that sharing the modern UMS data center facility, which was upgraded with public funding, was a good option for both the State and University System. Sharing depreciation and operating costs allows both entities to hold the line or reduce budgets on an ongoing basis. The common security requirements, need for access in emergencies, and the availability of the fiber network managed by the University System make good sense.

A license period of 5 years was chosen for the initial term, allowing each party to evaluate their needs and growth and to inform future decisions. The license includes rate schedules for the various hot site, warm site, data transport and other services, plus an agreement to share other recurring expenses. Estimated revenue over the initial 5-year license is \$850,000.

On a motion by Trustee Johnson, which was seconded by Trustee Hood, the Finance/Facilities/Technology Committee agreed to forward this item to the Consent Agenda at the September 18-19, 2016 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine System to enter into a license agreement with the State of Maine to allow collocation in the US:IT data center located in Neville Hall at UMaine, to share warm site disaster recovery space with the US:IT and to share expenses for the operation of the data center commensurate with the services and space allocated. The original agreement is authorized for a term of up to 5 years, plus three 5 year discretionary extensions, subject to review and approval of all terms and conditions by the University of Maine System Treasurer and General Counsel.

Student Housing Update, USM. President Cummings, Mr. Neel, Ms. Nancy Griffin, USM Vice President for Enrollment Management, and Mr. George Campbell, President of the USM Foundation, provided a briefing in anticipation of a multi-phase student housing initiative involving a lease or leases, demolition of existing facilities and construction of new space for housing focused on the

Portland campus. There is a strong likelihood this effort will generate future requests for action by the Board of Trustees. This briefing is for information only.

Overview

The University of Southern Maine is seeking to undertake a multi-phase project for the construction of student housing on its Portland campus. At this time, the intention is for this housing to be primarily for students in the equivalent of their junior or senior year as well as graduate students, including students at Maine Law. Student interest in housing on the Portland campus is high, as demonstrated by a Student Government poll in fall 2016. The proposal will include the demolition of the Dickey-Wood housing facility on the Gorham campus, which has been closed since 2014, is nearly 90,000 gross square feet, has 384 beds and a net asset value of just 36 percent. To meet the demand for student housing in the near-term, a short-term lease of space would be pursued for fall 2017.

Phase 1 - Short-term Lease of Student Housing in Portland

A short-term lease for student housing in Portland, approximately 200 beds, is being sought to ease a demand for housing and enhance opportunities for recruitment of undergraduate, graduate and law students. Current enrollment figures and demand for campus housing will require USM to open with triple occupancy on the Gorham campus in fall 2016. Additionally, the International Early College will utilize Anderson Hall (105 beds) on the Gorham campus as early as fall 2017. Therefore, it is anticipated there will be a need for interim housing space in fall 2017. A Request for Information (RFI) is currently being pursued to better determine the University's options and in preparation of a possible formal proposal and request for action to the Board of Trustees in the fall of 2017.

Phase 2 - Demolition of Dickey-Wood Residence Facility in Gorham

Dickey-Wood Hall is actually two residence hall buildings with 7 floors each connected by a single-story building which houses a common area. The buildings have a 384 bed capacity with single and double occupancy rooms set up in quads. The residence halls were opened in 1970, have been closed since fall 2014, and have an estimated Sightlines net asset value of 36 percent. The University has determined, after reviewing necessary infrastructure needs and considering alternative uses, that the buildings should be demolished. This reduction of footprint of approximately 90,000 gross square feet will allow the University to utilize this square footage for housing on the Portland campus. The demolition of Dickey-Wood has been included in the University's capital plan, including the bond proposal that is currently under consideration. This demolition will be completed as soon as funding is available. The University remains committed to housing in Gorham with an emphasis on underclassmen.

Phase 3 - Construction of Student Housing on the Portland Campus

Preliminary work on USM's masterplan has determined that the student experience on the Portland campus will be improved with the presence of student housing, beginning with the construction of a residence hall that includes a new student center. This project will include the further demolition of the existing Woodbury Student Center (approximately 28,000 gross square feet). The square footage of the new residence hall with student center will not exceed the square footage of Dickey Wood and Woodbury without explicit BOT approval. Construction will not begin on the new building until the demolition of these buildings is funded and respective contracts executed. Occupancy will not occur until demolition is complete. Revitalizing the Portland campus is an important part of USM's long-term goals and will be valuable in recruiting undergraduate, graduate and law students. The Portland housing market has made it prohibitive for students to find housing close to campus. Construction would begin once funding is identified.

Lease and Real Estate Report. Mr. Chip Gavin, Chief General Services Officer, explained the annual information report on acquisitions and dispositions of real property for FY2016.

Real Estate Transactions:

The University of Maine System, acting through the University of Southern Maine, transferred the so-called Stone House at 642 Wolfe's Neck Rd, Freeport, consisting of roughly 4.11 acres and an 18,000 gross-square-foot building, to the Wolfe's Neck Farm Foundation. The Board of Trustees had previously approved the transfer.

Additionally, a University of Maine transaction involving land and building purchase for the Cooperative Extension Diagnostic and Research center was completed during Fiscal Year 2016 at 16 Godfrey Drive in Orono, which consists of a 28,000 square foot building and 5.98 acres of land. The purchase price for this property was \$1,400,000. The Board of Trustees had previously approved this project in early Fiscal Year 2016.

Lease transactions:

As a Lessor, the University is engaged in agreements covering uses including research, early Education and childcare centers, banking and financial services, office spaces, and cell tower locations.

Compared with the prior year, the University's total revenue has increased by 36 percent at \$136,842. Increases are seen at UMaine, USM, UMFK, and UMM. Some noteworthy items include a new tower lease with annual revenue of \$28,300 at UMM; increases associated with new leases or improved data at UM and UMFK (see note below); and two new leases and increases in five others at USM generating an additional combined revenue of nearly \$70,000.

Capital Projects Status Report. Mr. Gavin provided an update on the Capital Project Status Report effective as of July 31, 2016 which reflects a total of 20 projects, with no projects having been removed or added since the previous report.

This report reflects adjustments in three project budgets since the previous report, the Advanced Structures and Composites Center Expansion (5100316, 5100414) at UM has received an additional \$1.5 million from the Harold Alfond Foundation, previously approved by Trustees and now also reflected in the adjusted budget. Also, the Powers Hall Exterior and Masonry project at UMM (4100026) and the Improvements to Existing Space for the Relocation of Personnel from Perimeter & Lower Density Facilities at USM (6100246, 6100253) were increased by \$47,818 and \$43,000, respectively in accordance with Board policy.

One project will be removed from the next report due to completion: Powers Hall Exterior and Masonry project (4100026), UMM.

The 16 Central Street relocation project continues to advance. Approximately 85 percent of personnel previously located at 16 Central Street will be working from new locations by the end of August, 2016. The Chancellor and the Board of Trustees' office are relocating during the month of August to Estabrooke Hall at the University of Maine.

Review of Projects with a Value of \$250,000 or Greater. Mr. Richard Thompson, Chief Information Officer, provided information on the following projects with a value of \$250,000 or greater:

Classrooms for the Future

A new active learning system has been installed by a vendor in Room 202 Shibles, UMaine. The vendor will be available on campus to help with faculty training when the semester begins. Audio visual equipment in Room 101 Neville, UMaine will be installed by the vendor during the week of August 22, 2016. In the meantime, electrical work is being done in the classroom. Equipment has been ordered for Rooms 230, 232, and 234 Torrey Hall, UMM. Classroom Technology staff will perform the installations prior to the start of the new semester. Equipment is being ordered for Rooms 113 Cyr and 123 Powell, UMFK. Classroom Technology staff with the assistance of campus services staff will perform the installations prior to the start of the new semester. The project team will continue to review problematic rooms and work on a two-year plan for renovations. This plan will be shared with the Wireless Infrastructure project team to ensure coordination between the two projects.

MaineStreet Improvements

With most faculty and students away for the summer, plans are underway to meet with campus leadership to gain their perspectives on how the project can best affect faculty and student experience and support One University initiatives. We will also explore ways to engage with faculty and students shortly after the fall semester starts to collect their input about how to improve their MaineStreet experience. We recently viewed product demonstrations with three vendors that specialize in enhancing PeopleSoft's user experience. They provide tools to help institutions enhance and streamline the PeopleSoft user experience without the need for direct customizations, along with enabling mobile access. Work is underway to develop solution objectives and requirements that will be used during an RFP process.

UMS Wireless Infrastructure

While a level of infrastructure and wireless service analysis was completed prior to the State of IT report, a detailed survey of every UMS facility is currently underway to determine the precise needs and challenges in each building. This data along with input from stakeholders will determine project priorities and timelines. Completion of the survey is planned for mid-summer. An initial equipment order will be placed in August for the foundational components that will be needed at each campus (such as controllers and core switches) as well as wireless access points.

Data Center Capacity and Security

There is no change for this project. Existing staff are working this project when time permits. Most components are installed and functional.

Facilities Software Project – IWMS

All core functionality of the AiM integrated work management system is in active use at all campuses, and the project is now 100% complete. Project closeout reports, including a final budget report, are in development. All campuses have discontinued use of MP2, the legacy work order system, and efforts are underway to archive data and fully decommission the system. Plans are underway to close the IWMS capital project budget, and transition the balance of funds to a Facilities Management account that will be used to fund the following post IWMS project efforts:

- Ongoing efforts to expand KPI reporting and develop KPI dashboards using the AiM IQ reporting database.
- Continue to monitor implementation of this new system to ensure long-term operational success. The successful conclusion of the technical project and initial operational success

have set the stage for longer-term success, but that needs to be nurtured and maintained.

- Implement mobile devices for campuses that currently lack them.
 - This will involve purchase and use of iOS devices to further expand use of the iDesk app across campuses, which will greatly reduce manual data entry in AiM by enabling Facility Management technicians to update work order-related data while in the field via an Apple iOS device (iPhone, iPod, iPad). USM has successfully integrated use of the iDesk app into its operations, and early reports confirm that use of the app greatly streamlines data entry.
- Implementation of a centralized Work Control Center (WCC) per the BOT-approved recommendations.
 - This effort will likely require consultation with an external resource for guidance and implementation support, and positional changes within the Facilities Management organization. The UMS previously contracted with FEA to review operational considerations around the creation of a centralized Work Control Center. The report emphasized that the primary goal of a WCC is to ensure consistency of data entry from inception to completion in the work management process (work order entry, purchasing/tracking materials, updates to asset management, preventative maintenance templates, etc.). This will allow the UMS to generate reports from AiM with confidence that the reports are based on consistent data throughout the UMS organization. Additionally, efficiencies will be gained in the work request process.

Residence Hall Wireless – USM

Woodward and Anderson Halls are complete except for a few punch list items. Significant asbestos abatement was required in Upton-Hastings. While this delayed the start of network installation, the project is back on schedule to complete the network by 8/15. Network installation in Robie-Andrews is ongoing and will be completed the week of 8/15. Installation of a new fiber backbone between buildings will be completed the week of 8/8. The HVAC systems for the data closets have been designed by an engineering firm and will be put out to bid next week. It is expected that the systems will not be installed until the end of September or first of October. This delay will not impact users of the new network.

VoIP (Telecommunications) for UMaine

- Phone deployment completed: Nutting Hall, Androscoggin, Aquaculture, Perkins and Page Farm.
- Phone deployment in progress: Bennett Hall (main building) and UPark (Analog gateway ordered).
- Building rewiring in progress: Chadbourne Hall, Fogler Library, Rogers Hall, Bennett Classroom wing and
- Roger Clapp Green House (FM work complete).
- Design complete, Facilities Management work in progress: Service Building A (Shop Area), Service Building B (Garage), and HVAC Building.
- Legacy phone system decommissioning: Work has begun on decommissioning the legacy NorTel SL-100 phone system.

University Bond Development Committee Update.

Vice Chancellor Wyke, Sponsor, Mr. Chip Gavin and Mr. Ryan Low, Co-chairs, provided an update on the University Bond Development Committee. The need is \$60 million each year over the next decade.

The targeted projects for the bond could be:

- Need for funding for Phase II of the IT plan which is \$53 million over the next decade
- Increase the net asset value of the UMS facilities and improve density
- A few select new facilities

The campuses are working on priorities for their facilities projects. Guidelines are being established for the business cases to be submitted by the campuses for new facilities.

Guidelines will include factors such as using multiple sources of funding, how much of a bond will be allocated to support new facilities, how much of any project cost may be supported by bond, and how the project fits with mission and strategic objectives. Other factors to be considered include market need (student and employment), demonstrated ability to raise remaining funds, demonstrated ability to generate operating costs, what facilities will be replaced, and generating a positive revenue stream, if applicable. Guidelines for revenue bonds will be the same as for general obligation bonds, except that 100% of funding for a project may come from revenue bonds.

Business cases for projects that will be ready to start in the next five years will be due in October. They will be reviewed by the bond Committee and by Presidents Council. System leadership will then make recommendations to the Finance/Facilities/Technology Committee and the Board of Trustees.

Integration of Enrollment Management Planning with Unified Budget Development.

Vice Chancellor Wyke, Chief Student Affairs Officer Rosa Redonnett, and Chief Financial Officer Ryan Low presented the final recommendations to integrate enrollment management planning with the unified budget development process.

The recommendations are as follows:

1. Annual rolling 3-year enrollment management plans and 5-year enrollment management projections are due on November 1st of each year to the Chief Student Affairs Officer;
2. Plans and projections will be reviewed against proposed campus budgets in December of each year in a process to be determined by the Vice Chancellor for Finance & Administration, Vice Chancellor for Academic Affairs, the Chief Student Affairs Officer and the Chief Financial Officer;
3. The Chief Student Affairs Officer will present the system-level 3-year enrollment management plan in January of each year to the Board of Trustees; and
4. The Chief Student Affairs Officer will work with the campus leads to provide updated 5-year enrollment management projections in April of each year to the Chief Financial Officer for inclusion in development of the multi-year financial analysis.

On a motion by Trustee Johnson, which was seconded by Trustee Turner, the Finance/Facilities/Technology Committee agreed to amend the resolution to add the Vice Chancellor for Academic Affairs to recommendation # 2.

On a motion by Trustee Johnson, which was seconded by Trustee Turner, the Finance/Facilities/Technology Committee agreed to forward this item to the Consent Agenda at the September 18 & 19, 2016, Board of Trustees meeting for the following resolution as amended:

That the Board of Trustees adopts the recommendations contained in the Agenda Item Summary for integrating the enrollment management planning process with the development of the annual unified budget.

Adjournment.

Ellen Doughty for
Tracy B. Bigney, Clerk of the Board