

UNIVERSITY OF MAINE SYSTEM

Board of Trustees Meeting

at the University of Maine System

253 Estabrooke Hall, Orono

November 1, 2017

**Finance/Facilities/Technology Committee**

**Present: Committee Members:** Norman Fournier, Chair; Samuel Collins (at UMPI), James Erwin (at USM), Mark Gardner (at USM), Gregory Johnson (at USM), and Karl Turner (at USM). **Other Trustees:** Lisa Eames (by phone). **Chancellor:** James Page. **Faculty Representatives:** Ray Albert (by phone), Clyde Mitchell, and Patti Miles. **President:** Ray Rice (at UMPI). **System Staff:** Ellen Doughty, David Demers, Tracy Elliott, Chip Gavin (at USM), Ryan Low, Carol Kim, and Miriam White. **Other Participants:** Pam Ashby (at UMFK), Debbie Bouchard, Tim Brokaw (at UMA), Dennis Harrington, Ross Hickey (at USM), Buster Neal (at USM), Carolyn McDonough, John Rebar, Ryder Scott (at USM), Ben Shaw (at UMPI), Terry Shehata (at USM), Sherri Stevens (at UMA), and Claire Strickland.

**Committee Members Absent:** Jason Coombs and James Donnelly.

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

**Review of Projects with a Value of \$250,000 or Greater.** Dr. David Demers, Chief Information Officer, provided an update on the following projects with a value of \$250,000 or greater:

Classrooms for the Future

Classroom renovations are nearing completion with only a few rooms remaining for fall installations. We are awaiting furniture on some of the campuses and temporary furniture has been put in place until the new furniture arrives. The team has set a hard deadline of January 2, 2018 for campuses and the team to finalize rooms that will be worked on during the summer of 2018. After action reviews have been scheduled on all campuses in order to evaluate current processes and improve upon them for the next round of classroom renovations. Reassessments of all classrooms will be completed by October 20, 2017.

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

Maine Street Improvements

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

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

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

#### UMS Wireless Infrastructure

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

#### Upgrade Telecommunications Services, UM Completed

##### HR 9.2 Upgrade

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

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

**Land Transfer for Roundabout, USM.** Mr. Buster Neal, Chief Business Officer for the University of Southern Maine, reviewed the request for land transfer for a roundabout at the University of Southern Maine (USM). The University of Maine System acting through USM requests authorization to transfer to and to accept from the City of Portland certain parcels of land in connection with anticipated transportation improvements abutting the Portland campus, including a new roundabout to be constructed in approximately 2019 at the intersection of Brighton Avenue, Deering Avenue and Falmouth Street in Portland.

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

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

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

The University further expects to own and to be required to maintain a section of what today is Brighton Avenue and which currently has the effect of cutting through the campus. This roadway

will be abandoned and converted to green space as part of the traffic redesign. Altogether, after special provisions of the agreement are implemented, this element of the project would add approximately 0.5 acres to the Portland campus.

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

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

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

On a motion by Trustee Turner, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee approved the following resolution to be forwarded to the Consent Agenda for Board of Trustee approval at the November 19-20, 2017 Board Meeting.

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

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

**Land Transfer for New Roundabout, UM.** Ms. Claire Strickland, Chief Business Officer for the University of Maine, explained that the University of Maine (UM) requests authorization to transfer approximately 3.19 acres of land located on the south boundary of campus on State Route 2 (Park Street) to the Maine Department of Transportation (MDOT) for the construction of a two-lane roundabout at the entrance to campus.

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

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

"A HCL is a location that has had 8 or more traffic crashes and a Critical Rate Factor (CRF) greater than 1.00 in a 3-year period. A highway location with a CRF greater than 1.00 has a frequency of crashes that is greater than the statewide average for similar locations. A CRF is a statistical measure

to determine the “expected crash rate” as compared to similar intersections in the State of Maine. In this regard, the analysis considers both the number of crashes and exposure over a 3-year period. Data provided by Maine DOT (10/16/2014)”

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

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

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

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

On a motion by Trustee Johnson, which was seconded by Trustee Gardner, the Finance, Facilities and Technology Committee approved the following resolution to be forwarded to the Consent Agenda for Board of Trustee approval at the November 19-20, 2017 Board Meeting.

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

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

**Lease Authorization, UMA.** Mr. Tim Brokaw, Chief Business Officer for the University of Maine at Augusta, and Ms. Sherri Stevens, Executive Director of Administrative Services, reviewed the University of Maine at Augusta (UMA) request 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.

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

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.

The Committee had a lengthy discussion on the feasibility of space at USM for the NVM program and felt further investigation was needed.

On a motion by Trustee Collins, which was seconded by Trustee Erwin, and with agreement from all other members of the Committee this item was tabled until the next Finance, Facilities and Technology Committee meeting to allow for further investigation of potential available space at the University of Southern Maine.

**Lease Amendment and Square Footage Increase, Blueberry Cove 4H Center, UM.** Ms. Strickland, Mr. John Rebar, Executive Director, Cooperative Extension, and Mr. Ryder Scott, Cooperating Instructor of Outdoor Sports Science, reviewed the request for lease amendment and square footage increase for the Blueberry Cove 4H Centers. The University of Maine (UM) is requesting authorization to amend the lease agreement for the Blueberry Cove 4H Center located in Tenants Harbor, Maine to increase the cost of the lease based on additional building square footage made available for the university's use.

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

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

Regarding the increase in space, the lessor is planning to undertake building projects on the property. The proposed new construction will increase the leased space by approximately 3,500 gross square feet. This new space will cost an estimated \$9,600 annually above and beyond the existing lease cost. This is an increase of approximately 30 percent, resulting in a new annual lease cost of approximately \$42,000.

The University of Maine's Blueberry Cove 4-H Camp has increased from 549 campers in 2015 to 615 in 2017. The camp, and associated rentals and school programs, currently generates approximately \$260,000. With the proposed increase in space, the camp anticipates serving an additional 10 campers per week over an 8-week camping season. The associated increase in revenue will cover the increase in lease costs.

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

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

On a motion by Trustee Turner, which was seconded by Trustee Gardner, the Finance, Facilities and Technology Committee approved the following resolution to be forwarded to the Consent Agenda for Board of Trustee approval at the November 19-20, 2017 Board Meeting.

That the Board of Trustees authorizes the amendment to the lease agreement for the Blueberry Cove 4H Center located in Tenants Harbor, Maine to increase the lease cost by approximately \$9,600 for the remainder of the 25 year term and with an increased built footprint of approximately 3,500 square feet, with all final terms and conditions subject to review and approval of the University of Maine System Treasurer and General Counsel.

**Lease Request, USM.** Mr. Terry Shehata, Senior Policy Associate for Research and Economic Development & Coordinator of the Maine Economic Improvement Fund, Mr. Ross Hickey, Assistant Provost for Research Integrity, and Mr. Buster Neal, Chief Business Officer for the University of Southern Maine, reviewed the lease request for the University of Southern Maine (USM). USM is requesting authorization to enter into a lease for a program of the Maine Composites Alliance to occupy up to approximately 2,000 square feet in the science building on the Portland campus.

This request is pursuant to Board Policy 802 – Disposition of Real Property, which requires leases with a total value of greater than \$100,000 or a term of greater than 5 years to be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. In this case, the duration and value will require consideration by the full Board of Trustees.

The University space would be occupied by the Composites Engineering Research Laboratory (CERL). The lab is a program of the Maine Composites Alliance. The Alliance is a non-profit network of composite businesses in Maine who work together to recognize and promote Maine's leadership in the international composite industry. The Alliance enhances the competitiveness of

Maine's existing composite industry and its members by providing opportunities for new commercial ventures, and education and training for members and their employees. The Alliance serves the marine, automotive, aerospace, architecture and industrial industries throughout Maine, the United States and the world.

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

The lab's immediate needs are:

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

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

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

Additionally, the following academic programming opportunities are anticipated:

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

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

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

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

After a lengthy discussion the Committee recommended that this item be brought to the November 19-20, 2017 Board of Trustees meeting for consideration by the full Board with more robust details on collaboration between USM and UM based on the One University initiative.

**Multiple Vehicle Replacement, UMS.** Mr. Chip Gavin, Chief General Services Officer, reviewed the multiple vehicle replacement request for the University of Maine System. This is a request pursuant to Board of Trustee Policy 701 – Budgets – Operating & Capital, to expend up to \$1.75 million for vehicle purchases to be used in general operations across the University of Maine System.

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

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

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

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

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

While not part of the requested Board action today, the University also notes that it is unclear whether this type of purchase, while it meets the definition of an item requiring Trustee consideration, is actually something which Trustees in fact intended. The Committee agreed that this request should be reviewed by the Committee annually.

On a motion by Trustee Collins, which was seconded by Trustee Turner, the Finance, Facilities and Technology Committee approved the following resolution to be forwarded to the Consent Agenda for Board of Trustee approval at the November 19-20, 2017 Board Meeting.

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

**Capital Project Status Report.** Mr. Gavin, reviewed the Capital Project Status Report. The report reflects a total of 22 projects. Four projects have been removed since the previous report due to completion. Two new projects have been added. Three projects are scheduled for removal from the next report due to completion. The four projects that were closed and removed from this report are: the Central Heating Plant (2100066) project at the University of Maine Farmington, Kimball Hall Demolition at the University of Maine Machias, Folsom/Pullen Science Classroom & Laboratory Upgrades at University of Maine Presque Isle, and Improvements to Existing Space for Relocation of Personnel from 16 Central Street.

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

Three projects will be removed from the next report due to completion. They are USM projects: Bio-Science Chemistry Lab, Bailey Hall Lab Renovation, and Wireless Infrastructure Upgrade.

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

**Aquatic Animal Health Facility Update, UM.** Ms. Carolyn McDonough, Director of Capital Planning and Project Management, Ms. Strickland, and Ms. Debbie Bouchard, Laboratory Manager & Aquatic Animal Health Industry Research Coordinator, reviewed the University of Maine request to increase the total project authorization for the Aquatic Animal Health Facility by \$500,000 or approximately 22 percent, for a new total of up to \$2,800,000. The additional funding comes from campus reserves.

This request is pursuant to Trustee policy 701 requiring Trustee approval for increases to Board approved projects. The Trustees approved the original building project for \$2.3 million in January of 2017.

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

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

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

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

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

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

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

On a motion by Trustee Johnson, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee approved the following resolution to be forwarded to the Consent Agenda for Board of Trustee approval at the November 19-20, 2017 Board Meeting.

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

Adjournment.

Elissa Ivey for  
Ellen N. Doughty, Interim Clerk