

UNIVERSITY OF MAINE SYSTEM

Board of Trustees Meeting

at the University of Maine System

253 Estabrooke Hall, Orono

March 1, 2018

Finance/Facilities/Technology Committee

Present: Committee Members: Karl Turner, Chair; Samuel Collins (at UMPI), James Donnelly (by phone), James Erwin (at USM), Norman Fournier and Mark Gardner (by phone). **Chancellor:** James Page. **Faculty Representatives:** Ray Albert (at UMFK), and Patti Miles. **President:** Glenn Cummings (at USM). **Student Representatives:** Sam Borer. **System Staff:** Ellen Doughty, David Demers, Chip Gavin (at USM), Ryan Low, and Miriam White. **Other Participants:** Pam Ashby (at UMFK), Buster Neal (at USM), Carolyn McDonough, Ben Shaw (at UMPI), Claire Strickland, Brian Roth (by phone), Brian Beal, Laurie Gardner (at UMF), Al Bean (at USM) and Emily Morris from Sightlines (by phone).

Committee Members Absent: Jason Coombs and Gregory Johnson.

Trustee Turner, Chair, called the meeting to order and welcomed everyone. Several UM students were present to voice concerns regarding free speech and Board Policy 214. Chancellor Page encouraged the students to work with UM Student Representative. UM Faculty representative Patti Miles offered assistance to the students as well.

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

In December 2017, the overall budget for the Classrooms for the Future project increased by \$526,345 due to the reallocation of funds. Remaining work on summer 2017 projects will be completed during Spring break. The total estimated budget for the project is \$4,362,345. The project is 62% complete.

MaineStreet Improvements

Oracle's executive summary of key findings and recommendations has been received and the US:IT leadership and project team are currently reviewing that report.

UMS Wireless Infrastructure

The total allocation for the UMS Wireless Infrastructure project has been increased due to re-allocation of \$980,000 to this project in December 2017. The project team is currently working with campus representatives at UMPI and UMFK to determine priorities for the additional funds as well as planning for the additional work at UMM and UMF. The revised estimated budget for the project is \$12,800,000 and is 51% complete.

HR 9.2 Upgrade

The HR 9.2 Upgrade project budget is \$850 thousand with \$441,410 expended as of February 2018. The project is 50% complete. Testing will take place in 4 phases: Unit testing, System Integration Testing, User Acceptance Testing and Performance Testing. Testing will be

augmented by the use of ERP Analyst's Testing as a service (TaaS) solution. It was confirmed that there will be no new data fields involved in the upgrade.

State of IT Report – 2017. Mr. Demers presented highlights from the State of IT Report – 2017 which focused on future directions. The University Services: Information Technology (US:IT) division consists of more than 200 employees organized into twelve functional areas. Each campus has a designated Campus Information Technology Officer as well as a Campus Operations Manager. These roles are charged with providing each campus with strategic and operational level IT support through collaboration and engagement.

The FY2018 budget increased by a total of 5.1% to \$23.739 million over the FY2017 budget (\$22.580 million). The projected FY2019 budget includes a 4.5% increase over the FY2018 budget for a total of \$24.843 million. The Board of Trustees fully endorsed the initiatives presented and authorized \$20 million in bond investments to support modernization of classroom technology, rebuilding wireless infrastructure and improvements in the MaineStreet ERP environment. US:IT promotes ongoing professional development and training and encourages staff to accept and seek out opportunities to represent UMS at conferences and other events.

Future Directions

IT Governance serves as an essential organizational process which facilitates robust, effective IT strategy to best meet the needs of the academy. This is accomplished by aligning decisions with institutional mission and needs, improving communication within the IT organization as well as with the larger community, ensuring stakeholder input and buy-in for policy, budget and project decisions and by integrating risk management into the decision making process.

Goals

US:IT has established a goal of developing a comprehensive strategic plan prior to the start of the Fall 2018 semester. It is anticipated that the US:IT strategic plan will provide a 3-5-year roadmap designed to enhance the technology and information support and services the unified US:IT division provides to the campus and system communities. The plan will also serve to inform effective budget and resource planning while providing US:IT teams with discrete, annual deliverables.

Square Footage Increase and Donation Authorization, UM. Ms. Claire Strickland, UM Chief Business Officer, explained the University of Maine (UM) requested authorization to accept the donation of a camp building from Baxter State Park's Scientific Forest Management Area (SFMA), to be located on land leased by the university's Cooperative Forest Research Unit (CFRU) at Telos Camp located on T5R11 WELS, Maine. This request is pursuant to Trustee policy prohibiting net increases in space without Trustee authorization.

Baxter State Park Scientific Forest Management Area (SFMA) has a camp building that they no longer need due to upgrades in the park. The building is a wood structure with vinyl siding and a metal roof and is approximately 750 gross square feet. No third party evaluation of the building has been completed, but upon review by the UM facilities staff the estimated value is well below the \$50,000 threshold requiring Board approval. Baxter SFMA is a member of the CFRU and has offered to donate the building to the CFRU at no cost. The CFRU intends to locate the building on a parcel of land currently leased by the CFRU from the landowner, Katahdin Forest Management and has approval from the landowner to do so. The CFRU will use the building as a camp for the staff and students who currently utilize tents when staying overnight at the camp.

The CFRU will cover all costs associated with the move, site preparation, setup and ongoing maintenance of the building through non E&G funds. The facility will be added to the inventory provided to Sightlines but as with other buildings of this size, type, and remote status, Sightlines will determine in what manner the data is used in their tracking and reporting. Changes at this site are not expected to impact the key performance indicators which are reported to Trustees.

On a motion by Trustee Fournier, which was seconded by Trustee Donnelly, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the March 18-19, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the acceptance of the donation of a camp building increasing building square footage at the University of Maine by up to 750 square feet.

Marine Sampling Processing Shed, UMM. Ms. Claire Strickland explained the University of Maine at Machias requested authorization to build a Marine Sample Processing Shed on the Machias campus. The proposed shed will support both research and teaching curriculum. The request is pursuant to Trustee policy prohibiting net increases in space without Trustee authorization. The proposed space is a heated greenhouse of up to 400 square feet located adjacent to existing facilities on campus and with adequate utilities to allow the sample processing to take place.

The purpose of the space is to provide a safe and warm environment out of the elements for processing marine benthic samples. This space will be used by marine biology faculty and students as well as students and faculty in the two other science-based programs at UMM – Biology and Environmental Studies. The cost of the project (currently estimated at \$65,000) will be funded by a grant (response pending) or funds yet to be identified. The current request is intended to expedite the construction process should the grant proposal be approved as scheduled in March. The operating costs of the new structure will be funded as determined by the UMM Chief Business Officer. The net change in square footage will be tracked in the campus' list of assets.

On a motion by Trustee Fournier, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the March 18-19, 2018, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the increased footprint at the University of Maine at Machias of up to 400 square feet for a sample processing shed.

Gorham Athletic Fields LED Lighting Project – Hannaford, Baseball and Softball Fields.

Mr. Buster Neal, USM Chief Business Officer explained the University of Southern Maine requested authorization to expend up to \$1,780,000 for installation of LED lighting on three athletic fields on the Gorham Campus. The funding will come from a combination of private giving and institutional funds. USM has already dedicated \$650,000 toward the project. \$160,000 in private gifts has been raised, and the USM Foundation is currently actively seeking the remaining \$970,000. This request is pursuant to Board Policy 701 Operating and Capital Budgets, requiring advance approval of projects with a total cost of \$500,000 or more.

The scope of the project includes installation of state of the art LED lighting for the Hannaford Field, Baseball and Softball fields. None of these fields currently have any lighting for nighttime games. The lack of lighting on these fields reduces the time available for the use of these fields by University athletic teams as well as outside entities that may otherwise rent the fields. With the new lighting in place, the University will be able to host NCAA tournaments as well as State High School tournaments. Renting of the fields to other organizations can happen once the lights are installed bringing in an additional stream of revenue and providing recruitment opportunities. Lights will add scheduling flexibility and reduce missed class time by student-athletes. Additionally, having lights will enhance our recreational opportunities for all students.

The timeline for construction for the Hannaford Field project is summer 2019, the other two fields will be scheduled once fundraising is complete with a current expectation of fall 2019. The operating costs are expected to be contained to the electricity cost as the lighting system purchase includes a 20 year maintenance agreement covering everything on the pole including light bulbs and electronics. The energy use of these lights is expected to be 25% less than other lighting options. The operating costs associated with the lights will be covered centrally and offset by rental fees collected from external entities using the fields. USM expects the initial operating costs to be cost neutral and, as activity develops, for it to become a positive revenue stream.

On a motion by Trustee Fournier, which was seconded by Trustee Erwin, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the March 18-19, 2018 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the University of Southern Maine to expend up to \$1,780,000 from a combination of private giving and institutional funds for the Gorham campus athletic fields LED lighting project.

Sightlines FY2017 ROPA Presentation. Ms. Emily Morris from Sightlines joined the meeting by phone to present its annual Facilities Benchmarking and Analysis findings regarding the University of Maine System's facilities and facility management operations.

For the first time since at least 2006, a key metric formally adopted by Trustees – density as measure of the intensity or efficiency of the use of our space – has improved. While this is only a single data point and not yet a trend, it does indicate the University's efforts to constrain and reduce its footprint, among other factors, are starting to make a difference. The University's footprint is coming more into line with a size appropriate to the population it serves.

Beyond density, the Sightlines data continues to reflect a challenging situation in which the condition of the University's facilities as measured by renovation age and net asset value have continued to decline. The University is currently on pace to see more than half of all space not have been meaningfully renovated in more than 50 years by 2022.

The measures of condition or quality of the University's facilities simply are unlikely to improve overall until and unless substantially more investment is made in existing facilities each year, as the University is seeking to begin doing with the bond request currently pending before the legislature.

Capital Project Status Report. Mr. Chip Gavin, Chief General Services Officer, reviewed the Capital Project Status Report. The report reflects a total of 20 projects, with one project being removed since the previous report, and two new projects added to this report.

The Lewiston Hall Renovation project at UMA is complete and has been removed from this report. Two new projects are included in this report. They are the Wells Commons Generator at UM and the Center for the Arts at USM. Both projects were approved by the Board at the January 29, 2018 meeting, with current approved budgets of \$525,000 and \$1,000,000 respectively. One project will be removed from the next Capital Projects Status Report which is USM's Anderson Hall Renewal & Renovations project. With a limited timeline for this project, this project was terminated early, with costs coming in under budget.

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

Adjournment.

Ellen N. Doughty
Interim Clerk