

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

March 6, 2019

**Finance/Facilities/Technology Committee**

**Present: Committee Members:** Karl Turner, Chair; Norm Fournier (by phone), Mark Gardner (by phone), Kelly Martin (by phone), Grog Johnson (by phone), and Sam Collins (at UMPI). **Chancellor:** James Page (at UMA). **Faculty Representatives:** Patti Miles and Clyde Mitchell (at UMA). **Presidents:** Becky Wyke (by phone), Eric Brown (at UMF), Glenn Cummings (at USM) and John Short (at UMFK). **System Staff:** Chip Gavin (at USM), Ryan Low, Dan Demeritt (at UMA), David Demers, Ellen Doughty, Miriam White, Tracy Elliott and James Thelen. **Other Participants:** Claire Strickland, Ben Shaw (at UMPI), Carolyn McDonough, Pam Ashby (at UMFK), Stewart Harvey, Dan Dixon, Ken Doiron, Mike Swartz, Buster Neel (at USM), Alec Porteous (at USM), Emily Morris – Sightlines (by phone), Gina Strattman – Sightlines (by phone), Nancy Davis Griffin (at USM), Joe Szakas (at USM), John Souther (at USM), Laurie Gardner (at UMF).

**Committee Members Absent:** Jim Erwin, Jim Donnelly, and David MacMahon.

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

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

Classrooms for the Future project completion has been adjusted back from 91% complete in December 2018 to 87% complete in February 2019. This adjustment reflects additional work that has been scheduled as a result of having available contingency funds. Due to strong fiscal management of the project, there is an extra \$582,730 thousand to spend, which has allowed for additional sites and rooms to be included in the project. Winter break renovations are complete and planning is in place for Summer 2019 work. After-action reviews and assessment activities have been completed. An analysis of results is underway to inform a final report.

The Wireless Infrastructure project completion has increased from 80% complete in December 2018 to 82% percent complete in February 2019. Due to strong fiscal management of this project there is an extra \$415 thousand in contingency funds that will be infused back into the project. USM Glickman Library and Masterson Hall projects have recently been completed. Current work includes a fiber infrastructure project at UMF, along with additional projects at UMFK, UMPI, UM and USM. The need for testing and remediation of asbestos containing materials at USM has been identified and the USM project is still expected to be completed within the allocated timeline. Additionally, because of budgeting constraints UMS IT is not able to remove all of the aged architecture on campuses. This means that 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 Human Resources (HR) Upgrade project completion increased from 81% complete in December 2018 to 98% complete in February 2019. Significant progress has been made to reach completion of the project despite challenges deploying new tax codes and 1095-C processing. Several enhancements including: Payroll Workcenter, automated time reporter set up, benefits auto

enrollment, Roth IRA option for retirement plans, direct deposit notification, HireTouch integration, and eStudent rehire/new hire process expansion have already been completed. Projects currently in process for this fiscal year include: automated life event processing, customized online forms with workflow, and auto-notification processes.

The MaineStreet Improvements project report shows that the Campus Solutions (CS) upgrade to move from version 9.0 to version 9.2 is 50% complete and the Peoplesoft User Experience (UX) enhancement project is 15% complete. 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. The CS 9.2 upgrade unit testing, initial test to move to production, initial upgrade of primary reporting database and initial round of testing as a service has all been completed. The contract for a 3<sup>rd</sup> party UX enhancement application has been executed with HighPoint CX. Additionally, the initial planning meeting with the project team has been completed and negotiations on features/functions for initial launch are underway.

**VoIP Conversion, USM.** Dr. Demers provided information on the request to spend up to \$809,000 over three years to migrate telephony services at USM to Voice-over-IP. Funding for this initiative is available through IT Capital Reserves. The project will serve to establish parity of telecommunications services across the University of Maine System and provide direct benefit to the USM community by improving telephony reliability, functionality and capacity. The project will also benefit from recent investments in data wiring infrastructure at USM which has effectively reduced cost estimates for VoIP deployment with updated networking equipment and wiring now available. Total project costs are estimated at \$809,000 with work ready to begin in April 2019 and extending through August 2021.

On a motion by Trustee Fournier, which was seconded by Trustee Gardner, the Finance, Facilities and Technology Committee agreed to forward this item to the Consent Agenda at the March 24-25, 2019, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees authorizes the University of Maine System to expend up to \$809,000 from IT Capital Reserves over three years to complete the migration of telephony services at the University of Southern Maine to Voice-over-IP.

**Sightlines Annual State of Facilities Report.** Ms. Emily Morris of Sightlines provided an overview of the Annual State of Facilities report for the Finance, Facilities, Technology Committee. UMS Gross Square Footage (GSF) has declined 2.7% over the past 7 years. Although student enrollment has decreased 11% since 2006, it seems to have stabilized for FY2018. UMS density remains at 326 users per 100 thousand GSF in FY2018, which remains below the higher education public school average. 48% of UMS buildings are over 50 years old and another 20% of UMS buildings are in the 25-50 year old range, which means 68% of UMS space is in need of investment. By 2023 55% of UMS space will be over 50 years old, with that UMS needs to plan now for major life cycle replacements in their buildings. UMS total gross emissions have decreased 34% from 2006 to 2018. UMS fell \$19 million short of annual capital investment target for FY2018. Strategic allocation of the UMS bond funds will be critical to moving towards Key Performance Indicator (KPI) goals of increasing Net Asset Value (NAV) and decreasing space over 50 years old. Despite the increase investment so far, there is still a gap between actual investment and the Sightlines' recommended target. Strategic project selection within existing buildings will be critical to address deferred

maintenance in older spaces which are not being targeted through bond funding. UMS also needs to continue to assess older buildings and utilization to determine if any can be removed from inventory. Additionally, continued work on getting the AIM work order system fully functioning throughout the System with adequate support at the campuses to input the appropriate information in a timely manner will help develop System-wide reports to better track and monitor operating resources.

**Space Reduction Update.** Vice Chancellor for Finance & Administration, Mr. Ryan Low and Chief General Services Officer, Mr. Chip Gavin provided an update regarding the effort to constrain facility growth and reduce the space occupied by the University of Maine System. Since March 2015, the Board of Trustees have not permitted any increases in University space without explicit Trustee approval in order to constrain costs, improve the condition of University facilities and increase the use of existing facilities. The occupied square footage of the UMS since 2010, including the period since the Board of Trustees' directive, has declined by approximately 250,000 GSF according to assessments. The Board of Trustees endorsed a goal of trying to attain 340 users per 100,000 GSF of space by FY2022 and ultimately a density of 400 users per 100,000 GSF of space thereafter. The UMS density metric, which has increased slightly and has temporarily stabilized at 326 users per 100,000 GSF. In January 2018 the Board of Trustees approved an initiative to remove space by demolition and to help fund as much as 300,000 GSF of vacant, under-utilized or poorer condition space and to eliminate the backlog of capital investments and operating costs associated with that space at campuses statewide. In response, the System-wide Capital Budget Advisory team, and campuses have proposed 27 demolition projects totaling approximately 181,000 GSF of space. These proposals are contingent on funding from a central pool to support the projects. The funding would cement the gains being reported and see the UMS reduce its square footage to a new total of approximately 350,000 square feet of reduced space since 2010. It will cost approximately \$4.7 million to fund these space reduction projects, which will be funded with a portion of the anticipated increase in UMS funding from Governor Mills' state budget in the amount of \$1.7 million in the first year and \$3.4 million in the second year. The funding for these projects is expected to be a point of consideration for the Board of Trustees as part of the FY2020 budget approval process.

**Dearborn Gym and Alumni Theatre Heating Upgrade, UMF.** UMF Chief Business Officer, Ms. Laurie Gardner provided information regarding a UMF request to expend up to \$600,000 for improvements to the heating system at Dearborn Gym and Alumni Theatre. Dearborn Gym and Alumni Theatre are two adjacent buildings on the UMF campus and are heated through a common plant located in the basement of Alumni Theatre. Currently, this is a steam plant (the last one on campus) with two boilers that run on #2 fuel oil. One of these boilers has recently failed a state inspection and has been taken off line. The second boiler is the only boiler remaining providing heat and domestic hot water for the 44,720 gross square feet facilities. In 2015, a connection to the campus central heat plant was installed in the boiler room located in Alumni Theatre. The intent of this project is to mitigate the risk of losing the existing plant by tying the buildings into the central heat loop, installing backup heating coils, and to renovate the building HVAC systems to accept the new heat source and to bring them up to current code. The project is currently in design with the intent of bidding in the spring for construction over the summer and completion before the fall 2019 semester begins. This request is pursuant to Board Policy 701, which requires projects with a total cost of more than \$500,000 to be considered by the Board of Trustees or its Finance, Facilities and Technology Committee. In this case, the scope of this project places it within the purview of the Finance, Facilities and Technology Committee.

On a motion by Trustee Gardner, which was seconded by Trustee Fournier, and approved by all members present, the Board of Trustees, acting through the Finance, Facilities, & Technology Committee, authorizes the University of Maine at Farmington to expend up to \$600,000 from funds to be determined by the campus Chief Business Officer and University System Treasurer for upgrades to the Dearborn Gym and Alumni Theatre heating and ventilation system.

**Capital Project Status Report and Bond Projects Report.** UMS Director of Capital Planning and Project Management, Ms. Carolyn McDonough provided an overview of the Capital Projects and Bond Projects reports. The Capital Project report reflects a total of 20 projects, one project having been removed since the previous report, and seven new projects having been added. The Bond Projects report outlines the four projects that have been approved so far for use of bond funding.

### **Executive Session**

On a motion by Trustee Martin, which was seconded by Trustee Gardner, and approved by all members present, the Academic & Student Affairs Committee went into executive session under the following provision:

- 1 MRSA Section 405 6-C to discuss the economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the UMS.
- 1 MRSA Section 405 6-E to consult with its attorney concerning legal rights and duties of the university.

On a motion by Trustee Collins, which was seconded by Trustee Gardner, the Committee concluded the Executive Session.

Following Executive Session the Finance, Facilities & Technology Committee reconvened the Public meeting to take action on the following item:

### **Energy Project Phase II Approval Request, UM.**

On a motion by Trustee Collins, which was seconded by Trustee Fournier, and approved by all members present, the Board of Trustees, acting through the Finance, Facilities, & Technology Committee, authorizes the University of Maine System acting through the University of Maine to pursue the University of Maine Energy Center project and to enter agreements under which as much \$5.7 million could be expended from University funds identified by the Chief Business Officer and Treasurer, subject to review by the Vice Chancellor for Finance and Administration and Treasurer and University Counsel.

Additional information about the meeting can be found on the Board of Trustees website:  
<http://staticweb.maine.edu/wp-content/uploads/2019/03/MtgMat-FFT-030619-rev030119.pdf?0d0f03>

Adjournment.

Heather A. Massey for  
Ellen N. Doughty, Clerk