### "DATA FIRST" FORMS GENERAL INFORMATION

University of Maine at Fort Kent Institution Name: OPE ID: 2041 **Annual Audit** Certified: Qualified Financial Results for Year Ending: 6/30 Yes/No Unqualified Most Recent Year 2009 Unqualified Yes 1 Year Prior 2008 Yes Unqualified 2 Years Prior 2007 Yes Unqualified Budget / Plans Current Year 2010 Next Year 2011 ? Rachel Albert Contact Person: Vice President for Academic Affairs Title: 207.834.7510 Telephone No: realbert@maine.edu E-mail address

### Standard 1: Mission and Purposes

#### Attach a copy of the current mission statement.

Document	URL http://www.umfk.maine.edu/pdfs/st	Date approved by the governing board
Institutional Mission Statement	ratplan/stratplan0409.pdf	
Mission Statement published	URL	Print publication
? 1 UMFK Statistical Abstract	http://www.umfk.maine.edu/ie/stab stract/page.cfm?page=page_content &id_page_content=MISSION_STA ? TEMENT&ref=6	Yes
2 University Catalog 3	http://www.umfk.maine.edu/catalog/catalog.cfm?content=data&dataid=584666&ref=4	Yes
Related statements	URL http://www.umfk.maine.edu/pdfs/st	Print Publications
? 1 UMFK Vision Statement 2	ratplan/stratplan0409.pdf	Yes

### Standard 2: Planning and Evaluation

	Year of	Effective	
PLANS	completion	dates	URL or folder number
Strategic Plans			
			http://www.umfk.maine.edu/stratplan_o
Immediately prior strategic plan	? 2008 ?	2003-2008	? <u>Id/</u>
Comment Structuria Dlan	? 2009 ?	2009-2014	http://www.umfk.maine.edu/pdfs/stratpl an/stratplan0409.pdf
Current Strategic Plan Next strategic plan	? 2009 ?	2014-2019	ari/stratpiario403.pdr
Next strategic pian	2013	2014-2019	
Other institution-wide plans			
Master plan	?		? In Progress
Academic plan	?		In Progress
Financial plan	?		In Progress
Technology plan	?		In Progress
Enrollment plan	?		In Progress
Development plan	?		In Progress
(Add rows for additional institution-wide plans, as ne	reded.)	, <u>,</u>	
, , , ,	,		
Plans for major units (e.g.,departments, libra	ary)		
? 1 Library	5 5		?
2 Institutional Research			In Progress
3 Business Management			In Progress
4 Humanities			In Progress
5 Computer Science			In Progress
6 Behavioral Sciences			In Progress
7 Center for Rural Sustainable Development			
8 Nursing			
9 Education			In Progress
(Add rows for additional plans, as needed.)			
EVALUATION			
Academic program review		_	
Program review system (colleges and departm	ents). System las	t updated:	? Aug-08
			http://www.umfk.maine.edu/pdfs/ir/UM
Program review schedule (e.g., every 5 years)			FK Program Review Schedule.pdf
Sample program review reports (name of unit	or program)		URL
Cample program review reports (manie or anne	or program,		http://www.umfk.maine.edu/ie/r
1 Business Management			eports/default.cfm
1 Daomeso Management			http://www.umfk.maine.edu/ie/reports/
2 English			default.cfm
<u>.</u>			http://www.umfk.maine.edu/ie/reports/
3 French			<u>default.cfm</u>
(Insert additional rows, as appropriate.)			
System to review other functions and units	DT 6 1 11)		I D
Program review schedule (every X years or Ul			In Progress
Sample program review reports (name of unit	or program)		
2			
5			

(Insert additional rows, as appropriate.)

### Other significant evaluation reports (Name and URL or Location)

Example: Advising: www.notrealcollege.edu/advisi	ing
1 SemWorks: http://www.umfk.maine.edu/ie/reports/default.cfm	
2 Noel-Levitz: http://www.umfk.maine.edu/ie/reports/default.cfm	
3 EduVentures: http://www.umfk.maine.edu/ie/reports/default.cfm	

(Insert additional rows, as appropriate.)

Date
1995
2008
2010
2009

#### Standard 3: Organization and Governance

#### Please attach to this form:

- 1) A copy of the institution's organization chart(s).
- 2) A copy of the by-laws, enabling legislation, and/or other appropriate documentation to establish the legal authority of the institution to award degrees in accordance with applicable requirements.

If there is a "related entity," such as a church or religious congregation, a state system, or a corporation, describe and document the relationship with the accredited institution

Name of the related entity

URL of documentation of relationship

#### Governing board

By-laws

Board members' names and affiliations

#### Board committees

Executive Committee

Academic Affairs Committee

**Audit Committee** 

Finance/Facilities Committee

**Human Resources And Labor Relations Committee** 

**Investment Committee** 

Student Affairs Committee

**Trustee Affairs Committee** 

**Technology Committee** 

University of Maine Foundation

**Pulp and Paper Foundation** 

(Insert additional rows as appropriate.)

#### Major institutional committees or governance groups\*

a.	Board	of '	Visitors	

b. UMFK Foundation

c. UMFK Alumni Association

d. President's Cabinet

e. Faculty Assembly

f. Student Senate

(Insert additional rows as appropriate.)

#### University of Maine System

http://www.maine.edu/system/policy\_manual/p olicy\_section102.php

#### **URL**

http://www.maine.edu/system/policy\_manual/policy\_se ction103.php

http://www.maine.edu/board/committee\_membership.p hp?section=3

URL or document name for meeting minutes

http://www.maine.edu/board/minutes.php?section=3

http://www.maine.edu/board/minutes.php?section=3

http://www.maine.edu/board/minutes.php?section=3

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http://www.maine.edu/board/minutes.php?section=3

URL or document name for meeting minutes

President's Office

President's Office

Alumni Affairs Office

Alumni Affairs Office

VPAA Office

Student Affairs Office

<sup>\*</sup>Include faculty, staff, and student groups

### Standard 3: Organization and Governance (Locations and Modalities)

Campuses, Branches, Locations, and Modalities currently in operation (See definitions, below)

(Insert additional rows as appropriate.)			
?	City	State or Country	Date Initiated
Main campus	Fort Kent	Maine	2/21/1878
Other principal campuses			
Pranch campuses			
Other instructional locations			
	•	<u> </u>	•
Distance Learning, e-learning			Date Initiated
First on-line course			9/1/02
First program 50%	or more on-line		9/1/04
First program 100%	on-line		9/1/04
Pistance Learning, other			Date Initiated
 Modality			
		-	
Correspondence Education			Date Initiated
<del></del>			

#### **Definitions**

Main campus: primary campus, including the principal office of the chief executive officer.

Other principal campus: a campus away from the main campus that either houses a portion or portions of the

**Branch campus (federal definition):** a location of an institution that is geographically apart and independent of the main campus which meets all of the following criteria: a) offers 50% or more of an academic program leading to a degree, certificate, or other recognized credential, or at which a degree may be completed; b) is permanent in nature; c) has its own faculty and administrative or supervisory organization; d) has its own budgetary and hiring authority.

**Instructional location:** a location away from the main campus where 50% or more of a degree or Title-IV eligible certificate can be completed.

**Distance Learning**, e-learning: A degree or Title-IV eligible certificate for which 50% or more of the courses can be completed entirely on-line.

**Distance Learning, other:** A degree or Title IV certificate in which 50% or more of the courses can be completed entirely through a distance learning modality other than e-learning.

Correspondence Education (federal definition): Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

### Standard 4: The Academic Program (Summary - Enrollment and Degrees)

### Fall Enrollment\* by location and modality, as of Census Date

Degree Level/ Location & Modality	Main campus FTE	Other Campus FTE	Branches FTE	Other Locations FTE	Overseas locations FTE	On-Line FTE	Corres- pondence FTE	Total FTE	Unduplicate d Headcount Total	Degrees Awarded, last year
Associates	67					1			81	28
Bachelors	570					11			663	212
Masters										
Clinical doctorates (e.g., Pharm.D., DPT, Au.D.)										
Professional doctorates (e.g., Ed.D., Psy.D., D.B.A.)										
M.D., J.D., DDS										
Ph.D.										
Degree- Seeking	638	0	0	0	0	11		0	744	0
Non-matriculated students	17					84			382	n.a.
Visiting Students										n.a.

Title IV-Eligible Certificates

Certificates awarded, last year

Students					
seeking					
certificates					

# Standard 4: The Academic Program (Headcount by UNDERGRADUATE Major)

	3 Years	2 Years	1 Year	Current	Goal for next
	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Year</u>	<u>Year</u>
For Fall Term, as of Census	Da (FY 2007)	(FY 2008)	(FY 2009)	(FY 2010)	(FY 2011)
Certificate					
?					
Total	-	-	-	-	-
Associate					
? Business	22	15	13	12	14
Criminal Justice	30	35	38	32	36
Computer Science	2	1	3	4	5
Forestry	23	22	21	24	22
General Studies	11	5	4	6	7
Human Services	9	7	2	3	6
? Undeclared					
Total	97	85	81	81	90
Baccalaureate					
Behavioral Science	49	49	41	38	39
Biology	29	28	21	24	20
Business	60	64	69	74	81
Computer Applications	15	15	14	15	17
E-Commerce	6	7	10	9	11
Elementary Education	211	184	129	88	73
English	17	13	10	8	10
<b>Environmental Studies</b>	39	53	47	40	48
French	4	4	5	4	6
Nursing	207	227	203	224	258
Public Safety	15	20	17	26	29
Social Science	4	3	3	4	9
Secondary Education	145	125	94	60	24
Distance Ed	332	291	257	319	329
NonDegree	71	61	61	63	65
Undeclared	38	40	40	49	52
Total	1242	1184	1021	1045	1071
Total Undergraduate	1339	1269	1102	1126	1161

# Standard 4: The Academic Program (Credit Hours Generated By Department or Comparable Academic Unit)

	3 Years	2 Years	1 Year	Current	Goal for ne
	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Year</u>	<u>Year</u>
	(FY 2007)	(FY 2008)	(FY 2009)	(FY 2010)	(FY 2011
ergraduate					
Anthropology	633	780	1,029	906	1,030
Art	501	456	510	618	510
ASP	224	303	267	336	270
Astronomy	189	159	96	140	100
Biology	1317	1,401	1,367	1,802	1,370
Business	1187	1,302	1,253	1,429	1,260
Chemistry	383	367	371	319	380
Computer Science	645	817	724	1,235	730
Criminal Justice	1167	1,515	1,038	1,035	1,040
Economics	351	153	252	171	260
Education	10670	8,732	5,377	3,580	2,000
E-Commerce	80	154	67	111	70
English	2844	2,499	2,025	1,737	2,030
Environmental Studies	194	432	284	308	290
Forestry	235	265	187	269	190
French	174	336	396	501	400
FYE/HUM	453	516	387	462	476
Geography	172	382	124	183	130
Government	69	78	78	45	80
Honors	30	13	18	-	20
History	738	747	690	768	690
Mathematics	1139	1,383	1,221	1,297	1,230
Music	589	318	267	663	270
Nursing	3193	3,245	2,970	3,339	3,150
Physical Education	129	123	164	95	170
Philosophy	210	-	-	120	120
Physical Science	120	174	162	85	170
Physics	116	64	104	56	110
Political Science	60	57	63	126	70
Public Safety	724	600	509	647	510
Psychology	1324	1,094	1,085	692	1,090
Secondary Education	534	507	744	1,101	750
Sociology	366	651	783	570	790
Spanish		-	201	342	210
Theater	129	72	24	-	36
	30889	29695	24837	20314	26201

Total - - - -

# Standard 5: Faculty (Rank, Gender, and Salary, Fall Term)

	_	Pr (FY 2	2007)	Pr (FY 2	ears ior 2008)	(FY 2	<u>ior</u> 2009)	(FY 2		<u>Ye</u> (FY 2	ext ear 2011)
Number of E	aculty ?	FΤ	PT	FT	PT	FT	PT	FT	PT	FT	PT
Number of Fa	Male	10		11		10		8		0	
Professor		10		11		10				8	
	Female	1		1		8		1		1	
Associate	Male	10		9				7		6	
	Female	4		4		4		3		3	
Assistant	Male	8		8		7		6		6	
-	Female	11		11		13		11		11	
Instructor	Male	-	-	-	-	-	-	-	-	-	-
6.	Female	-	-	-	-	-	-	-	-	-	-
Other	Male	-	19	-	19	-	12	-	16	-	17
	Female	-	16	-	20	-	16	-	20	-	21
Total	Male	28	19	28	19	25	12	21	16	20	17
	Female	16	16	16	20	18	16	15	20	15	21
Total Faculty											
Professor		11	-	12	-	11	-	9	-	9	-
Associate		14	-	13	-	12	-	10	-	9	-
Assistant		19	-	19	-	20	-	17	-	17	-
Instructor		-	-	-	-	-	-	-	-	-	-
Other		-	35	-	39	-	28	-	36	-	38
Total		44	35	44	39	43	28	36	36	35	38
Salary for Aca	demic Year	FT	РТ	FΤ	РΤ	FT	РТ	FT	РТ	FT	РТ
Professor	Minimum			45,000		50,048		61,710			
	Mean			63,422		62,253		69,327			
Associate	Minimum			47,229		42,333		50,462			
	Mean			51,624		46,979		57,527			
Assistant	Minimum			40,935		36,000		44,256			
	Mean			43,739		43,570		47,375			
Instructor	Minimum										
	Mean										
Other	Minimum										
	Mean										

**>** 

# Standard 5: Faculty (Highest Degrees and Teaching Assignments, Fall Term)

	3 Y	ears	2Ye	ears	1 Y	Tear Tear			N	ext
	<u>Pr</u>	ior	<u>Pr</u>	ior	<u>Pr</u>	rior	Curren	ıt Year	<u>Y</u>	ear
	(FY	2007)	(FY 2	2008)	(FY	2009)	(FY 2	2010)	(FY 2	2011)
	? FT	PΤ	FΤ	PΤ	FΤ	PΤ	FΤ	PΤ	FT	PΤ
Highest Degree E	arned: Doctorate									
Professor	8		9		8		6		6	
Associate	9		8		8		8		7	
Assistant	7		6		6		6		6	
Instructor										
Other		1		3		2		4		2
Total	24	1	23	3	22	2	20	4	19	2
Highest Degree E	arned: Master's									
Professor	3		3		3		3		3	
Associate	5		5		4		2		2	
Assistant	11		12		13		10		11	
Instructor										
Other		22		21		14		10		12
Total	19	22	20	21	20	14	15	10	16	12
Highest Degree E	arned: Rachelor's									
Professor	arricu. Dacricioi s									
Associate										
Assistant	1		1		1		1		1	
Instructor	1		1		1		1		1	
Other		12		16		13		23		24
Total	1	12	1	16	1	13	1	23	1	24
			•	10	1	13	1	25	1	
Professor	arned: Professional I	Acense								
Associate										
Assistant										
Instructor										
Other										
Total	_	_	_		_		_	_	_	_
Totai	?	-	-	-	-	-	-	-	-	-
Fall Teaching Loa	d, in credit hours									
Professor	Maximum 18		15		15		17		15	
	Median 12		12		9		12		12	
Associate	Maximum 18		18		15		18		15	
	Median 13		12		12		11		12	
Assistant	Maximum 19		21		18		15		15	
	Median 12		12		12		12		12	
Instructor	Maximum									
	Median									
Other	Maximum	17		19		17		8		12
	Median	4		4		3		4		4
	Explanation of tea	ching load	(if not me	easured in	credit ho	ours):				

# Standard 5: Faculty (Appointments, Tenure, Departures, and Retirements, Full Academic Year)

	3 Y	ears	2 Ye	ears	1 Y	ear			Ne	ext
	Pr	ior	<u>Pri</u>	<u>or</u>	Pri	io <u>r</u>	Currer	nt Year	Yε	<u>ear</u>
	(FY	2007)	(FY 2	2008)	(FY 2	2009)	(FY 2	2010)	(FY 2	2011)
	FT	PΤ	FT	PΤ	FT	PΤ	FT	PΤ	FT	PT
# of Faculty Appointed?										
Professor	0		-		-		-		-	
Associate	0		-		-		-		-	
Assistant	4		1		2		1		2	
Instructor	1		2		1					
Other										
Total	5	-	3	-	3	-	1	-	2	-
?										
# of Faculty in Tenured	Positions	3								
Professor	11		10		10		8		8	
Associate	6		6		8		10		11	
Assistant			-		-					
Instructor			-		-					
Other			-		-					
Total	17	-	16	-	18	-	18	-	19	-
_										
# of Faculty Departing?										
Professor										
Associate			1						1	
Assistant	2				2				3	
Instructor			1							
Other										
Total	2	-	2	-	2	-	-	-	4	-
_	<b>.</b>									
# of Faculty Retiring										
Professor			1		1		1			
Associate	1									
Assistant							3			
Instructor							1			
Other										
Total	1	-	1	-	1	-	5	-	-	-

# Standard 5: Faculty (Number of Faculty by Department or Comparable Unit, Fall Term)

Number of Faculty by Depart	(FY 2	i <u>or</u> 2007) PT	Pr (FY 2 FT	ears ior <mark>2008)</mark> PT ademic	(FY 2	ear ior 2009) PT		<u>nt Year</u> <mark>2010)</mark> PT	Ne <u>Ye</u> (FY 2 FT	ear_
? EDU	9	6	6	7	7	2	7	4	5	4
HUM	6	4	6	3	6	- 45	6	1	17	1
NBS	25	19	27	20	25	17	18	18	17	20
NUR	4	3	5	4	5	5	5	9	6	9
ОТН	-	3	-	5	-	4	-	4	-	4
					_					
Total	44	35	44	39	43	28	36	36	35	38

# Standard 6: Students (Admissions, Fall Term)

Credit Seeking Students Only - Including Continuing Education

Freshmen - Undergraduate  Completed Applications Applications Accepted Applicants Enrolled  % Accepted of Applied  % Enrolled of Accepted	2 Years  Prior  (FY 2008)  400  341  158  85.3%  46.3%	1 Year Prior (FY 2009)  349 266 146 76.2% 54.9%	Current Year (FY 2010)  359 262 131 73.0% 50.0%	Next Year Forward (FY 2011)  386 282 141 73.0% 50.0%	2 Years Forward (FY 2012)  390 284 142 73.0% 50.0%
Percent Change Year over Year Completed Applications Applications Accepted Applicants Enrolled	22.0%	-12.8%	2.9%	7.5%	1.0%
	25.0%	-22.0%	-1.5%	7.5%	1.0%
	26.0%	-7.6%	-10.3%	7.5%	1.0%
Average of Statistical Indicator of Aptitude of Enrollees: (Define Below)  Combined Math/ Verbal SAT Scores  Transfers - Undergraduate Completed Applications Applications Accepted Applications Enrolled	911	902	908	915	925
	425	321	289	311	314
	308	232	226	243	245
	260	178	177	190	192
% Accepted of Applied % Enrolled of Accepted	72.5%	72.3%	78.2%	78.2%	78.2%
	84.4%	76.7%	78.3%	78.3%	78.3%
Master's Degree  Completed Applications Applications Accepted Applications Enrolled  % Accepted of Applied  % Enrolled of Accepted	- -	-	- -	-	- -
First Professional Degree - All Pro Completed Applications Applications Accepted Applications Enrolled					

% Enrolled of Accepted

#### \_

## Standard 6: Students (Enrollment, Fall Census Date)

Credit-Seeking Students Only - Including Continuing Education

		2 Years	1 Year	Current	Next Year	2 Years
		<u>Prior</u>	Prior	<u>Year</u>	Forward	Forward
		(FY 2008)	(FY 2009)	(FY 2010)	(FY 2011)	(FY 2012)
UNDERGRAD	UATE ?	,	,	,	,	
First Year	Full-Time Headcount ?	195	158	162	167	172
	Part-Time Headcount ?	13	323	387	399	411
	Total Headcount	208	481	549	565	582
	Total FTE ?	157	228	258	265	273
Second Year	Full-Time Headcount	122	138	134	138	142
	Part-Time Headcount	23	33	39	40	41
	Total Headcount	145	171	173	178	184
	Total FTE	125	147	147	152	156
Third Year	Full-Time Headcount	111	85	95	98	101
	Part-Time Headcount	36	28	29	30	31
	Total Headcount	147	113	124	128	132
	Total FTE	131	95	105	109	112
Fourth Year	Full-Time Headcount	296	236	186	192	197
	Part-Time Headcount	89	101	94	97	100
	Total Headcount	385	337	280	288	297
	Total FTE	354	284	223	230	236
	<u></u>					
Unclassified	Full-Time Headcount ?	14	0	0	0	0
	Part-Time Headcount	370	0	0	0	0
	Total Headcount	384	0	0	0	0
	Total FTE	107	0	0	0	0
Total Undergr	raduate Students					
	Full-Time Headcount	738	617	577	594	612
	Part-Time Headcount	531	485	549	565	582
	Total Headcount	1269	1102	1126	1160	1195
	Total FTE	875	753	733	755	778
% Change	FTE Undergraduate	na	-14%	-3%	3%	3%
		•				
GRADUATE	?					
	Full-Time Headcount ?					

Part-Time Headcoun	t ?				
Total Headcount	0	0	0	0	0
Total FTE	?				
% Change FTE Graduate	na	-	-	-	-
GRAND TOTAL					
Grand Total Headcount	1269	1102	1126	1160	1195
Grand Total FTE	875	753	733	755	778
% Change Grand Total FTE	na	-14%	-3%	3%	3%

# Standard 7: Library and Other Information Resources (Library)

	·	3 years prior	2 years prior	Most	Current year	? Next year
		o years prior	2 yeuro prior	recently completed year	(actual or projection)	(goal)
		(FY 2007 )	(FY 2008 )	(FY 2009	(FY 2010 )	(FY 2011
Expenditures/FTE student	FTE	954.2	910.3	752.8	733	
Materials (acquisitions)		\$75.77	\$74.88	\$88.72	\$65.84	\$70.00
Salaries & Wages		\$228.33	\$226.98	\$286.99	\$285.09	\$295.00
Other operating		\$5.16	\$18.09	\$22.98	\$9.82	\$15.00
Collections						
Total print volumes		69,085	62,754	58,298	50,538	45,00
Electronic books		7,402	7,889	32,915	38,602	39,00
Print/microform serial subscriptions	(includes free	321	339	241	162	15
Full text electronic journals		20,760	29,068	27,408	31,832	32,00
Microforms (reels and fiche)		6,463	7,626	7,649	6,575	6,82
Total media materials		6,783	5,196	3,360	3,493	3,60
Personnel (FTE)						
Librarians main campus		2.5	2.5	2.5	2.5	2.
Librarians branch campuses						
Other library personnel main campus		3.0	3.0	2.5	2.5	3.
Other library personnel branch campu	S					
Library Instruction						
Total sessions main campus		43	33	34	32	3
Total attendance - main campus		471	447	504	456	47
Total sessions branch campuses						
Total attendance branch campuses						
Reference and Reserves						
In-person reference questions		878	727	740	674	68
Virtual reference questions	chat	7	2	4	3	
•	email	29	21	4	12	1
Traditional Reserves: (doesn't in	clude perm)					
courses supported		56	57	39	35	3
items on reserve		215	213	116	112	11
E-Reserves:						
courses supported		19	35	25	16	1
items on e-reserve		107	326	127	207	11
	FTE- oncam	pus		659	622	

(	Circulation (do not include reserves)	FTE	954.2	910.3	752.8	733	
?	Total/FTE student		8.88	8.86	10.42	9.57	10.00
	Total/FTE students on o	campus			11.38	11.28	11.40
?	Total full-text article requests	(ebsco only)	14,322	14,334	17,586	21,247	23,000
	Number of hits to library website	(pageviews)	n/a	23,939	26,844	62,705	65,000
	Student borrowing through consortia or contracts		699	1,094	636	600	625
	(fkstudent-requestor,ILL,MaineInfoNet)						
	Availability/attendance						
?	Hours of operation/week main campus		76.5	76.5	76.5	76.5	83.5
	Hours of operation/week branch campu	ises					
	Gate counts/year main campus		57,781	54,320	39,654	46,753	50,000
	Gate count/year/FTE		60.55	59.67	52.68	63.78	64.00
?	Gate counts/year /FTE	oncampus			60.17	75.17	76.00
		FTE - oncam	pus		659	622	

URL of most recent library annual report:

**URL** of Information Literacy Reports:

http://www.umfk.maine.edu/infoserv/library/about/annrep orts/FY2009/libtable\_booklist.cfm

http://www.umfk.maine.edu/infoserv/library/about/infolit/d efault.cfm

# Standard 7: Library and Other Information Resources (Information Technology)

	3 years prior	2 years prior	Last year	Current year (goal or projection)	Next year goal
	(FY 2 007)	(FY 2008)	(FY 2 009)	(FY 2010)	(FY 2 011)
Number (percent) of students with own comput	ers	Not A	vailable		90%
Course management system Bla	ckBoard 9.1				
Number of classes using the system			1		
Classes on the main campus	113	111	82	102	110
Classes offered off-campus	N/A	N/A	N/A	N/A	N/A
Distance education courses	115	131	117	122	125
Bandwidth					
On-campus network	10/100Mbps	10/100Mbps	10/100Mbps	10/100Mbps	10/100Mbps
Off-campus access	,				-
commodity internet (Mbps)	100 Mbps	100 Mbps	100 Mbps	100 Mbps	100 Mbps
high-performance networks (Mbps)	N/A	N/A	N/A	N/A	N/A
Wireless protocol(s)	802.11 b/g	802.11 b/g	802.11 b/g	802.11 b/g	802.11 b/g
Network					
Percent of residence halls connected to network					
wired	100%	100%	100%	100%	100%
wireless	100%	100%	100%	100%	100%
Percent of classrooms connected to network					
wired	100%	100%	100%	100%	100%
wireless	100%	100%	100%	100%	100%
Public wireless ports	0	0	0	0	0
Multimedia classrooms (percent)					
Main campus	100%	100%	100%	100%	100%
Branches and locations	N/A	N/A	N/A	N/A	N/A
IT Personnel (FTE)					
Main campus	4.0	4.0	4.0	4.0	4.0
Branch campuses	N/A	N/A	N/A	N/A	N/A
Dedicated to distance learning	N/A	N/A	N/A	N/A	N/A
Software systems and versions					
	ineStreet				
Finances Ma	ineStreet				

MaineStreet

III (Inovative Interfaces)

Advance

in-house

Human Resources

website management

Advancement Library portfolio management interactive video conferencing digital object management

Google Apps	
Polycom/Tanberg	
none	

### Standard 8: Physical and Technological Resources

	Serviceable		_	e Square feet	
Campus location	Buildings	7		000)	
main campus other U.Slocations	18			0480	
international locations	1		1	320	
international locations		J			
	2 years prior	1 year	Current	Next Year	Goal in 2
		prior	Year	Goal	years
	(FY 2008)	(FY 2009)	(FY 2010)	(FY 2011)	(FY 2012)
Revenue (\$000)					
Capital appropriations (public institut	ions) \$123	\$260	\$1,213	\$400	\$50
Operating budget	\$0	\$3	\$0	\$0	\$50
Gifts and grants	\$26	\$0	\$0	\$0	\$0
Debt	\$9	\$141	\$0	\$0	\$0
TOTAL	\$158	\$404	\$1,213	\$400	\$100
Expenditures (\$000)					
New Construction	\$9	\$0	\$0	\$0	\$0
Renovations, maintenance and equip	ment \$149	\$404	\$1,213	\$400	\$100
Technology	\$0	\$0	\$0	\$0	\$0
TOTAL	\$158	\$404	\$1,213	\$400	\$100
	•				-
Assignable square feet (000)	Main campus	_	Off-campus		Total
classroom	7449		1328		8,777
laboratory	15583		0		15,583
office	28169		0		28,169
study	12231		0		12,231
special	24335		0		24,335
general	22826		0		22,826
support	3603		0		3,603
residential	20468		0		20,468
other	37186		0		37,186
		=		·	
Major new buildings, past 10 years					
		Assignable			
		Square Feet			
Building name	Purposes	(000)	Cost (000)	Year	
Nadeau Hall Tech &	k Nursing Center	9754	2.47 M	2001	
Acadian Archiv Archiv	al Storage & Office Spa	5615	1.6M	2003	
The Lodge Dormi	tory	32000	7M	2003	
New buildings, planned for next 5 year	s				
		Assignable			
Building name Purpo	ses	Square Feet	Cost (000)	Year	
· <del></del>					

Major Renovations, past 10 years

The list below includes renovations costing \$\_\_\_\_\_ or more

#### Assignable

Building name	Purposes	Square Feet	Cost (000)	Year
Powell Hall	Classrooms & Office Space	6600	1.4M	2009
Fox Auditorium	Alarm System	n/a	37.6K	2008
Nowland Hall	Ventilation	n/a	38K	2009

Renovations	planned	for	next 5	vears

The list below includes renovations costing \$\_\_\_\_\_ or more

Assignable

Building name	Purposes	Square Feet Cost (000)	Year
Sports Center	Roof (Phase II)	350K	2011
Cyr Hall	Windows & HVAC 1	st Floor 500K	2012

#### Standard 9: Financial Resources

(Statement of Financial Position/Statement of Net Assets)

FISCAL YEAR ENDS month &day: (6/30)	2 YEARS PRIOR (FY 2007)	1 YEAR PRIOR (FY 2008)	MOST RECENT YEAR	Percent C 2 yrs-1 yr prior	hange yr-most recent
ASSETS					
? CASH AND SHORT TERM INVESTMENTS	\$206,000	\$130,000	\$65,000	-36.9%	-50.0%
? CASH HELD BY STATE TREASURER	\$0	\$0	\$0	-	-
? DEPOSITS HELD BY STATE TREASURER	\$0	\$0	\$0	-	-
? ACCOUNTS RECEIVABLE, NET	\$700,000	\$955,000	\$1,421,000	36.4%	48.8%
? CONTRIBUTIONS RECEIVABLE, NET	\$0	\$0	\$0	-	-
? INVENTORY AND PREPAID EXPENSES	\$95,000	\$132,000	\$76,000	38.9%	-42.4%
? LONG-TERM INVESTMENTS	\$2,173,000	\$2,067,000	\$1,741,000	-4.9%	-15.8%
? LOANS TO STUDENTS	\$761,000	\$650,000	\$661,000	-14.6%	1.7%
? FUNDS HELD UNDER BOND AGREEMENT	\$302,000	\$293,000	\$0	-3.0%	-100.0%
? PROPERTY, PLANT AND EQUIPMENT, NET	\$16,424,000	\$16,039,000	\$16,045,000	-2.3%	0.0%
? OTHER ASSETS	\$131,000	\$126,000	\$121,000	-3.8%	-4.0%
TOTAL ASSETS	\$20,792,000	\$20,392,000	\$20,130,000	-1.9%	-1.3%
LIABILITIES				•	•
	\$166,000	\$217,000	000 000	20.70/	251 60/
? ACCOUNTS PAYABLE AND ACCRUED LIABILITIES	\$166,000	\$217,000	\$980,000	30.7%	
DEFERRED REVENUE & REFUNDABLE ADVANCE	\$383,000	\$472,000	\$390,000	23.2%	-17.4%
DUE TO STATE	\$0	\$0	\$0		-
DUE TO AFFILIATES	\$650,000	\$652,000	\$532,000	0.3%	-18.4%
? ANNUITY AND LIFE INCOME OBLIGATIONS	\$0	\$0	\$0	-	-
? AMOUNTS HELD ON BEHALF OF OTHERS	\$38,000	\$29,000	\$36,000	-23.7%	24.1%
P LONG TERM DEBT	\$7,374,000	\$7,297,000	\$7,354,000	-1.0%	0.8%
? REFUNDABLE GOVERNMENT ADVANCES	\$687,000	\$693,000	\$697,000	0.9%	0.6%
? OTHER LONG-TERM LIABILITIES				-	-
TOTAL LIABILITIES	\$9,298,000	\$9,360,000	\$9,989,000	0.7%	6.7%
NET ASSETS					
UNRESTRICTED NET ASSETS					
INSTITUTIONAL	\$9,266,000	\$8,905,000	\$8,250,000	-3.9%	-7.4%
? FOUNDATION				-	-
TOTAL	\$9,266,000	\$8,905,000	\$8,250,000	-3.9%	-7.4%
TEMPORARILY RESTRICTED NET ASSETS					
INSTITUTIONAL	\$1,224,000	\$1,123,000	\$972,000	-8.3%	-13.4%
? FOUNDATION				-	-
TOTAL	\$1,224,000	\$1,123,000	\$972,000	-8.3%	-13.4%
PERMANENTLY RESTRICTED NET ASSETS					
INSTITUTIONAL	\$1,004,000	\$1,004,000	\$919,000	0.0%	-8.5%
? FOUNDATION				-	-
TOTAL	\$1,004,000	\$1,004,000	\$919,000	0.0%	-8.5%
TOTAL NET ASSETS	\$11,494,000	\$11,032,000	\$10,141,000	-4.0%	-8.1%
TOTAL LIABILITIES AND NET ASSETS	\$20,792,000	\$20,392,000	\$20,130,000	-1.9%	-1.3%

### Standard 9: Financial Resources (Statement of Revenues and Expenses)

FISCAL YEAR ENDS month &day: (6/30)	2 YEARS PRIOR (FY 2007)	MOST RECENTLY COMPLETED YEAR (FY2008)	CURRENT BUDGET (FY 2009)	NEXT YEAR FORWARD (FY 2010)	TWO YEAR FORWARI (FY 2011)
OPERATING REVENUES					
TUITION & FEES	\$6,551,000	\$7,021,000	\$6,451,000	\$6,800,000	\$7,140
ROOM AND BOARD	\$1,069,000	\$1,216,000	\$1,289,000	\$1,200,000	\$1,26
LESS: FINANCIAL AID	(\$1,305,000)	(\$1,632,000)	(\$1,979,000)	(\$2,078,000)	(\$2,18
NET STUDENT FEES	\$6,315,000	\$6,605,000	\$5,761,000	\$5,922,000	\$6,21
GOVERNMENT GRANTS & CONTRACTS	\$1,519,000	\$1,528,000	\$1,965,000	\$2,063,000	\$2,16
	\$1,515,000	\$5,000			
			\$151,000	\$5,000	\$
	\$559,000	\$781,000	\$527,000	\$530,000	\$54
ENDOWMENT INCOME USED IN OPERATIONS	\$85,000	\$98,000	\$110,000	\$54,000	\$7
OTHER REVENUE (specify):	\$42,000	\$29,000	\$38,000	\$40,000	\$4
OTHER REVENUE (specify):	\$231,000	\$265,000	\$263,000	\$250,000	\$26
NET ASSETS RELEASED FROM RESTRICTIONS					
TOTAL OPERATING REVENUES	\$8,751,000	\$9,311,000	\$8,815,000	\$8,864,000	\$9,307
OPERATING EXPENSES					
INSTRUCTION	\$4,465,000	\$4,763,000	\$4,528,000	\$4,036,000	\$4,18
RESEARCH	\$0		\$64,000	\$70,000	\$7
PUBLIC SERVICE	\$397,000	\$332,000	\$426,000	\$428,000	\$43
ACADEMIC SUPPORT	\$1,312,000	\$1,422,000	\$1,243,000	\$1,275,000	\$1,32
STUDENT SERVICES	\$1,631,000	\$1,715,000	\$1,858,000	\$1,900,000	\$1,95
INSTITUTIONAL SUPPORT	\$1,680,000	\$1,677,000	\$1,638,000	\$1,750,000	\$1,80
FUNDRAISING AND ALUMNI RELATIONS	#-,000,000	4.,0,0.00	# 2,000 0,000	# <b>- 5</b> , - 0 0 <b>5</b> 0 0 0	1-100
OPERATION, MAINTENANCE OF PLANT (if not allocated)	\$1,270,000	\$1,370,000	\$1,440,000	\$1,444,000	\$1,45
SCHOLARSHIPS & FELLOWSHIPS (Cash refunded by public					
institutions)	\$500,000	\$434,000	\$526,000	\$542,000	\$55
AUXILIARY ENTERPRISES	\$1,479,000	\$1,904,000	\$1,864,000	\$1,959,000	\$2,00
DEPRECIATION (if not allocated)	\$521,000	\$538,000	\$535,000	\$513,000	\$52
OTHER EXPENSES (specify):					
OTHER EXPENSES (specify):					
TOTAL OPERATING EXPENDITURES	\$13,255,000	\$14,155,000	\$14,122,000	\$13,917,000	\$14,298
CHANGE IN NET ASSETS FROM OPERATION	(\$4,504,000)	(\$4,844,000)	(\$5,307,000)	(\$5,053,000)	(\$4,991
NON OPERATING REVENUES					
STATE APPROPRIATIONS (NET)	\$4,266,000	\$4,502,000	\$4,448,000	\$4,256,000	\$4,256
INVESTMENT RETURN	\$34,000	\$28,000	\$2,000	\$28,000	\$30
INTEREST EXPENSE (public institutions)	(\$290,000)	(\$325,000)	(\$311,000)	(\$307,000)	(\$300
GIFTS, BEQUESTS & CONTRIBUTIONS NOT USED IN OPERATIONS	\$34,000	\$60,000	\$53,000	\$50,000	\$50
OTHER (specify): Federal Grants	\$0	\$0	\$208,000	\$156,000	· · ·
OTHER (specify):	\$277,000	\$141,000	\$61,000	\$30,000	\$300
OTHER (specify):					
NET NON OPERATING REVENUES	\$4,321,000	\$4,406,000	\$4,461,000	\$4,213,000	\$4,336
INCOME BEFORE OTHER REVENUES EXPENSES, GAINS, OR LOSSES	(\$183,000)	(\$438,000)	(\$846,000)	(\$840,000)	(\$655
CAPITAL APPROPRIATIONS (public institutions)	\$51,000	\$62,000	\$260,000	\$1,400,000	\$450
OTHER	\$400,000	(\$86,000)	(\$305,000)	\$283,000	\$214

### Standard 9: Financial Resources (Statement of Debt)

		`	meme of Best)			
	FISCAL YEAR ENDS month & day (6/30)	2 YEARS PRIOR (FY 2007)	MOST RECENTLY COMPLETED YEAR (FY2008)	CURRENT BUDGET (FY 2009)	NEXT YEAR FORWARD (FY 2010)	TWO YEARS FORWARD (FY 2011)
	DEBT					
	BEGINNING BALANCE	\$7,621,000	\$7,374,000	\$7,297,000	\$7,354,000	\$7,233,000
	ADDITIONS	\$7,000	\$17,000	\$150,000	\$0	\$0
?	REDUCTIONS	(\$254,000)	(\$94,000)	(\$93,000)	(\$121,000)	(\$226,000)
	ENDING BALANCE	\$7,374,000	\$7,297,000	\$7,354,000	\$7,233,000	\$7,007,000
	INTEREST PAID DURING FISCAL YEAR	\$290,000	\$325,000	\$311,000	\$307,000	\$300,000
	CURRENT PORTION	\$92,000	\$95,000	\$121,000	\$226,000	\$231,000
	BOND RATING					

#### DEBT COVENANTS (PLEASE DESCRIBE):

Debt consists of UMFK's share of bonds issed by the University of Maine System and related discounts and premiums, capital lease obligations, and loans obtained from the System Office

The most recent bond issuance for the University of Maine System is dated 6/28/07. The Standard and Poor's rating for the issuance was "AAA".

## Standard 9: Financial Resources (Supplemental Data)

FISCAL YEAR ENDS month & day (6/30)	2 YEARS PRIOR (FY 2007)	MOST RECENTLY COMPLETED YEAR (FY2008)	CURRENT BUDGET (FY 2009)	NEXT YEAR FORWARD (FY 2010)	TWO YEARS FORWARD (FY 2011)
NET ASSETS					
NET ASSETS BEGINNING OF YEAR	\$11,226,000	\$11,494,000	\$11,032,000	\$10,141,000	\$10,984,000
TOTAL INCREASE/DECREASE IN NET ASSETS	\$268,000	(\$462,000)	(\$891,000)	\$843,000	\$9,000
NET ASSETS END OF YEAR	\$11,494,000	\$11,032,000	\$10,141,000	\$10,984,000	\$10,993,000
FINANCIAL AID					
SOURCE OF FUNDS					
UNRESTRICTED INSTITUTIONAL	\$676,000	\$768,000	\$917,000	\$950,000	\$975,000
FEDERAL, STATE & PRIVATE GRANTS	\$1,101,000	\$1,193,000	\$1,476,000	\$1,500,000	\$1,550,000
RESTRICTED FUNDS	\$28,000	\$105,000	\$112,000	\$118,000	\$124,000
TOTAL	\$1,805,000	\$2,066,000	\$2,505,000	\$2,568,000	\$2,649,000
% DISCOUNT OF TUITION & FEES	27.6%	29.4%	38.8%	37.8%	37.1%
? % UNRESTRICTED DISCOUNT	10.3%	10.9%	14.2%	14.0%	13.7%
PLEASE INDICATE YOUR INSTITUTION'S ENDOWMENT SPENDING POLICY:					
The exp	The expendable income objective for FY07, FY08, and FY09 was 5%				

#### Standard 10: Public Disclosure

Information	Web addresses	Print Publications
How can inquiries be made about the institution? Where can questions be addressed?	http://www.umfk.maine.edu/admissions/join/_	UMFK Catalog
Notice of availability of publications and of audited financial statement or fair summary		NA
Institutional catalog	http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
Obligations and responsibilities of students and the institution	http://www.umfk.maine.edu/pdfs/studserv/studhndbk.pdf	Student Handbook
Information on admission and attendance	http://www.umfk.maine.edu/admissions/	UMFK Catalog
Institutional mission and objectives	http://www.umfk.maine.edu/pdfs/stratplan/stratplan0409.pdf	UMFK Catalog
Expected educational outcomes	http://www.umfk.maine.edu/academics/programs.cfm?ref=4	UMFK Catalog
	http://www.umfk.maine.edu/admissions/;	
Requirements, procedures and policies re: admissions	http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
Requirements, procedures and policies re: transfer credit	http://www.umfk.maine.edu/admissions/; http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
requirements, procedures and ponetes returnister erealt	http://www.umfk.maine.edu/admissions/;	Civil R Catalog
Student fees, charges and refund policies	http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
Rules and regulations for student conduct	http://www.umfk.maine.edu/pdfs/studserv/studhndbk.pdf	Student Handbook
Other information re: attending or withdrawing from the institution	http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
Academic programs	http://www.umfk.maine.edu/academics/programs.cfm?ref=4	UMFK Catalog
Courses currently offered	http://www.umfk.maine.edu/registrar/courses/default.cfm?ref=2	OTHI IX Catalog
Other available educational opportunities	http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
Other academic policies and procedures	http://www.umfk.maine.edu/catalog/catalog.cfm	UMFK Catalog
Requirements for degrees and other forms of academic recognition	http://www.umfk.maine.edu/academics/programs.cfm?ref=4	UMFK Catalog
	http://www.umfk.maine.edu/ie/facts/page.cfm?page=employees_by_	8
List of current faculty, indicating department or program affiliation, distinguishing between	category;	
full- and part-time, showing degrees held and institutions granting them	http://www.umfk.maine.edu/catalog/catalog.cfm?content=data&datai	Statistical Abstract
Names and positions of administrative officers	http://www.umfk.maine.edu/offices/	Staff Directory
Names and principal affiliations of members of the governing board	http://www.umfk.maine.edu/alumni/visitors/default.cfm?ref=3	UMFK Catalog
Locations and programs available at branch campuses, other instructional locations, and overseas operations at which students can enroll for a degree, along with a description of programs and services available at each location		Not Applicable
Programs, courses, services, and personnel not available in any given academic year.		NA
Size and characteristics of the student body	http://www.umfk.maine.edu/ie/stabstract/default.cfm?ref=6#	Statistical Abstract
Description of the campus setting	http://www.umfk.maine.edu/tour/	

Availability of academic and other support services	http://www.umfk.maine.edu/acserv/default.cfm?ref=2	Student Handbook
Range of co-curricular and non-academic opportunities available to students	http://www.umfk.maine.edu/pdfs/studserv/studhndbk.pdf	Student Handbook
Institutional learning and physical resources from which a student can reasonably be expected to benefit	http://www.umfk.maine.edu/academics/programs.cfm?ref=4	UMFK Catalog
Institutional goals for students' education	http://www.umfk.maine.edu/pdfs/stratplan/stratplan0409.pdf	Strategic Plan
Success of students in achieving institutional goals including rates of retention and graduation and other measure of student success appropriate to institutional mission. Passage rates for licensure exams, as appropriate	http://www.collegeportraits.org/ME/UMFK/undergrad_success;	
Total cost of education, including availability of financial aid and typical length of study	http://www.umfk.maine.edu/tuition/_	UMFK Catalog
Expected amount of student debt upon graduation		NA
Statement about accreditation	http://www.umfk.maine.edu/ie/stabstract/page.cfm?page=accreditations	UMFK Catalog

### Standard 11: Integrity

	Last	URL where policy is posted	Responsible office or
Policies	Updated	?	committee
Academy honesty	10/14/09	http://www.maine.edu/system/policy_manual/policy_section501.php	VPAA
Intellectual property rights	12/17/09	http://www.umfk.maine.edu/it/policies/IllegalDownloading.cfm	HR
Conflict of interest	1/5/09	http://www.umfk.maine.edu/pdfs/affairs/fachndbk.pdf	HR
Privacy rights	1/5/10	http://www.umfk.maine.edu/policies/policy.cfm?policy=102	HR
Fairness for students	6/30/09	http://www.umfk.maine.edu/pdfs/studserv/studhndbk.pdf	HR
Fairness for faculty	4/28/10	http://www.maine.edu/system/hr/handbooks.php	HR
Fairness for staff	4/28/10	http://www.maine.edu/system/hr/handbooks.php	HR
Academic freedom		http://www.umfk.maine.edu/pdfs/affairs/fachndbk.pdf	VPAA
Other			
Other			
Non-discrimination policies Recruitment and admissions	12/20/00	http://www.umfk.maine.edu/hr/ndp/_	TID
	12/30/09		HR
Employment	4/1/2010	http://www.maine.edu/system/hr/eo.php	HR
Evaluation	4/1/2010	http://www.maine.edu/system/hr/eo.php	HR
Disciplinary action	4/1/2010	http://www.maine.edu/system/hr/eo.php	HR
Advancement	4/1/2010	http://www.maine.edu/system/hr/eo.php	HR
Other			HR
Resolution of grievances		http://www.umfk.maine.edu/pdfs/studserv/studhndb	
Students	6/30/09	k.pdf	VPAA
Faculty	4/28/10	http://www.maine.edu/system/hr/handbooks.php	HR
Staff	4/28/10	http://www.maine.edu/system/hr/handbooks.php	HR
Other	1, 20, 10		HR
			THE
Other	Last Updated	Relevant URL or Publication	Responsible office or committee
1			
2			
3			
4			
5			