

Administration and Operations Division

Spring 2018 Newsletter

A message from Kirsten Volpi

Executive Vice President

There has been a lot of change over the past year and we have accomplished so many great things during this time thanks to the hard work and dedication of our faculty, staff, and students. Change can be exciting, but I also know that it can be unfamiliar and uncomfortable. To better inform and engage the campus about our current and new initiatives, we plan to have monthly newsletters as well as meetings to provide updates and to receive input and feedback.

This newsletter is to provide you with an update of the ongoing and upcoming initiatives the Administration and Operations Division is working on. ***We are also holding an all campus update meeting to go deeper into some of these subjects on January 31 at 3:00 pm in Metals Hall*** – I hope you can join us.

A few of the initiatives that are on my agenda include chairing the search for a new Provost, working with USGS to expand our partnership, collaborating with a capital developer on a possible new residence hall off campus, and assessing how best to address child care needs for our community.

Provost Search

We have hired the Storbeck/Pimentel search firm to lead us in our search for a Provost. Alberto Pimentel met with the search committee of January 23 and will be back in February to hold focus groups and gather information on your thoughts about a new Provost.

United States Geological Survey (USGS)

Professors' Harrison, Wendlandt and Associate Professor Monecke along with other faculty have been working for years on expanding our relationship with the USGS. Over the past 18 months, this work has transitioned into a possible co-location on the Mines campus. Planning and due diligence will continue throughout the spring semester.

Residence Hall

We have been assessing the possibility to work with a developer on an off-campus residence hall. A comprehensive appraisal is continuing and we hope to make a decision within the next month.

I look forward to seeing you at our January 31 meeting and encourage you to be part of this important campus discussion.



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ADMINISTRATION

Fiscal Year 2019 Budget

Fiscal year 2019 has begun. Each Dean and Vice President will be working with their respective areas to prioritize budget requests over the next three weeks. All requests are due to the Budget Office by February 26. If you have any questions, please contact Steph Moran at X3829.

Sibson

Although, many of the Sibson project groups are finalizing their recommendations and next steps, we want to provide you with the latest information. We encourage you to come and ask your questions at the January 31 all campus meeting. Questions and answers from the November Sibson town hall have been posted on the Meridian website at:

https://inside.mines.edu/UserFiles/Image/Meridian/Town_Hall_Feedback_and_QA_vClient_2018_01_17.pdf

Contract & Research System

Mines is implementing the first phase of the campus wide electronic contracting system on March 1, 2018. Phase I has been a cross functional effort by 11 different departments generating over 90 unique contract types. The system will provide new functionality for managing non-research contracts including: electronic workflow and signatures, notifications of expiration dates, a central repository for all contracts, and tracking/reporting information. One-on-one training for Approvers and Signers are being scheduled for February. Campus user trainings will be scheduled in March and we will provide those dates when finalized. Phase II will support research contracts, proposals, awards, projects, and consortia agreements. Phase II is currently in the design process and is expected to have an 18-24 month implementation schedule.

HUMAN RESOURCES OFFICE

Total Compensation Benchmark Project

Sibson consultants met with the Academic Faculty and Administrative Professional Steering Committees on January 19 to discuss their preliminary findings. The next steps in the project include developing a process to determine where adjustments may be needed and how to get these budgeted, communicated, and implemented. We anticipate holding campus forums to present the aggregate findings and the process used to make the findings in March/April.

403(b) Consolidation Project

- Mines has had a voluntary 403(b) tax deferred annuity program for decades and allows contributions to TIAA, VALIC, AXA, and Bright House. Mines issued an RFP in the fall with the intent of obtaining lower costs for participants in the program and to simplify the plan's investment options.
- The review committee chose VALIC to be the single 403(b) option going forward. Employees will see reduced fees, which means more of the dollars contributed in the program will go to employees' investments.
- Mines is working with VALIC on communications to campus to explain the plan, assist employees in making decisions, and provide investment options advice. We hope to begin campus information sessions in April.

CONTROLLER'S OFFICE

Prior to winter break, Claudia Cable Cole and Cathy Daniels decided to pursue other opportunities outside of Colorado. As there was an immediate need to fill these vacancies, we have hired two temporary staff members to assist with minimizing the impact of these vacancies to the campus community. As we look to fill these positions permanently, we are considering how the proposed Shared Services structure will impact these operations.

New Travel System

We will be implementing our *new travel system*, Chrome River, in the next few months. With that implementation, we are reviewing the initial recommendations and comments related to the Sibson Shared Services Group that are specific to travel. The initial shared services phase will likely focus on alleviating the administrative burden on academic units of preparing travel documents. We will be holding an in-person update session to discuss this proposed change along with other early recommendations coming from the Business Process Re-engineering effort.

CONSTRUCTION PROJECTS

There are a number of construction projects on campus. Listed below is an overview and status report for each one:

Departmental moves (dates tentative):

- CCIT Enterprise from Green Center to 1600 Jackson – March 2018
- Geophysics Department from Green Center to Trailers near GRLA – February 2018
- Human Resources from Guggenheim to 1600 Jackson – April 2018
- Student Testing Center from Stratton Hall to 1600 Jackson – April 2018
- Parking Services from FM Building to Jones Road – April 2018
- MEP from MEP House to Coolbaugh House – June 2018
- Communications Office from Coolbaugh House to 1600 Jackson – May 2018
- EHS from FM Building to Carpenter Shop – May 2018
- Operations/FM Administration from FM building to Moly Building – February 2018

Major Projects:

- 16th Street Plaza (Illinois to Cheyenne Street) construction start - February 2018
- Campus wide electrical upgrades & backup generators (Jones Road and 6th Ave), scheduled completion – May 2018
- Operations (FM shops and Moly addition), constructions start – September 2018
- Energy Performance Contract Phase II, construction start – April 2018

MASTER PLAN

The **Green Center Roof Replacement and Renovation** begins in March 2018 with core construction complete in July 2019. Programming continues to determine the best use of the facility. Construction will begin in the summer of 2019 and will be complete by Spring semester 2020.

The new **Classroom Building and Parking Garage** continues through the design phase. The new structure will provide approximately 900 parking spaces and state of the art classrooms. In addition to parking and classrooms, the building will be home to the Trefny Center for Innovative Teaching and Learning, Environmental Health and Safety, and Access Services. Construction will begin summer 2018.

The **new Residence Hall** to the west of the Starzer Welcome Center is midpoint through design. The residence hall will house 400 students and include a Café plus Fitness and Wellness Center. Construction begins in November 2018 and will be complete spring 2020. Students will occupy the building for the Fall 2020 semester.



Residence Hall VI

Mines will rent space in the new **Catalyst Building** located in Denver's RiNo District. This office will be used to promote Mines' students and faculty efforts in the Bio-technical disciplines.



Classroom Building and Parking Garage



Catalyst Building

INTERNAL AUDIT

We're Moving!

Internal Audit is MOVING February 2 to 1600 Jackson, Suite 230! Come say "hi" and see our new digs.

Mines' Risk Management

Are you a risk taker? Are you speeding up to the mountains this weekend for epic POW and big jumps? Does that translate to your job too? Enterprise Risk Management, ERM for short, is a fancy term that confuses people. It refers to the way Mines approaches risk to enhance our performance as an Institution and move us closer toward our goals. Risk averse you say? We won't take chances to move toward our goal? Think again. The idea is to make informed decisions of which risks to take and which not to take.

The Mines' ERM team is currently working on defining parameters of what those risks are and aren't. Stay tuned. For more information on ERM check out the video on our website: <https://vimeo.com/208400312/55348cc6a4>

COMPUTING, COMMUNICATIONS, & TECHNOLOGIES INFORMATION

CCIT continues to play a key role in providing technologies across the Mines landscape. For example, CoorsTek classrooms include some great new uses of teaching and learning technologies. The ‘eduroam’ wireless environment is now fully supported on campus for higher education guests and researchers from around the world. Some of the “Invisible” projects include an upgrade of the campus firewall infrastructure and keeping the campus protected from the impact of recent security challenges like Meltdown and Spectre.

Strategic Vision and Strategic Plan

CCIT continues to not just focus on current technologies, but is looking forward to the future role and use of technology. A foundational part of this effort is crafting a **new Strategic Vision and Strategic Plan as part of the Sibson’s engagement**. Opportunities for campus review and input to a draft of the plan will be scheduled during February. Another key effort includes the testing and future roll-out of Banner 9. The new platform isn’t simply an operational upgrade – it provides opportunities for an improved experience for all Mines stakeholders that utilize this key enterprise platform.

Identity and Access Management

CCIT has also initiated two new projects related to managing Mines digital identities – one is the implementation of a **new Identity and Access Management (IAM) platform** that will provide expanded capabilities for managing role-based access to Mines electronic resources. We are pleased to have been chosen as one of ten institutions nationwide to participate in the Trust & Identity Campus Success Program. These ten institutions are collaborating to build the next generation IAM solution based on Internet2’s TIER platform. The other IAM project is leading an institution-wide dialogue about the identify “lifecycle” at Mines – providing and ensuring appropriate access for all users of Mines electronic resources.

Other Cool Projects

Currently underway, we are extending in-person support through a satellite IT support center in Arthur Lakes Library, piloting two-factor authentication to provide enhanced security for all employees and students and their digital assets, and working to provide “Mines-quality” technologies in support of the online initiative. Lastly (but not least), CCIT continues to expand its support for cyberinfrastructure and the research community. This includes the pending acquisition of a new 200+ TFlop HPC cluster. **You can get more information on many of these efforts through the “new and improved” CCIT website – coming soon!**

OFFICE OF ORGANIZATIONAL STRATEGY

Effective February 1, 2018, we are pleased to announce the creation of the **Office of Organizational Strategy**. The Office was created to respond to campus feedback collected during the Sibson Administrative Process Assessment indicating the need to streamline our compliance, human resources, and related administrative programs. This structure better supports the Mines community and enhances a positive Mines culture through efficient and effective consultation services. The areas and functions are listed below:

Human Resources

- Consultative and strategic employment support for campus departments
- Compensation & Benefits
- Recruitment & Retention
- Organizational Development
- Employee Learning and Development

Title IX

- Education and Awareness programs
- Providing resources
- Title IX process management

Compliance & Policy

- Supports a transparent, user-friendly approach to policy development and implementation
- Partners with campus departments on compliance initiatives

Investigations

- Conducts internal investigations of situations where there may be legal or policy concerns
- Manages external consultants who conduct investigations for Mines

Please be on the lookout for more updates and information from the Office of Organizational Strategy. Contact Karin Ranta-Curran at krcurran@mines.edu or 303.384.2558 for more information.

