

ADMINISTRATION AND OPERATIONS

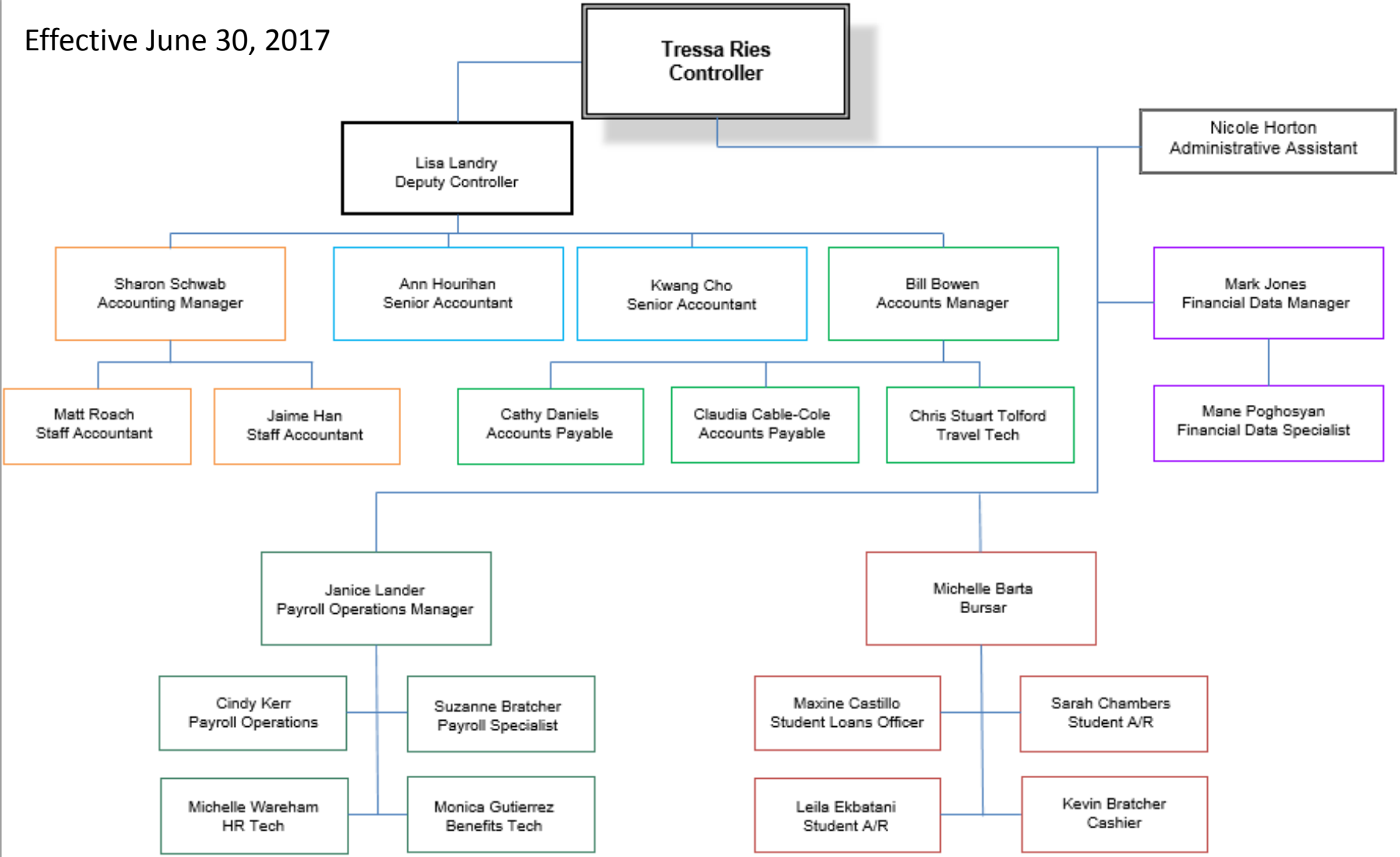
ADMINISTRATOR MEETING

JUNE 16, 2017

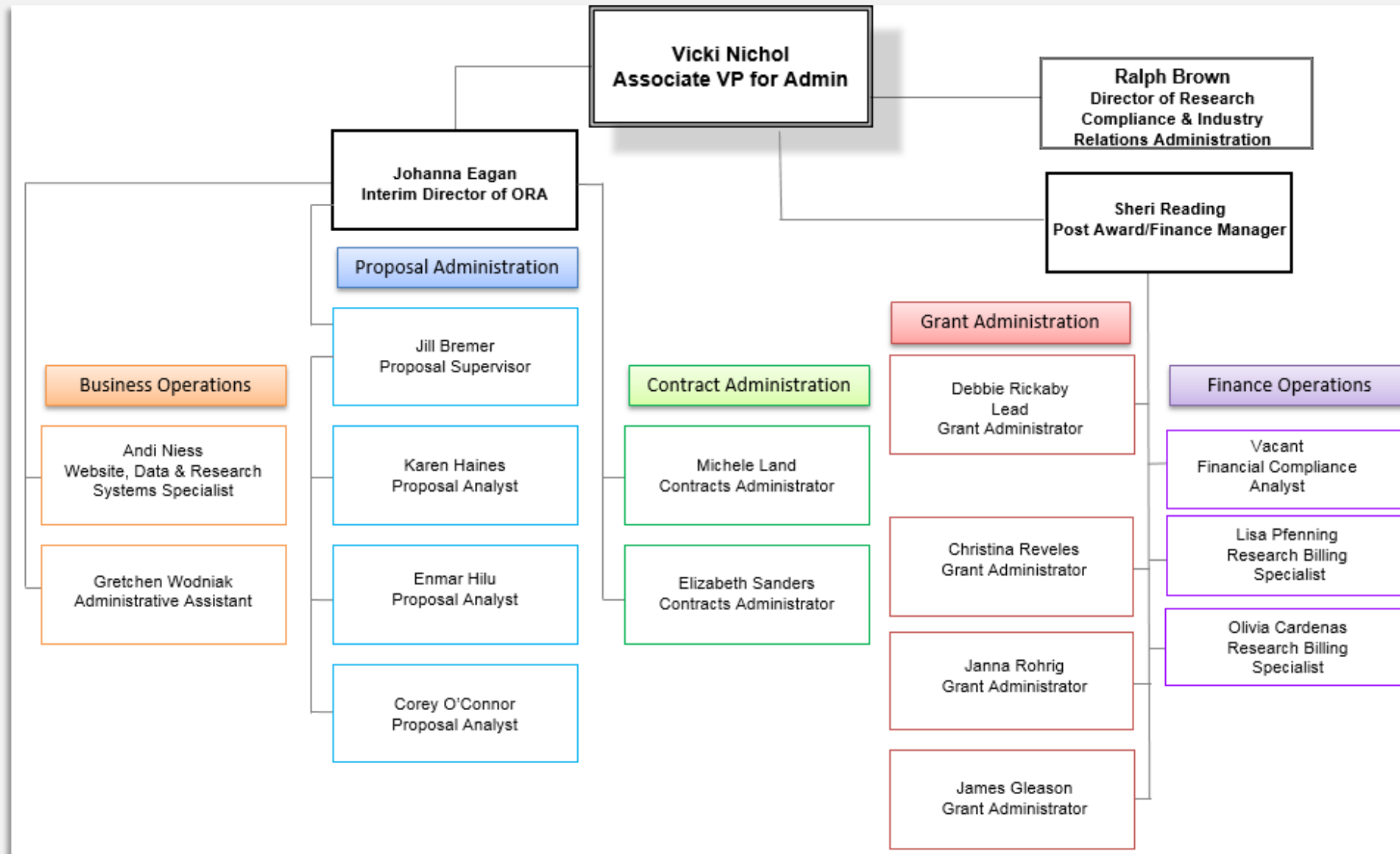
ORGANIZATIONAL CHANGES

Controller's Office

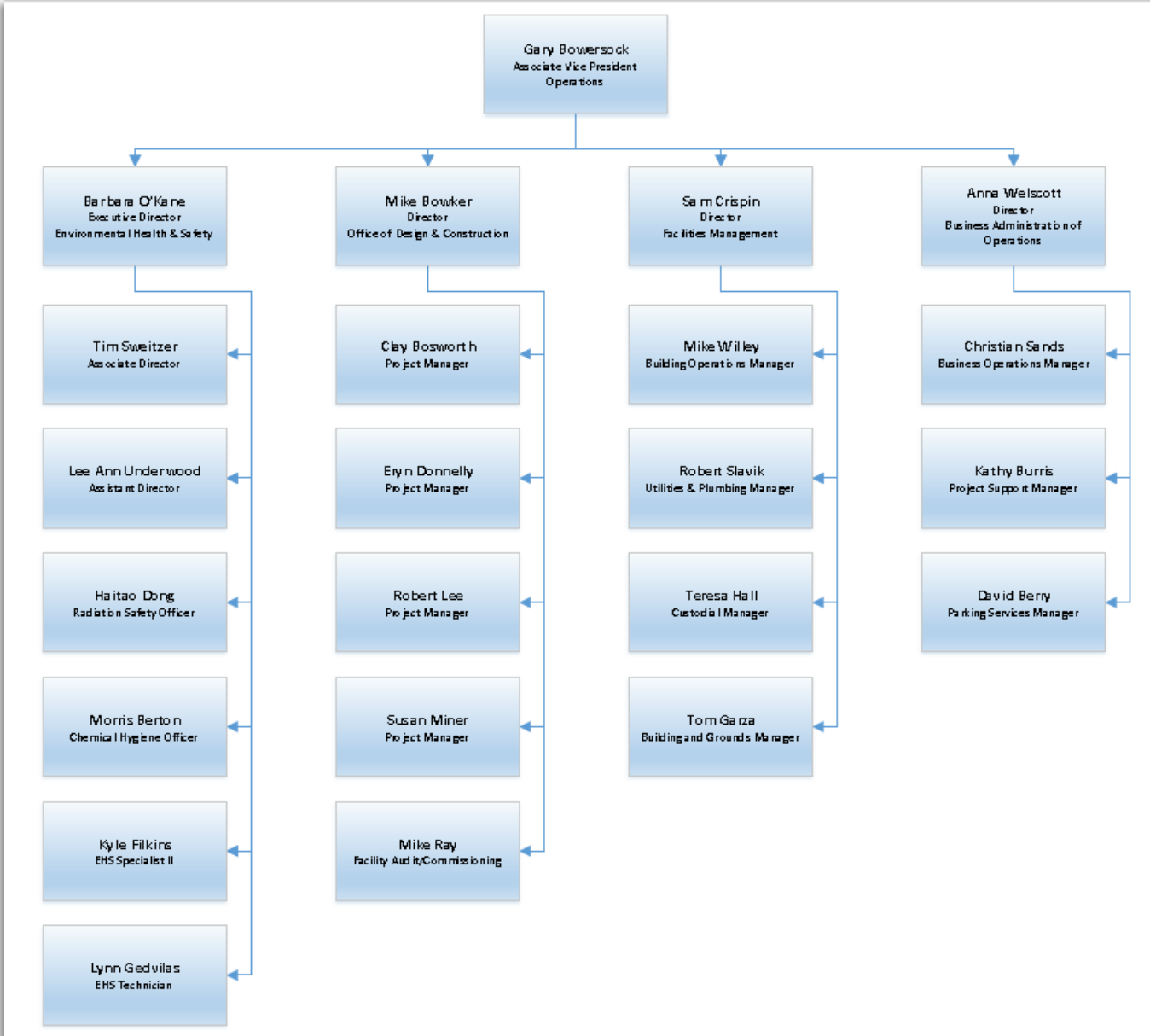
Effective June 30, 2017



Office of Research Administration



Operations



TRAVEL AND EXPENSE SYSTEM UPDATE – verbal update

eLEARNING/SKILLSOFT

eLearning / Skillsoft

- Launched April 24th
- Students and Employees have access
- Single sign on
- Mines-centered design
- 1 gigabyte of space for custom publishing
- Mobile App

- How do I get there?
- mines.skillport.com
- <http://inside.mines.edu/HR-training-bb>

eLearning Resources at Mines

Visit the [Trefny Innovative Instruction Center](#), supporting best practices for teaching and learning on campus.

- [Blackboard](#)
- [Blackboard 2](#)
- [Canvas for Mines](#)
- [New to Canvas? Click here.](#)
- [Canvas for Mines Guests](#)
- [LON-CAPA](#)
- [Skillsoft](#)



MINES LEADERSHIP INSTITUTE

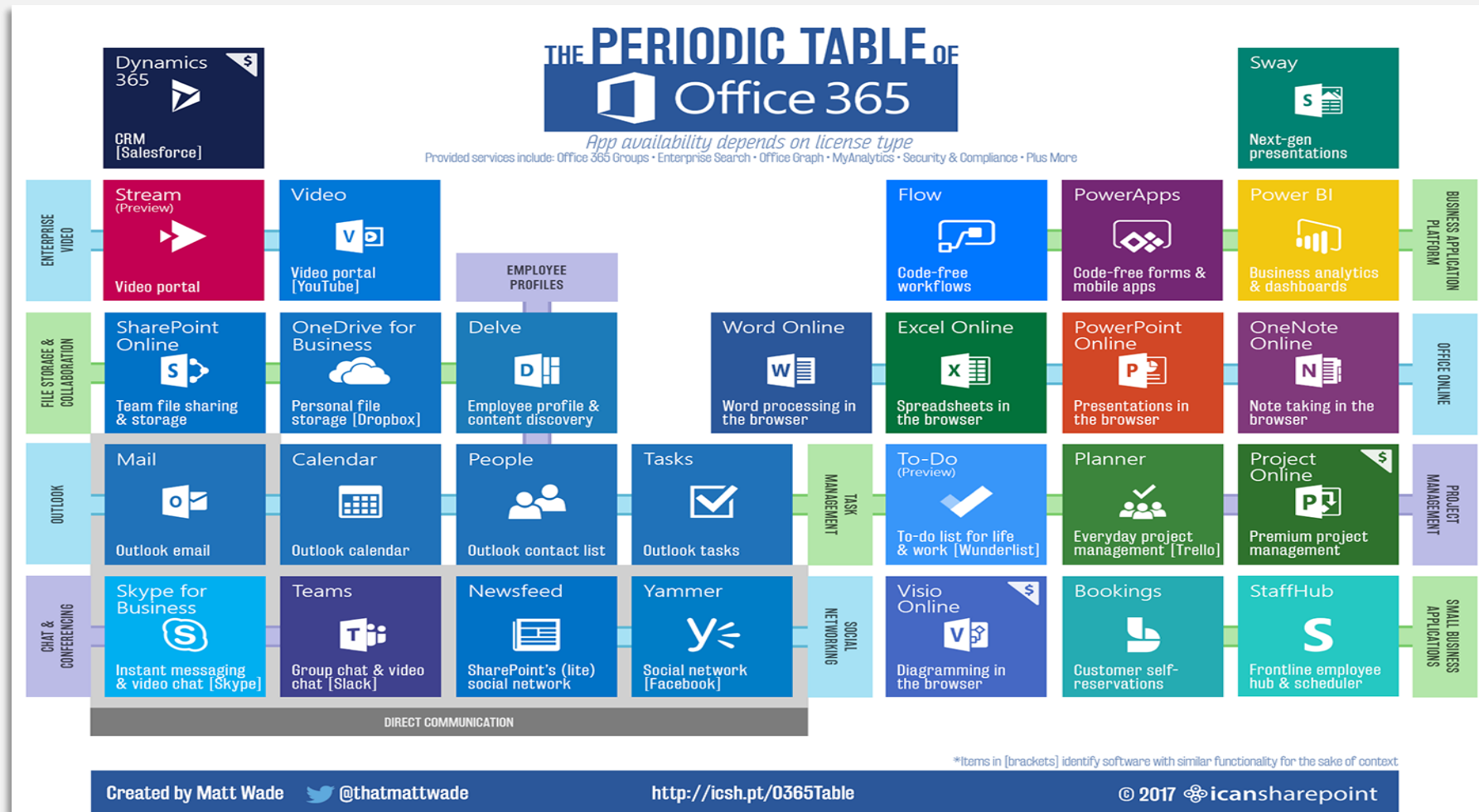
Mines Leadership Institute

- Initiated first cohort spring semester 2017 – pilot program
- 14 individuals nominated by their Dean or Vice President
- 15 sessions – four dimensions of leadership
 - Self, other, team, organization and community
- Graduation – June 28th
- Next cycle will coincide with the academic year starting this fall
- Future expansion –
 - All employees
 - Senior Executives

OFFICE 365 INITIATIVE

Introducing Office 365

- Tech Fee funded site license for many (but not all) Microsoft products



Office 365

Many benefits beyond student access

- Significant campus-wide cost savings
- Employees have a license to install Office on up to 5 personal devices (home, tablets, phone)
 - CCIT will continue to ensure the correct version of Office is installed on University owned computers
- OneDrive for Business
 - 1TB of cloud storage
 - Remember – this space is provided by and belongs to the University
 - Should not be used for sensitive or confidential information
- Other projects are in the works

TOTAL COMPENSATION BENCHMARK STUDY

Total Compensation Benchmark Study

- Purpose: Assess Mines' total compensation approach including benefits
 - Academic Faculty
 - Administrative Faculty
- Sibson Consulting – over 100 higher-ed clients and projects
- Utilizing Steering Committees
 - Both Academic and Administrative Steering Committees have met twice with Sibson – actively working on philosophy and peer groups
 - Assessing compensation against surveyed institutions within peer groups

Total Compensation Benchmark Study

- Creating Compensation Philosophy
 - Overarching guidance for Mines' approach to determining salaries and benefits
 - Draft moving toward final ~ June 20th
- Peer Groups
 - Administrative Faculty Peer Groups
 - Identified by using Carnegie Classification - similar to Mines (research size, budget, expense, etc.), with input from Steering Committees
 - Total of 39 institutions
 - Academic Faculty Peer Group
 - Identify peer groups by college
 - Final review and approval through Deans and Academic Affairs – by month end
- Sibson Analysis
 - Upon finalization of philosophy and peer groups, Sibson will conduct data analysis portion of the study
- Results to campus early in the fall semester

PAGEUP – APPLICANT TRACKING AND ONBOARDING

PageUp – Applicant Tracking and Onboarding

- Applicant Tracking component launched July 2016
 - Posted ~70 Academic, Administrative, and Research Faculty jobs
 - ~50 hires completed to date
 - ~Approximately 250 search committee members and system users attended training through the year
- Onboarding component initiated October 2016
 - Multiple workflows built for specific employee types
 - Allows new employees to complete most forms and acknowledgements on-line, streamlining the first day experience and eliminating most paper

PageUp – Applicant Tracking and Onboarding

- Summer Remodel – based on user feedback
 - Improving search committee scoring process
 - Refining the User Manual and training
 - Enhancing the culture and connection element of onboarding
 - College/departmental specific information
 - Overall Mines experience and values
 - Simplifying the search committee process – using focus groups

BUSINESS PROCESS RE-ENGINEERING/SHARED SERVICES UPDATE – verbal update

PROJECT MANAGEMENT @ MINES

Project and Portfolio Management (PPM) Initiative



- Clayton Durkee Jr., PMP: cdurkee@mines.edu
- Update on CCIT-sponsored PPM Initiative
 - PPM Website: - <http://inside.mines.edu/PPM-Home>
 - Coming in fall: PPM Software

INFORMATION SECURITY – it is everyone's responsibility

Information Security Is Not Solely CCIT's Responsibility

- Several successful attacks in AY 2017
 - A very real impact on productivity, availability of services and staff resources
- Bait of the week
 - Document sharing: Dropbox & Google Docs
 - Shipping or order confirmation
 - Tech support warnings
- Always forward and ask
 - Send suspicious messages to: spam@mines.edu
 - Check <https://ccit.mines.edu/verify>

OPERATIONS AND CONSTRUCTION UPDATES

Operations and Construction Updates

Heating Plant Renovation

- On budget; on timeframe
- Construction start – February 2016
- Construction complete – October 2017



Operations and Construction Updates

CoorsTek Center for Applied Science and Engineering

- On budget; on timeframe
- Start excavation – April 2016
- Construction complete – November 2017
- Building opens spring semester 2018



Operations and Construction Updates

18th Street Plaza

- On budget; on timeframe
- Construction start – March 2017
- Construction complete – September 2017



Operations and Construction Updates

Parking Lot D

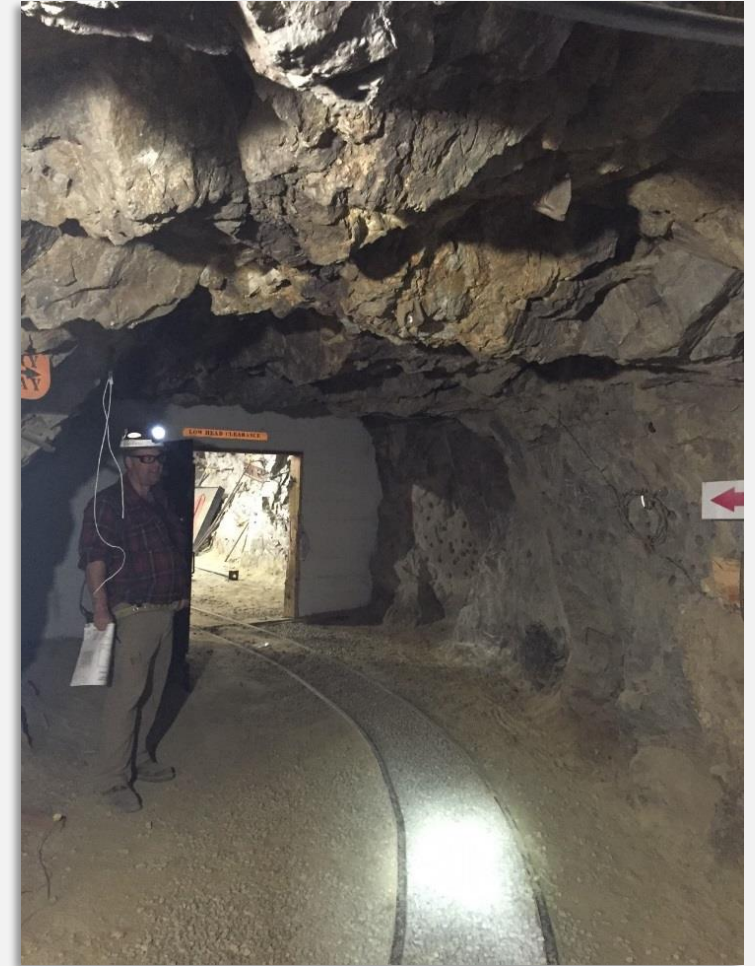
- On budget; on timeframe
- Construction start – November 2016
- Lot available for parking – February 2017
- Landscape complete – April 2017



Operations and Construction Updates

Edgar Mine Improvements

- On budget
- Construction start – May 2016
- Construction complete– July 2017



Phase II Performance Contract – Facility Improvement Measures

- Campus lighting retrofits - LED lighting with special attention to academic classrooms to provide dimming capabilities
- Solar PV array on new parking garage
- Campus Sustainability & Awareness Initiative campus-wide sustainability and energy dashboard, including building retro-commissioning
- Non-potable water for irrigation – Lower cost irrigation water
- Hill Hall high bay exhaust control – Energy savings by controlling fan run time
- Multiple mechanical/HVAC projects – Variable lab exhaust, building automation upgrades, interconnection of chiller plant and removal of steam absorber machine

CAPITAL PLANNING AND DESIGN

Planning Projects

- Space Utilization Study
 - Qualitative and Quantitative assessment of campus space and its utilization
 - Determination of campus space needs
- Master Plan
 - Physical plan for campus growth including buildings and infrastructure
- Campus Infrastructure
 - Utility upgrades and capacity increase to serve future campus growth
- Operations Building
 - New building for Facilities and other Operational Campus Departments

Projects in Design

Green Center Roof

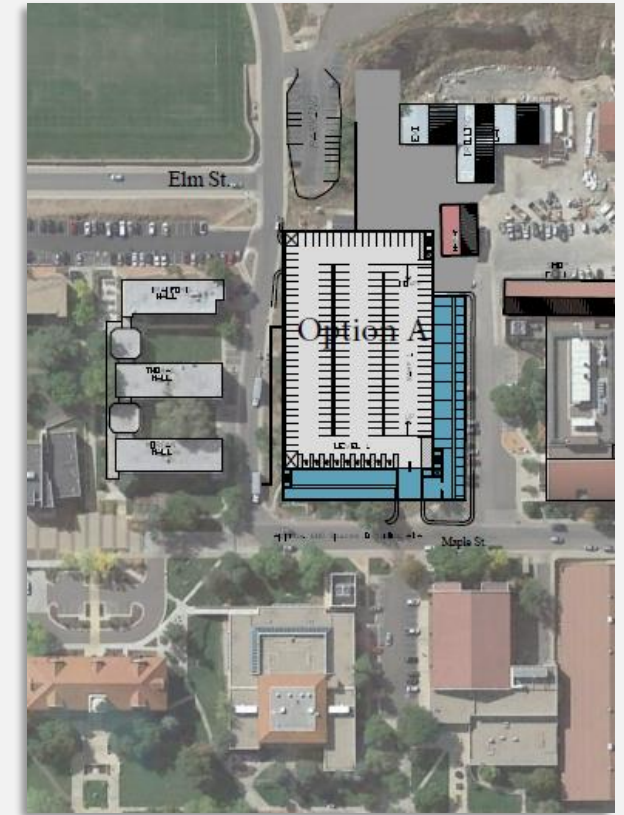
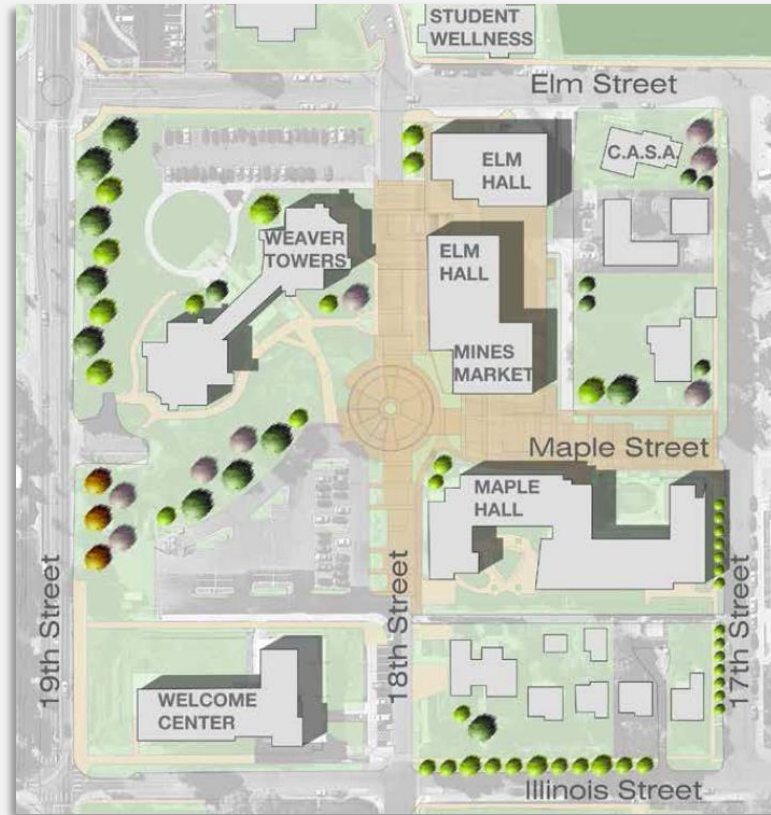
- Asbestos abatement
- New roof
- New mechanical room equipment
- New chillers

Parking Garage I

- 675 spaces
- Innovative Classroom Building
- Trefney Center
- Public Safety
- Parking Service

Residence Hall VI

- 400 beds
- Freshmen and Sophomores



QUESTIONS?
