COLORADOSCHOOLOFMINES

Administration and Operations

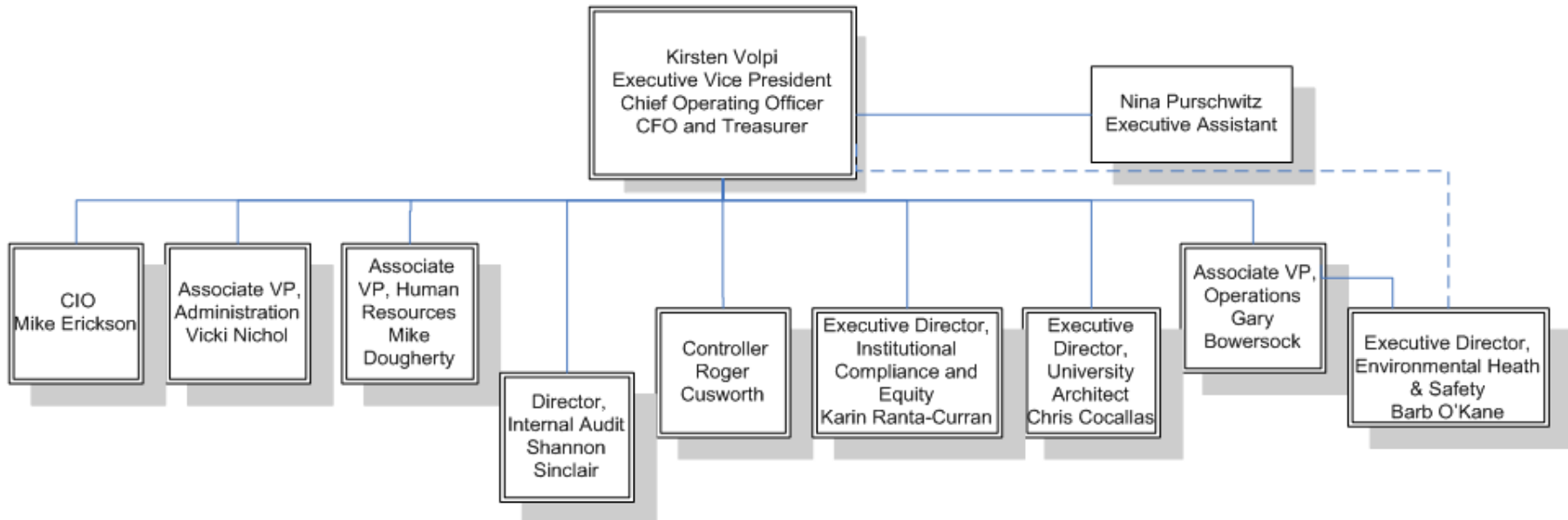# ADMINISTRATOR UPDATE MEETING

Colorado School of Mines
Administration and Operations
September 2016

Kirsten Volpi
Executive Vice President
Chief Operating Officer
CFO and Treasurer

Nina Purschwitz
Executive Assistant

CIO
Mike Erickson

Associate VP,
Administration
Vicki Nichol

Associate
VP, Human
Resources
Mike
Dougherty

Director,
Internal Audit
Shannon
Sinclair

Controller
Roger
Cusworth

Executive Director,
Institutional
Compliance and
Equity
Karin Ranta-Curran

Executive
Director,
University
Architect
Chris Cocallas

Associate VP,
Operations
Gary
Bowersock

Executive Director,
Environmental Heath
& Safety
Barb O'Kane

Administration and Operations

ADMINISTRATION

Colorado School of Mines
Administration
Organization Chart
September 2016

All Funds Balance Report (AFBR)
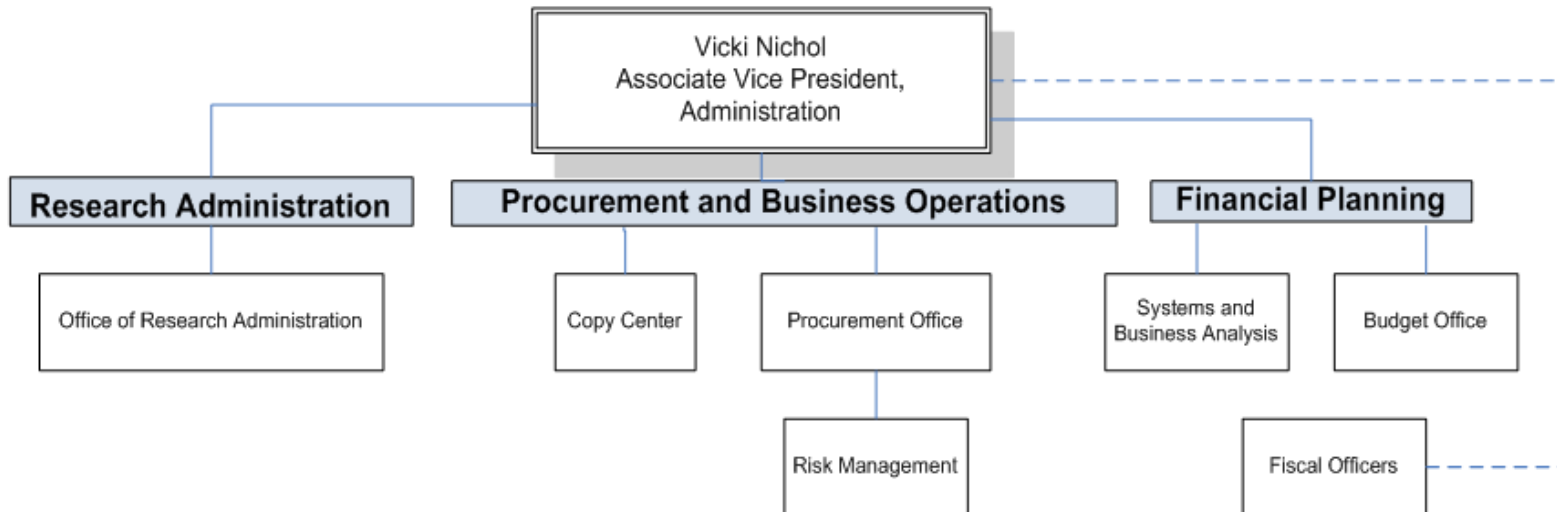
AFBR Project Team
- Office of Research Administration, Controller's Office, CCIT

Assignment
- Create a single, streamlined, informative, web-accessible financial report for campus that includes available balances and expense detail

Report Specifications

Requirements	Outcomes
Use existing software	Cognos report built with a new custom view
Easy Accessibility	Financial Mangers & PIs: Trailhead PAs, College Fiscal Officers, etc: Cognos
Available for all Funds	Includes Research Grants, Professional Development, Research Development, and Gifts (General Funds coming in a future version)
Easily Understandable	Accounting terms and actions translated to easier to understand terminology
Summary & Expense Detail	Four different levels with a high-level summary that drills down to transactional data if desired.
User Friendly	Data displays using preset defaults but can be changed within the report and can be exported to Excel or PDF

All Funds Balance Report (AFBR)

Project Timeline & Implementation

Phase 1: Report Design & Development	Phase 2: Summary Levels	Phase 3: Detail Levels
100% Complete	**80% Complete**	**50% Complete**
✓ Report Design	✓ Develop & Finalize ODS Views & Cognos Framework	➢ Finalize ODS Views & Cognos Framework
✓ Identify & Create Users	✓ Write Summary Levels	➢ Write Detail Levels
✓ Determine Delivery Mechanism	➢ Testing (Internal & Campus)	Testing (Internal & Campus)
✓ Solicit Campus Feedback	Launch: November 2016	Launch: March 2017

Fund: 122### Balance Summary   Available Balance $143,150.00

Marvin Blaster   Export report: PDF / Excel

Description   Research Development
Fiscal Year   YYYY

Beginning Balance		$850,000.00
Activity Detail	**Activity**	**Encumbrances**
Revenue		
Sponsorship	$ 200,000.00	
Dues and Subscriptions	$ 50,000.00	
Labor Costs		
Administrative Faculty	$ (300,000.00)	$ (230,000.00)
Grad TA Salary	$ (60,000.00)	$ (70,000.00)
Operating Costs		
Supplies and Materials	$ (150,000.00)	$ (25,000.00)
Electricity	$ (45,000.00)	$ (75,000.00)
Chemicals	$ -	$ (1,000.00)
Transfers In/Out		
Transfers In	$ 1,450.00	
Transfers Out	$ (2,300.00)	
Activity Total	$ (305,850.00)	$ (401,000.00)
Available Balance		$143,150.00

Available Balance $125,000.00

Export report: PDF / Excel

esse cillum dolore eu fugiat nulla pariatur.

	Encumbrances	Available Balance
0.00	$ -	$ 51,000.00
1.00		$ 7,699.00
3.00	$ 1,200.00	$ 22,217.00
0.00		$ 25,000.00
0.00	$ -	$ 8,500.00

	Encumbrances	Available Balance
0.00		$ 3,000.00
-	$ 10,500.00	$ 9,000.00
-	$ 2,000.00	$ 500.00
0.00	$ 500.00	$ 1,000.00
0.00		$ 27,000.00
.00	$ 14,200.00	$ 154,916.00

Return to Funds Balance Summary >>

(Printed Date)

	Available Balance
	$ 100,000.00
	##

(Printed Date)

MERIDIAN

Information pathways for everyday operations

Dave Lee – CCIT

Katy Ginger – A&O

Vicki Nichol – A&O

Brenda Chergo – CECS

Jill Robertson – Financial Aid

Corey Wahl – Registrar

Dahl Grayckowski – Registrar

Clayton Durkee – CCIT

Becca Flintoft – Student Life

meridian@mines.edu

http://inside.mines.edu/Meridian-Home

COLORADOSCHOOLOFMINES

What is Meridian?

University Initiative to Improve Processes and How We Operate

- Re-engineering processes

- Implementing technology to support electronic processes & document management

- Managing change across the university

- Creating a cohesive services model to best meet delivery of business processes

Why are we doing this?

- Better student, faculty & staff experiences

- Efficient administrative processes that lessens the administrative burden on faculty and staff

- Accurate & timely data for meaningful decisions

- Higher productivity & economies of scale

- Improve quality of processes: Reduce errors, faster processing, greater expertise

- A fresh look at how we do our jobs

Process Vision

Mines of Today

- Paper- based forms

- Poor data accuracy caused by missing or incorrect data/signatures

- Questionable timeliness & veracity of form delivery

- Few posted instructions for processes

- Little to no notification of progress

- Staff have diverse duties ('jack of all trades')

Mines using Meridian

- Re-engineered processes with stakeholder involvement

- Reduced waste

- Added value, increased accuracy

- Improving route & transit times

- Improved transparency & communication

- Campus environment dedicated to improving the student experience

- Staff with deeper expertise in operation functions

What is the Technology?

Electronic Data Capture

- Context aware

Workflow

- Routing and approvals

Document Management

- Includes retention rules

How Can I Be Involved?

- Experience process re-engineering

  - 20 minute exercise can be scheduled for your group

- Do you want to be a champion for your department?

- Determining best methods to manage this change across campus

- Process re-engineering. Think about:

  - Why am I doing this?

  - Does this need to be done?

  - Can this be improved?

  - Who should be involved?

Next Steps

- Engage a change management firm

- Implement technology

- Training

- Re-engineer processes

- Assess where & what cohesive service models are best for Mines

Export Control Regulations

- What are Export Control Regulations?

  - Department of State

  - Department of Commerce

  - Treasury

- What is an export?

  - Physical

  - Deemed export

- When do I contact someone?

  - Shipping

  - Foreign Travel

  - PI working in certain technologies:

    - Engineering

    - Space Sciences

    - Biomedical or other research

    - Research with encrypted software

    - Research with controlled chemicals, biological agents, and toxins

Export Control Regulations

- Who to contact?

    - Ralph Brown (rabrown@mines.edu), Johanna Eagan (jeagan@mines.edu), Jane Rosenthal (janerose@mines.edu)

    - ORA@mines.edu

    - compliance@mines.edu

    - http://inside.mines.edu/Export-controls

Administration and Operations

HUMAN RESOURCES

FLSA Update

- Effective December 1, 2016

- Minimum weekly salary $913 ($47,476 / yr or $3,956.34 / mo)

- If no longer salaried:

  - Complete monthly FLSA timesheet

  - Eligible for overtime or compensatory time

- Information sessions ongoing for remainder of month

- Direct communication to affected employees and supervisors

Mines Defined Contribution Plan

- Effective January 1, 2017

- Covers only faculty – academic, research, administrative

- VALIC is the record keeper for the plan, currently developing the Plan Document

- Education and information sessions begin in early December

- Current faculty have option to remain in PERA or switch

  - Decision must be made in first 60 days of 2017

- All new faculty hires January 1, 2017, or after participate in new plan unless they have prior PERA credited time of at least one year

- Benefits Office will handle future communications expected to begin in mid-November

Faculty Compensation Market Competitiveness Project

- RFP for professional consultative assistance being evaluated

- Assess pay and benefits for market competitiveness

- Develop recommendations and institutional pay philosophy aligned with Mines mission

- Expect to work collaboratively with Faculty Senate and Administrative Faculty Council

- Intend to be completed by spring 2017

Administration and Operations

INFORMATION TECHNOLOGY (CCIT)

Information Technology (CCIT)

- Canvas LMS – Pilot in spring, 2017; Blackboard retired May, 2017

- OrePrint – expanded locations / functionality

- Website: Migration to new platform; new look

- Classroom renovations – Alderson and beyond

- Technology Fee review, including lab technology refreshes

- Classroom support / issues: single point of contact for both technology / facilities

- Changes in telecomm billing (no bill-back for university departments)

- Project Management – adoption, training

- Security Awareness Month

Administration and Operations
CONTROLLER'S OFFICE

Controller's Office - Travel and Expense Management System

Existing TEM System

- Working with College Admin and Fiscal Officers to roll out the existing system

- First College by end of the calendar year

- Remaining Colleges by end of the fiscal year

- Event card transaction coming to TEM starting on October 21st if you are already in TEM

- Ghost card transactions coming to TEM soon if you are already in TEM

- New look and feel to TEM workflow approval and changes to email notifications coming in November

New TEM System

- RFP issued on October 14, 2016; responses due by November 4, 2016; award by December 3, 2016

- Begin system configuration February 1, 2017

- Begin rollout to Administration Spring/Summer 2017

- Begin rollout to Colleges – Fall/Winter 2017

- Complete rollout by June 2018

Controller's Office – Things to Be Aware Of…

- Timely approval of electronic time sheets – fifth and twentieth of the month;

    - Time sheet must be completed, even if 0 hours being reported;

- Timely approval of monthly leave reports – 10th of the following month;

- Errors or mistakes on travel documents are being sent to College Admin Officers;

- Gift cards, Groupon, and other cash like cards – Who can and cannot purchase these;

- Non-reimbursement of CO sales tax on reimbursements;

- Incorrect forms templates being used, i.e. TE with incorrect mileage rate;

- Cash must be deposited with the Cashier within two business days of receipt;

- Index and Account on forms, not the old FOAP;

- Sending multiple copies of forms or journal entries to ORA and Controller's Office;

- Watch for A&O Monthly Help Sessions, staffed by Controller's Office, Budget, and ORA; and

- Controller's Office staff ready and willing to come to your department to discuss anything related to the Controller's Office operations, policies, and procedures.
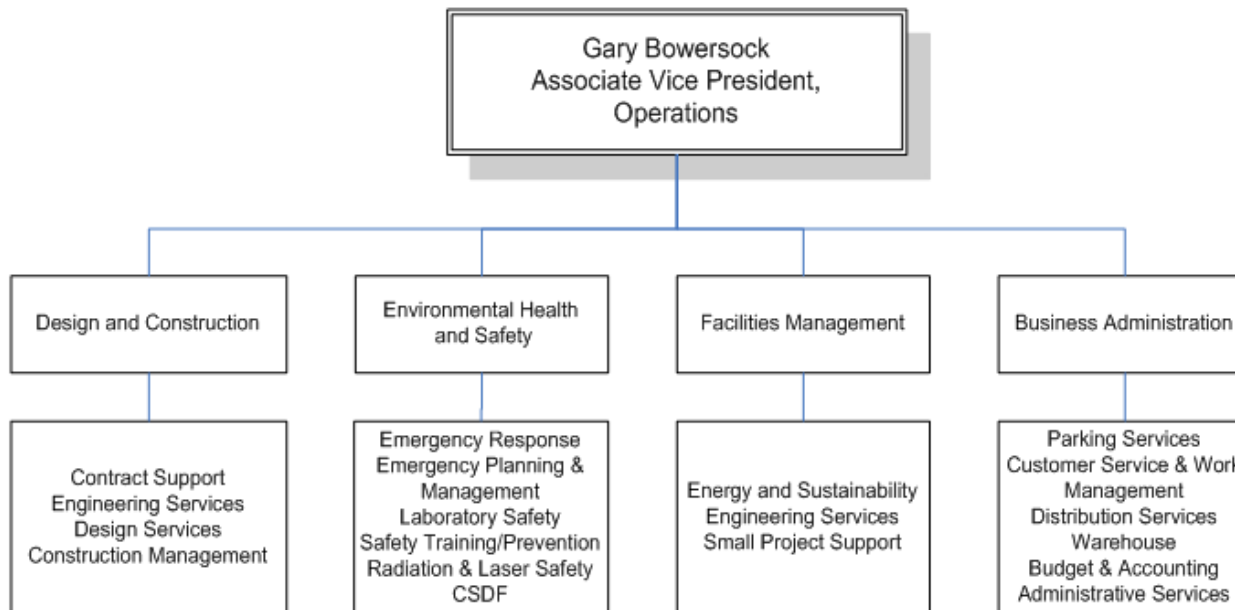
Administration and Operations

OPERATIONS

Colorado School of Mines

Operations
Organization Chart
September 2016

Gary Bowersock
Associate Vice President, Operations

Design and Construction

Environmental Health and Safety

Facilities Management

Business Administration

Contract Support
Engineering Services
Design Services
Construction Management

Emergency Response
Emergency Planning & Management
Laboratory Safety
Safety Training/Prevention
Radiation & Laser Safety
CSDF

Energy and Sustainability
Engineering Services
Small Project Support

Parking Services
Customer Service & Work Management
Distribution Services
Warehouse
Budget & Accounting
Administrative Services

Design and Construction

Current Projects

- CoorsTek Center – to be finished Fall 2017; opening January 2018

- Heating Plant (13th and Cheyenne) – to be finished Spring 2017

- 18th Street Plaza – Construction to start Winter 2016/2017

- Expansion of Lot D – Construction to begin November 2016 - 84 new spaces

- Edgar Mine improvements – Construction complete December 2016

- Exterior Signage to lab renovations

- 140 "other projects"

Facilities Management Service Divisions

FM Managers

- Teresa Hall – x3858 – Custodial Services

- Tom Garza – x3051 – Buildings and Grounds – includes Structural Trades, Access Services, Grounds, Event Setups & Moving, Kitchen Equipment, Snow Removal

- Mike Willey – x2078 – Building Operations – includes HVAC, Electrical, Fire Alarm, Comfort Controls, Elevators

- Bob Slavik – x3312 – Utilities & Plumbing – includes Utility Infrastructure, Heating Plants, Plumbing, Fire Sprinkler

Upcoming Customer Service Initiatives – Customer meetings
- Opportunity for customers to express concerns about their building or area
- Opportunity for Division Managers to get to know customers better
- What things are going well and what things could be improved
- Clarify what services FM offers and how those services are delivered

Customer Service

Newly Implemented Processes

- Packages are now electronically tracked as they are received on to campus so we are able verify receipt and delivery to departments. Electronic signatures and pictures are now used when a package is delivered or left for a department.

Upcoming Implementation – New Parking "Permit" System

- Effective for the fall of 2017, physical permits will no longer be needed on vehicles – we will be using a new technology that allows us to track and read license plate numbers.
- This new technology allows Parking to become more efficient at overseeing large parking areas and managing vehicle enforcement, along with capturing space availability.

City Parking Plan

Upcoming Changes in the City of Golden Parking Plan

- As of January 1, 2017 the following changes will be occurring:
  - Most City Parking will change to either time restricted or paid parking districts.
    - Areas that are currently free will change to 2 or 3 hour parking and will turn to paid parking after the designated free hours
    - The City Parking Garages will now be permitted parking
    - Parking rates will mirror Mines' rate of $2.00/hour or $8.00/day

  - The neighborhood districts will now be enforced all year around from 8:00am-5:00pm Monday-Friday, except for the portion west of Illinois Street which will extend to 6:00pm

  - The City will be establishing a Parking Committee that will include two Mines Students and one faculty/staff member

  - The City will implement License Plate Recognition for enforcement purposes and permit verification
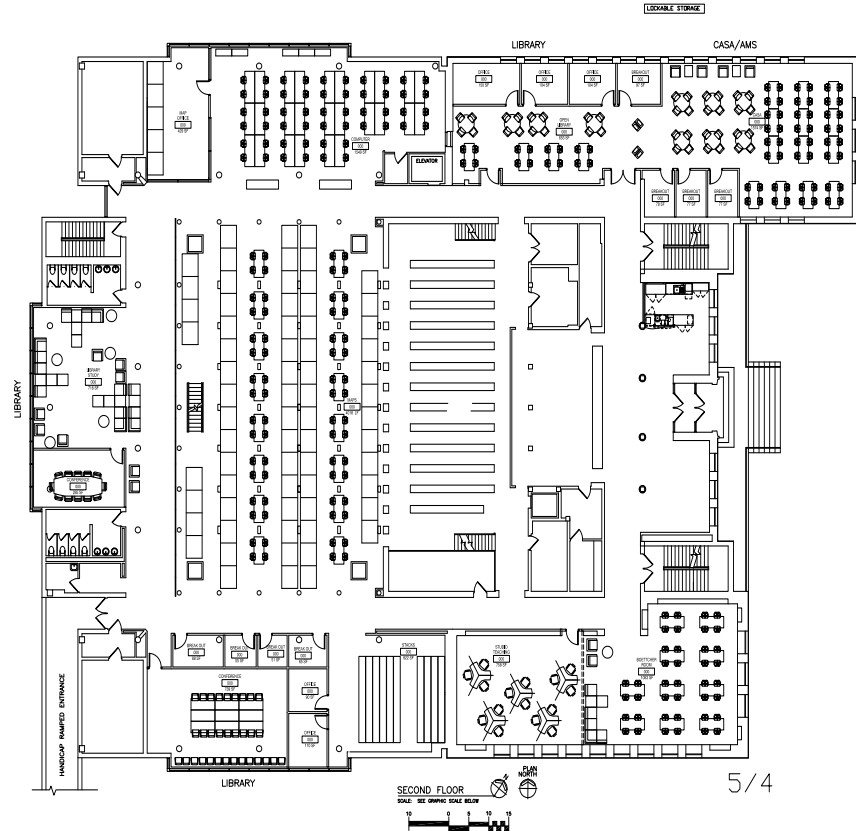
City Parking Plan

Upcoming Changes in the City of Golden Parking Plan
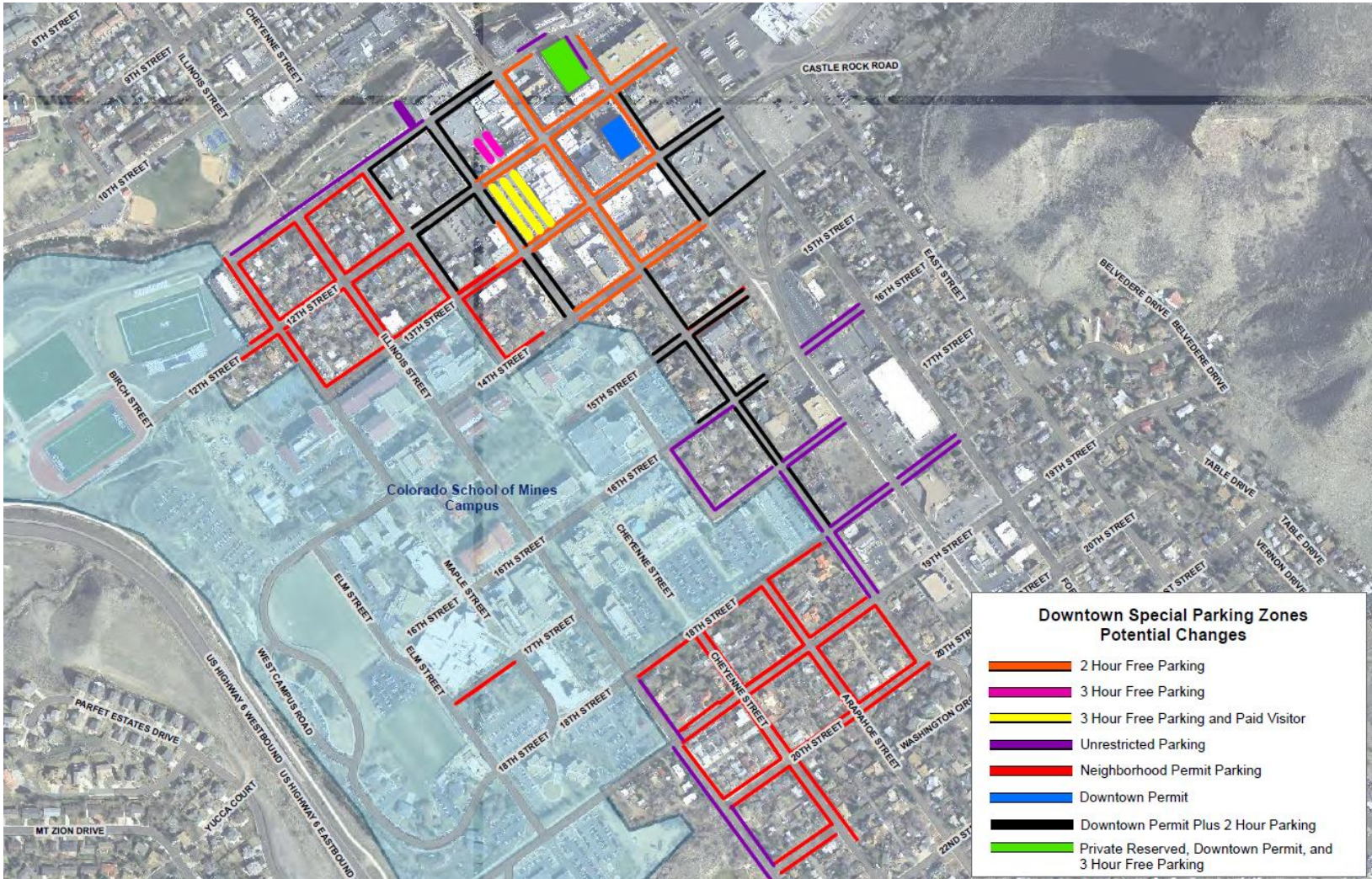
Administration and Operations

UNIVERSITY PLANNING AND DESIGN

# Planning and Design

Library Renovation

- Transform Library in to Student Learning Center
- User meetings October 19 – 20
- Construction start – May 2017
- Construction complete – June 2018

Ben H. Parker Student Center Events Office and Courtyard

- Improve lobby desk orientation
- Outdoor dining space
- Courtyard to honor Harold Cheuvront
- Schematic design – 50%
- Construction start – May 2017
- Construction complete – February 2018
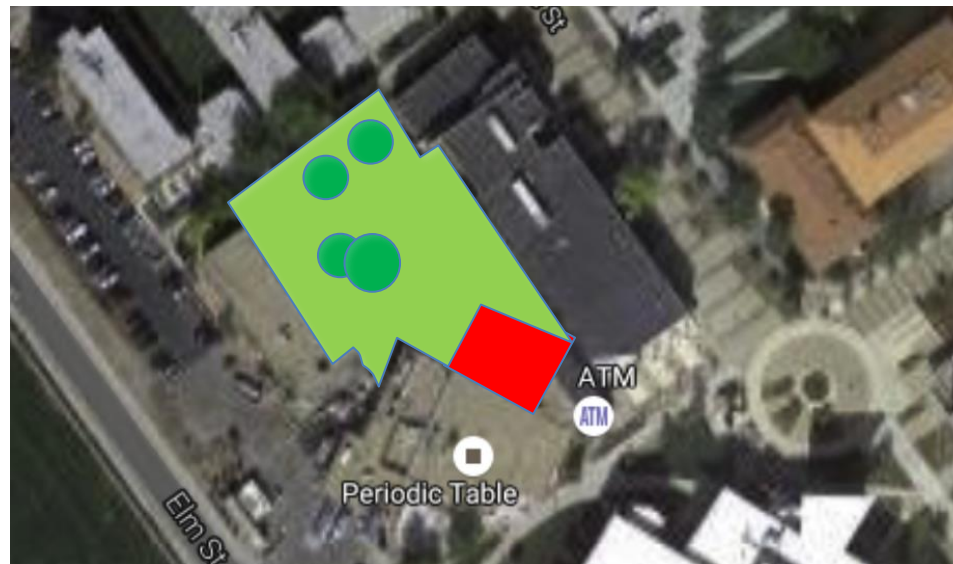
Green Center Renovation

- 50% state funding probable in FY 18
- Significant hazardous material abatement
- New roof
- New mechanical system

Parking Garage

- Feasibility assessment to determine need and possible timing
- ~700 spaces
- Likely office and classroom space to wrap the garage
- Plan forward determined Winter 2017

Administration and Operations

INSTITUTIONAL COMPLIANCE AND EQUITY OFFICE

Colorado School of Mines

Institutional Compliance and Equity

Organization Chart

September 2016

Karin Ranta-Curran
Executive Director,
Institutional Compliance and Equity

Title IX

Compliance and Policy

EEO and ADA Compliance

Student Climate Survey

For your information…coming November 2016:

- All Mines students (graduate and undergraduate) will be asked to participate in the student climate survey

- Goal:

  - To assess levels of awareness and understanding regarding sexual violence and sexual harassment

  - To analyze trends to better focus training and awareness activities

- The Faculty Senate announced that they are conducting a "Climate Survey" this semester as well – very different tool and focus:

  - Only academic faculty will participate.

  - Not focused on sexual harassment or sexual violence

SpeakUP @Mines

Inspire Integrity by Speaking Up Against...

* Sexual violence or harassment
* Academic Integrity
* Research misconduct
* Athletics Impropriety
* Risk and Safety
* HR or Personnel Issues
* Administrative Issues
* Fraud
* Non-compliance with regulations or policies
* Other questionable activity

Call: 1-855-363-0857
Online: SpeakUP.mines.edu

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We all share the responsibility to create a highly ethical, positive campus environment. This includes the Responsibility to **SpeakUP** *when you see or experience misconduct of any kind.*