

# ADMINISTRATION AND OPERATIONS

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All Campus Meeting

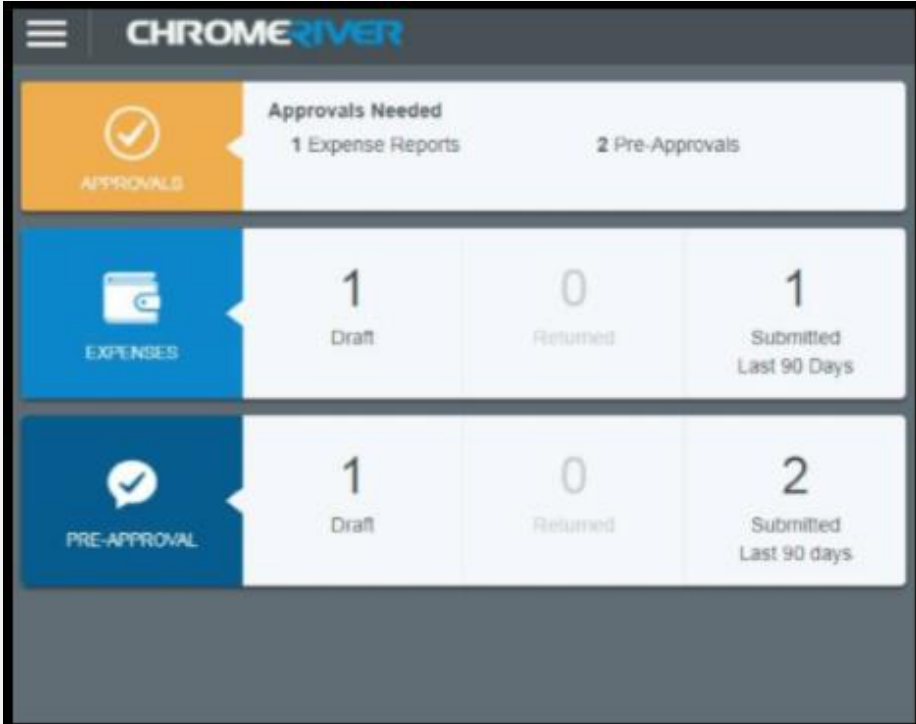
January 31, 2018

# ADMINISTRATION AND OPERATIONS UPDATES

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## Spring Semester 2018

- January
  - System Testing
- February/March
  - System Training
  - Business Process Design
- March/April
  - System Implementation



The screenshot shows the Chrome River dashboard with the following data:

Category	1	0	2
Approvals Needed	1 Expense Reports      2 Pre-Approvals		
Expenses	1 Draft	0 Returned	1 Submitted Last 90 Days
Pre-Approval	1 Draft	0 Returned	2 Submitted Last 90 days

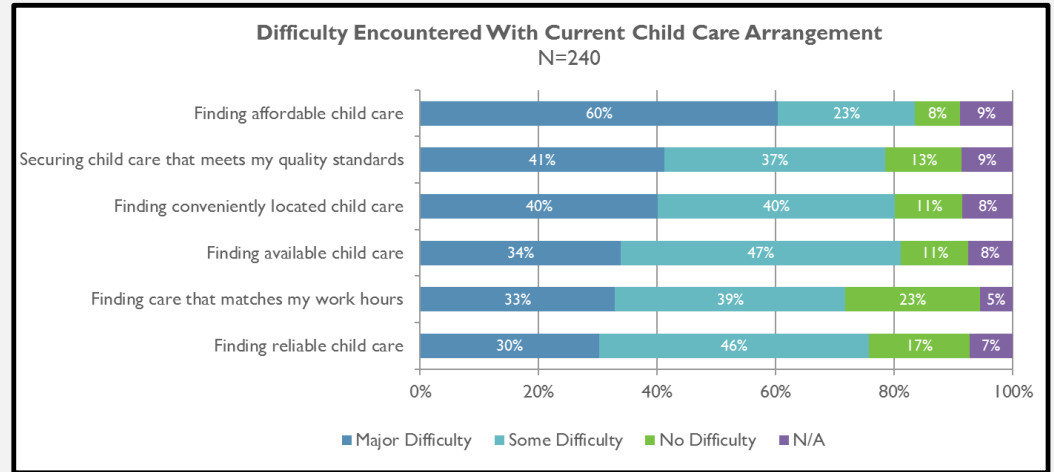
# Contract & Research System (CRS) Implementation Update

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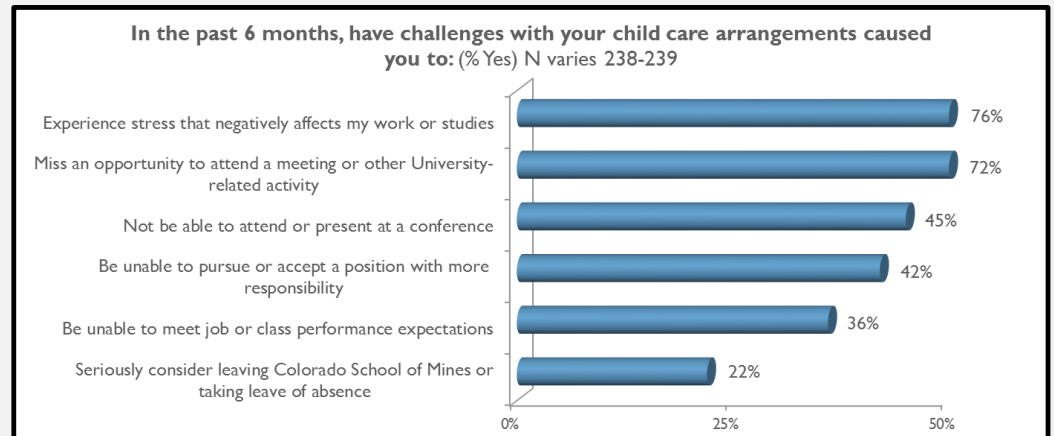
- Phase I – University-wide implementation (excluding ORA)
  - 90 unique Mines contract types being supported by 52 document templates
  - 11 contract offices across A&O, Student Life, VPRTT & President Office
  - Approver & signer training January and February
  - Go-live date is March 1
  
- Phase II – ORA implementation
  - Support research contracts – proposals, awards, projects & consortia
  - Convert the current research contract system (Cayuse) to CRS
  - Design has begun
  - Anticipate an 18-24 month implementation schedule

# CHILD CARE NEEDS AT MINES

- Survey respondents and focus group participants reported a **shortage of high quality care in the community.**



- Child care challenges are also **negatively impacting research, education, and productivity.**



# Provost Search

## Storbeck/Pimentel and Associates

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### Provost Search Committee:

Kirsten Volpi, Chair

Karin Ranta-Curran, AVP Organizational Strategy

Tom Boyd, Interim Provost

Jahi Simbai, Director, Graduate Studies

Dan Fox, Vice President of Student Life

Amy Landis, Faculty, Professor

Tracy Camp, Professor and Dept Head

Robert Kee, Faculty, Professor

Angus Rockett, Professor and Dept Head

Kevin Moore, Dean, CECS

Reed Maxwell, Professor

Toni Lefton, Teaching Professor

Terri Hogue, Professor and Dept Head

Jerry Bourne, Teaching Professor

Kim Medina, Director of Admissions

Ryan Courtney, Graduate Student Rep

Undergraduate Student TBD

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- First Committee meeting - January 23<sup>rd</sup>
  - Search Firm will be on campus week of February 5<sup>th</sup> and February 12<sup>th</sup> to hold focus groups to get feedback on expectations/thoughts of Mines' Provost
  - On campus interviews ~April

# 403(b) Tax Deferred Voluntary Retirement Plan Consolidation

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- RFP awarded to VALIC
- Lower fees to employees increases \$\$ that go to investments
  
- Next steps:
  - Complete all documents needed to implement plan
  - Determine the investment fund choices
  - Begin campus communications / information sessions – April
  - Hold transition education sessions
  - Establish individual financial advising sessions – VALIC
- Mines Plan Committee working with advice from Innovest Portfolio Solutions, Inc.

- Heating Plant Renovation
  - Plant is providing steam to campus, commissioning continues through February
- 18<sup>th</sup> Street Plaza
  - Plaza is open, punch list should be completed in April
- CoorsTek
  - Building is in use, punch list work continues, 16<sup>th</sup> St Plaza to start March
- Campus Generators
  - Project complete May



- Campus Energy Performance Contract
  - Campus wide energy efficiency projects – lighting, HVAC, energy retrofit – Spring 2018
- Green Center Chiller Plant
  - Phase 1 Phase 1 (Green+ Hill) Bids March, starts after Green Center abatement (summer 2018)
- The Green **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.



- Master Plan
  - Process has begun and will continue throughout the spring
  - Will be holding campus sessions this spring semester – first session week of February 5<sup>th</sup>
- 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.



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Mines is uniquely positioned to make significant contributions to, and be recognized as ***a global leader in subsurface exploration, resource valuation and extraction, infrastructure development, and hazard mitigation***. The USGS' mission is to “...provide science about the natural hazards that threaten lives and livelihoods; the water, energy, minerals, and other natural resources we rely on; the health of our ecosystems and environment; and the impacts of climate and land-use change”.

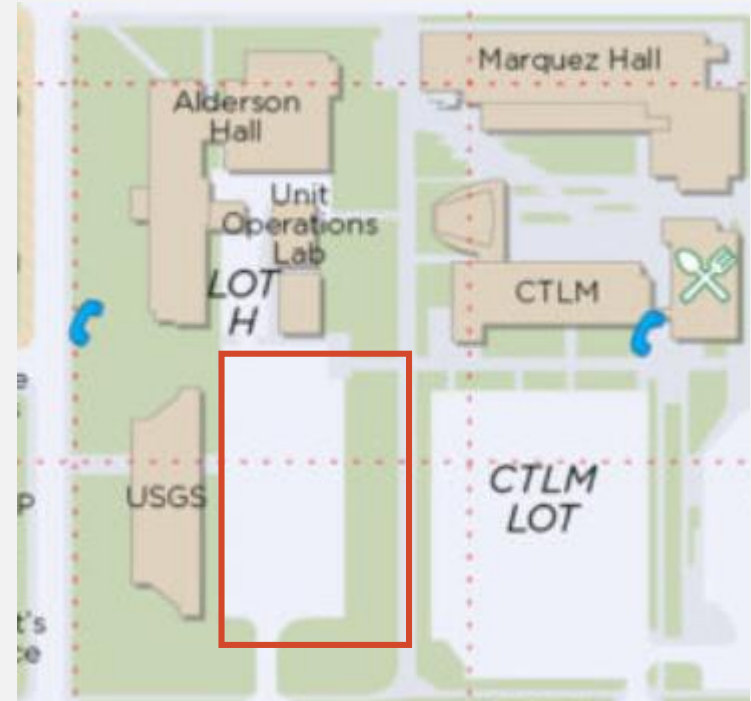
Together, through co-location, we can create, nurture, and support a thriving intellectual hub on the Mines campus that will fundamentally change how we advance education, science, and solutions related to discovery, characterization, and engineering projects occurring in the subsurface.

# Mines/USGS

## Early Facility Considerations

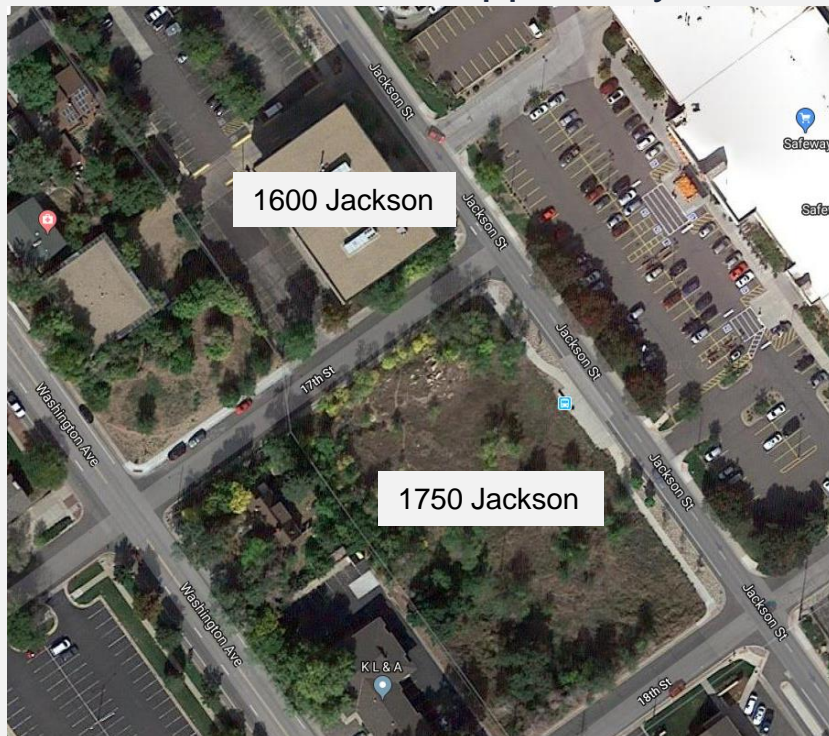
### DRAFT

- Space: 150,000 GSF
  - Laboratories (research and teaching)
  - Office space
  - HPC
  - Public space
  - Etc.
- Shared by Mines and USGS
  - Mines occupants could be
    - Programs who work in areas related to discovery, characterization, and engineering projects occurring in the subsurface
    - Others
  - Likely USGS Occupants
    - Geology, Geochemistry, Geophysics
    - Earth Resources Sciences Center (Energy)
    - Others
  - Shared equipment – incl HPC cluster(?)
- Parking Garage ~ 360 underground spaces
- Do not have Board approval yet



# Residence Hall Opportunity

- Apartment style Residence Hall
  - Initial plan – Sophomores to Seniors
  - 242 beds (111 units)
  - Plus 182 space parking garage
- Confluence Company owns land – 1750 Jackson Street
  - Mines would buy the land and engage in an agreement - Lease/Purchase
- Possible open date August 2019
- Do not have Board approval yet



# SIBSON UPDATES

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# High Level Recommendations

The seven project teams are as follows:



Explore a **Shared Services model** to deliver transactional services for HR, Finance, and Procurement



Identify opportunities to improve the quality and efficiency of the **Registrar** function



Identify opportunities to reduce barriers to efficiency in **Research Support**



Kickoff a **Culture of Excellence Initiative** to improve campus culture



Explore opportunities to streamline and improve institutional **Policies**



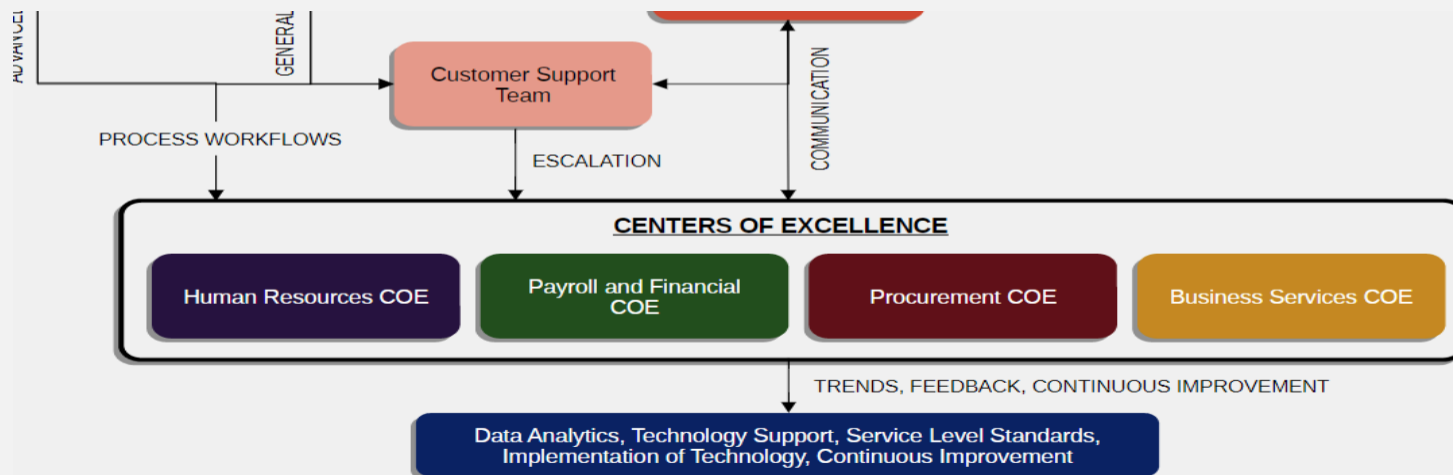
Develop a **Strategic Technology Roadmap** and plan for the future



Launch an **HR Strategic Planning Initiative** to reimagine the future of HR

# Shared Services Team Controller's Office Update

- Phased Approach
- Immediate Need due to Chrome River Implementation
  - First phase will be to prepare travel for Academic Faculty
- Open Positions
  - Preparer of travel and expense reports
  - 2 positions
  - Posting first week of February
- Future Phases/Possible Model – still assessing recommendations



- Upcoming Info Sessions in February

Prioritization Matrix			
Criteria Definitions	Cost to Implement	Time to Implement	Complexity
	H = > \$250,000	H = > 1 year	High = significant difficulty/resistance
	M = \$50K - \$250K	M = 6 mos. - 1 year	Medium = moderate difficulty/resistance
	L = < \$50,000	L = < 6 months	Low - Little to no difficulty/resistance

Recommendation	Life Cycle	Category	Requires Technology Investment/Time	Cost to Implement	Time to Implement	Complexity	Team Member	Priority	Impact

### Registrar Team

Reviewed 45 of 97 total recommendation

Sample Recommendations:

- Provide dedicated full-time front desk staff members
- Develop effective, forward-thinking classroom space planning
- Automate Blue Form (Registration Action Form) processes

### Culture of Excellence Team

Reviewed all 31 recommendations

Sample Recommendations:

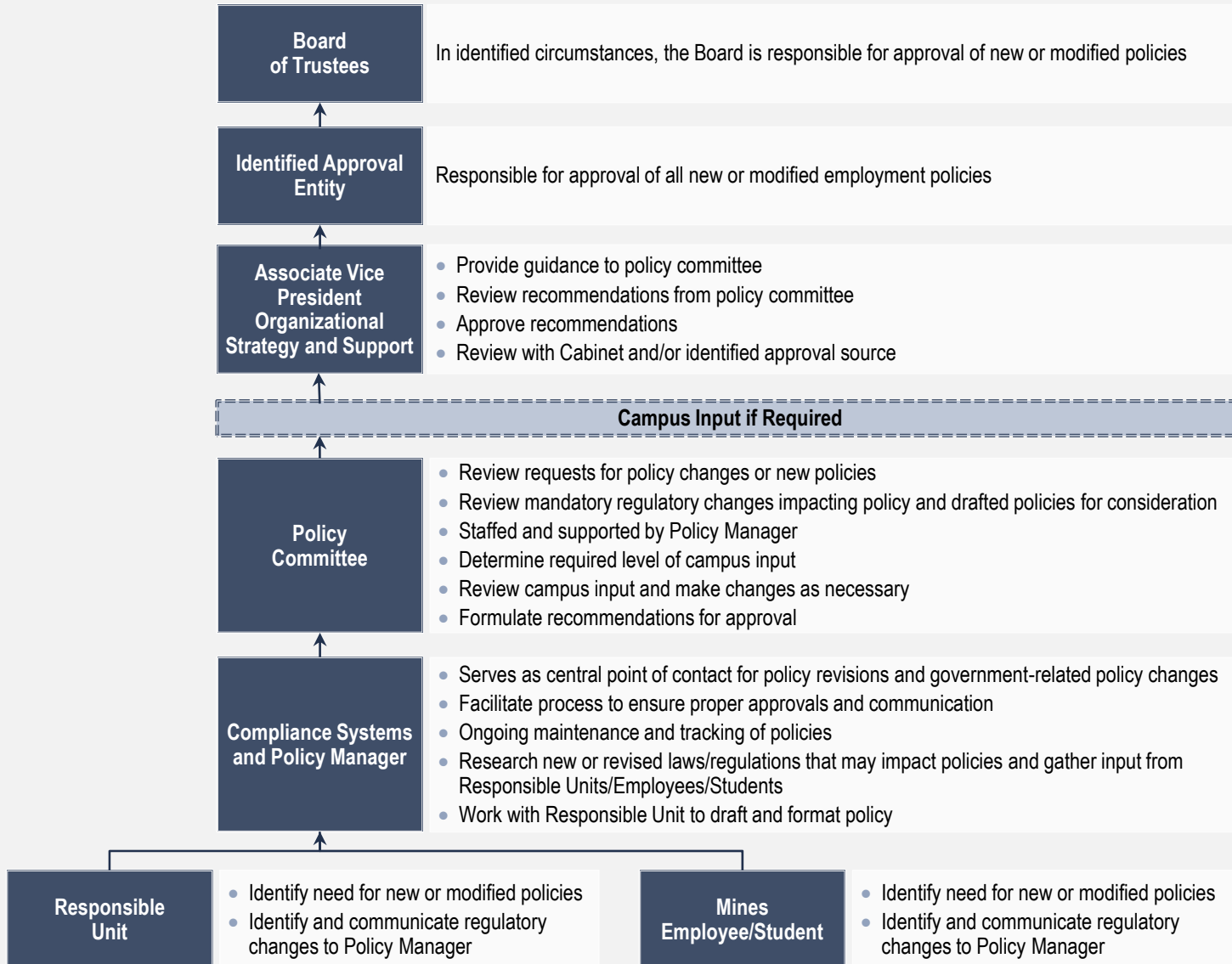
- Conduct a culture assessment/survey by an external expert
- Ensure effective communications around major changes on campus
- Create a consistent, seamless, and welcoming onboarding and orientation process for all employees



The team is finalizing recommendations to be presented to the Sponsors

- Recommendations address strategic and operational opportunities
- The team included a broad representation from campus including: research active faculty, research support staff, office of the VPR and ORA staff
- We anticipate input from Stefanie Tompkins (the new VPRTT) when she arrives on campus

# Policy Team Governance Structure - DRAFT



# Information Technology Team

## Status & Next Steps

### Status:

- Vision (7 statements)
- Imperatives (~11)
- Strategies (~xxx)



### Next steps:

- Campus feedback and focus groups
  - To be scheduled - end of February
- Review / incorporate feedback
- Identify Actions / Action Plans

### Outcomes:

- Strategic Plan
- Technology Plan / IT Master Plan
- Specific Action Items / Roadmap to success - *Recommendations*

# Human Resources Team

## Organizational Strategy

To better support the Mines community and enhance a positive Mines culture, we have brought several different programs together to provide efficient and effective consultation services.

### ▪ Human Resources

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

### ▪ Title IX

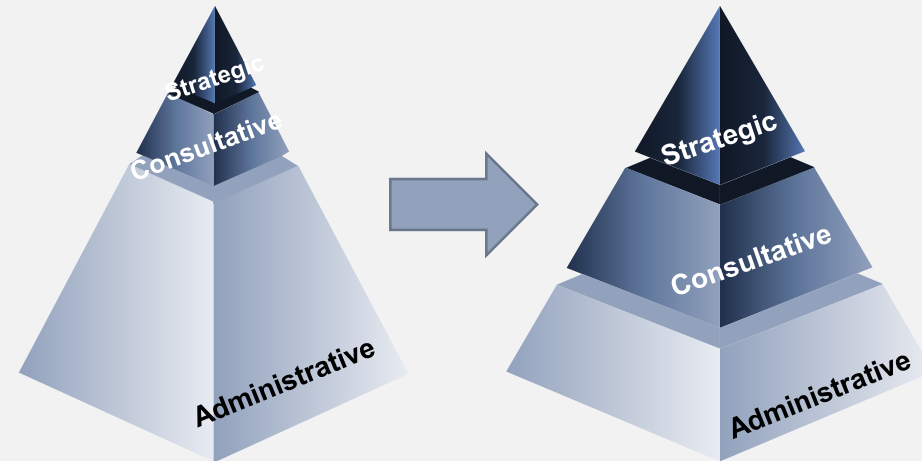
- Education and Awareness programs
- Providing resources
- Title IX process management

### ▪ 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



Evaluates Mines' total compensation (salary and benefits) market competitiveness

- **Committee guidance**

- Academic Faculty; Administrative Faculty; Oversight Committee

- **Overall findings**

- Mines-fully paid health and dental premiums adds ~ \$5,200 to salary
- Retirement contributions approximate average and median amounts
- Total compensation is competitive with market

- **Administrative Faculty**

- Five survey sources: CompAnalyst, CUPA-HR, MSEC, HEITS, Willis Towers Watson
- Total compensation at 102% of median (aggregate)

- **Academic Faculty**

- Two survey sources: ASEE and CUPA-HR surveys
- Analyzed by rank and discipline
- Total compensation at 93% of median (aggregate)

- **Next steps**

- Establish parameters for analyzing individual compensation
- Establish consistent method for assessing non-benchmark salaries
- Establish budget and timeframe for implementing changes
- Hold campus forums to present findings and explain process going forward – likely April