ADMINISTRATION AND OPERATIONS

ADMINISTRATOR MEETING
JUNE 16, 2017
ORGANIZATIONAL CHANGES
TRAVEL AND EXPENSE SYSTEM UPDATE – verbal update
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
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
- 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
Applicant Tracking component launched July 2016
- Posted ~70 Academic, Administrative, and Research Faculty jobs
- ~50 hires completed to date
- ~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 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?