

## *Administration and Operations*

### *Fall 2018 Newsletter*



#### **Contact Information**

##### **Administration and Operations**

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Golden, CO

303-273-3240

##### **Kirsten M. Volpi**

*Executive Vice President*

##### **Cammy Davis-Smith**

*Executive Assistant to the EVP*

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#### **Administration & Operations:**

- Administration
- Computing, Communications, and Information Technologies (CCIT)
- Controller's Office
- Design and Construction
- Finance
- Human Resources
- Infrastructure and Operations
- Institutional Research
- Strategic Development
- Title IX and Equity Compliance

## **A Message from Kirsten M. Volpi**

### *Executive Vice President*

As the semester comes to a close and the holidays are nearing, it is time for another update on what we have been working on.

We have been able to move forward several significant initiatives this semester:

- In late October, Federal officials U.S. Secretary of the Interior Ryan Zinke, Congressman Ed Perlmutter, and Senator Cory Gardner along with several State of Colorado legislators, joined President Johnson and Mines Board Trustees to announce expanding our long-term partnership between Mines and the U.S. Geological Survey (USGS). The partnership will bring more than 150 USGS scientists and their minerals research labs to Mines where USGS scientists and Mines faculty and students will work together in a new state-of-the-art facility. The expanded USGS presence at Mines will capitalize on our collective expertise to address the availability of mineral and energy resources, environmental challenges and geo-environmental hazards, all of which are of critical importance to national security and the economies of Colorado and the nation. It will also create an incredibly unique educational environment that will produce the leaders we need to tackle future challenges related to exploration and development of resources here on Earth and in space, subsurface infrastructure, and sustainable stewardship of the Earth. Planning for the facility is underway.
- After a year of performing a campus wide assessment of the feasibility of a Mines Child Care Center, we have selected Bright Horizons to operate an on campus child care center for Mines employees and graduate students. Thank you to the committee who worked with us to determine Mines first daycare provider. Planning for this new center will begin after the first of the calendar year.
- Through our total compensation study, we were able to set aside funding in 2018 as an initial step of making adjustments for certain employees. As we are able to allocate more funds, we will look to further adjustments as necessary.

The remainder of this newsletter will provide you with more updates on projects and initiatives. Wishing you all a smooth and successful close of the semester and relaxing and joyful holidays!

**KIRSTEN M. VOLPI**

**Executive Vice President**

## **BUDGET PLANNING IS CURRENTLY UNDERWAY**

For Fiscal Year 2020, the Budget Office is focused on supporting Mines@150 by investing in a variety of new programs. Although it is very early in the process, some areas of focus include:

- Continued investments in online programs and delivery
- Expanded academic programs
- Enhanced financial aid strategy
- Enhanced student experience programs (e.g. Oredigger Camp)
- Continued investment in the compensation study
- Business process re-engineering
- Capital Construction



As we shape the budget over the next few months, there are many opportunities along with constraints and challenges. We continue to closely watch graduate enrollment, implementation of on-line programs, as well as managing expense growth.

## **SUSTAINABILITY**

### **is currently working on...**

- Outreach and education program focused on energy and water reduction
- Single stream recycling education and outreach
- E-Waste Recycling for non-working e-waste (computers, printers, copiers)
- Reuse or sell working surplus (e.g. vehicles, lab equipment, computers)
- Opportunities for lab recycling and green chemistry
- Zero Waste Events - Earth Day Fair, Farmers Markets, movies, and speakers
- Focus on LEED buildings, energy efficiency and renewable energy

## **EMPLOYEE/DEPENDENT TUITION WAIVERS DEADLINE APPROACHING**

If you plan to use the Employee Tuition Waiver or Dependent Tuition Reduction benefit for Spring Semester 2019, please take note of the following submission deadlines:

**Employee for credit / no credit: January 23, 2019 (census day)\***

**Dependent tuition reduction: January 8, 2019 (1st day of class)**

### **Important contact information:**

- Employee benefit or form – Jennie Kenney (303) 273-3399 or email [academic-affairs@mines.edu](mailto:academic-affairs@mines.edu)
- Dependent Reduction benefit or form – Janice Lander (303) 273-3266 or email [jslander@mines.edu](mailto:jslander@mines.edu)
- Registration – <http://inside.mines.edu/Employee-Tuition-Waiver>, or contact the Registrar's Office (303) 273-3200 or email [registrar@mines.edu](mailto:registrar@mines.edu)
- Billing or receipt – Michelle Barta (303) 273-3410 or email [mbarta@mines.edu](mailto:mbarta@mines.edu)
- For additional information visit: <https://www.mines.edu/academic-affairs/faculty-resources/employee-benefits/> or email [jslander@mines.edu](mailto:jslander@mines.edu)

*\*Note that all signatures on the Employee Tuition Waiver form are required before submitting the form to the Provost's office.*

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## **BUSINESS PROCESS RE-ENGINEERING STATUS**

The Business process re-engineering project identified opportunities for improvement (<https://elearning.mines.edu/files/523014>). The status on the recommendations from the seven operational areas (Shared Services for Business Processes; Policies; Research Acquisition and Administration; Human Resources; Registrar Services; Technology, and Culture of Excellence) were compiled, and while there is still work to be done, the Sponsors are engaged with their respective areas to prioritize and advance the recommendations. Information on the status of the recommendations will be available by the beginning of the spring semester. We are pleased to report that a great deal of progress has been made in many of these areas. One example is the work that has been completed so far with the Shared Services initiative (MAPS).

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**M**ines Administrative Processing Services is a one stop shop (shared services) for key administrative processes with the goal of improving overall efficiencies and alleviating the administrative burden on faculty and staff. We have located the MAPS on the second floor of *Guggenheim in Suite 224*, and created a MAPS specific email ([maps@mines.edu](mailto:maps@mines.edu)) to assist with centralized communications. The services that MAPS will perform on behalf of faculty and staff include accounts payable, travel, reimbursements, purchasing services, One Card administration, payroll, and employment transactions.

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## **NEW TRAVEL AND EXPENSE SYSTEM: WENT LIVE DECEMBER 3RD**

# CHROME RIVER

Chrome River is Mines new travel and expense system. As of December 3rd, all One Card transactions will be going through Chrome River (CR). The CR system is user friendly and does not require in depth training to use. We have short help videos that show step-by-step how to process your One Card, travel advance, travel expense, and voucher request submissions. Check out the videos at [https://mines.skillport.com/skillportfe/main.action?path=summary/LP/lp\\_chrome\\_river\\_videos](https://mines.skillport.com/skillportfe/main.action?path=summary/LP/lp_chrome_river_videos)

You can either prepare your own travel through CR or, the MAPS team will prepare your reports for you. Do you have a department meeting coming up? Schedule a demo of Chrome River by contacting the MAPS department at ext. 3166 or email [maps@mines.edu](mailto:maps@mines.edu).

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## **INFORMATION TECHNOLOGY**

### **Strategic Plan**

To support the institutional vision of Mines@150, a new Information Technology Strategic Plan is being crafted. The Plan will include a vision for the role of information technology across all aspects of the institution: academics, student engagement, research, and administrative and business support. A new vision and a set of high level Goals and Objectives are currently in draft form. Efforts are underway to identify potential and current specific actions and strategies that will support the aspirational goals and objectives. The new plan will be published in January, 2019. For more information, including details from the two Information Sessions, see: <https://ccit.mines.edu/it-strategic-plan/>.

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## **NOW AVAILABLE**

### **Duo: Multi-factor Authentication**

Protecting the confidentiality, integrity, and availability of Mines information systems and assets is a continually evolving process. In support of that effort, multi-factor authentication (MFA) is a way to reduce the ever-increasing risk of password compromises and their impact. Mines now supports MFA with a solution called "Duo" which will require not just a password, but also acknowledgement from your smart phone or a key fob. Duo is now being used by a number of departments on campus. For more information, a demo, or to sign up, see: <https://www.mines.edu/ccit/mfa/> or contact [security@mines.edu](mailto:security@mines.edu).

# CONSTRUCTION PROJECTS

## Residence Hall Construction



### ← Res Hall VI

- 420 beds
- 19th & Illinois Street
- Construction underway
- Opening August 2020

### Jackson Hall →

- 250 beds
- 17th and Jackson Street
- Construction underway
- Opening August 2020



*Remember to be aware of your surroundings near construction areas and follow construction signage and safety personnel's directions.*

## Green Center Roof Replacement

- Abatement completes in early December
- 2nd floor Bunker, Metals, and Petroleum will be getting a facelift
- Projected completion date fall 2019



## Operations Building and Moly Addition

Facilities Management is moving to Mines Park

- 12,000 square foot shop building, 4500 sf office addition to Moly
- New gravel lot with 120 parking spaces to open early 2019



## Mines Master Plan

- Final draft is complete and can be found at <https://www.mines.edu/masterplan/>



## Parking Garage and Wrap

- 760 spaces
- 23,065 GSF Building
- Maple & W. Campus Drive
- Construction starts December
- Opening Garage partial Fall 2019 Wrap opens Spring 2020
  - Classrooms, Trefney Center, EHS Office, Public Safety, and Parking Services



## Mines Innovation Hub

- Program plan underway
- Center for project based learning & student makerspace
- Estimated construction start January 2020 dependent on funding



## WINTER TIME REMINDERS

### Severe Weather Event Notifications:

If there is a decision to implement a campus closure or delayed start for severe weather events, notifications will be made by 5:30 am through the Mines Emergency Alert system, text messaging, Mines home page, social media, and local news stations (4-news, 7-news, 9-news & fox news 31).

### Here are a few tips to help you be safe this winter:

- Plan extra time to prevent being rushed
- Remove snow from shoes before entering buildings and remember that indoor floors will be slippery too
- Avoid wearing shoes without good traction (smooth soles and heels)
- Always use a handrail when climbing up or down stairs
- Be aware of your balance—keep hands free and out of your pockets
- Point your feet out slightly and keep your center of gravity over your front leg like a penguin—this puts your body weight perpendicular to the surface of the ice, improving the traction between your foot and the ice
- If you are about to fall, avoid attempting to catch yourself with your arms—relax and fall as limply as possible
- Wait for vehicles to come to a complete stop before crossing the road
- Be on the lookout for vehicles sliding in your direction
- Be Seen—Remember to wear visible clothing especially at night or while it's snowing
- **REMEMBER—if you are in need of immediate medical attention, call 911**

## SINCE SEPTEMBER 1, NEW STAFF

**Zachary Bowen**

**Charles Cantrall**

*Electrical Trades II*

**Amanda Crow**

*Business Operations  
Administrative Assistant*

**Cammy Davis-Smith**

*Executive Assistant to the EVP*

**Kathleen Feighny**

*Recruiter*

**Andrew Gallegos**

*Custodian I*

**Duncan Gillis**

**Melisa Grady**

*Payroll & HR Operations Technician*

**Kevin Gravina**

*Associate Treasurer*

**Avi Grossman**

*Plumbing Pipe/Mech Trades II*

**Wayne Jaime**

*HVAC Pipe/Mech Trades I*

**Lorenzo Keys**

**John Potter**

*Structural Trades I*

**Theryn Ridge**

*Purchasing Agent*

**Brian Sammons**

*Principle Budget Analyst*

**Erika Schoonmaker**

*Recruitment Support Specialist*

**Katey Tarkington,**

*Compensation and benefits Specialist*

**Michael Turco**

*Grounds and Nursery I*

**Cuby Valdez**

**Kathy White**

*HR Assistant*

## SEE WHO'S MOVED?

### 1706 Illinois House:

Title IX offices

### 1600 Jackson:

Human Resources  
Communications  
CCIT Enterprise Services  
Student Testing Center  
Office of Graduate Studies

### Coolbaugh House:

MEP

### 1020 19th Street:

ROTC

### Guggenheim 2nd Floor:

MAPS

## **Administration & Operations Division Leadership Team**

### Gary Bowersock

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### Chris Cocallas

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### Michelle Darveau

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### Tricia Douthit

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### Mike Erickson

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### Kevin Gravina

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### Deb Lasich

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### Vicki Nichol

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### Karin-Ranta-Curran

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### Tressa Ries

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