

FA&O Updates for Campus Administrators



April 11, 2023

Agenda

- Centralized Device Model
- Workday Expectations & Timeline
- Shuttle Program
- Alternate Revenue Streams & Tax Compliance
- MAPS Offerings & Contacts
- FY2024 Budget Status
- Faculty Led International Programs
- Questions and Answers

Centralized Device Purchasing/Support

Bringing simplicity to the procurement and support of devices for the employees you support starting July 1, 2023

What Problem are we Solving?



- Campus users spend a fair amount of time on sourcing computers
- Current purchasing practices can't take advantage of bulk purchase pricing
- Support can be a challenge due to non-standard devices with numerous software versions
- Updates to software are currently not consistent nor standard
- There are no expectations for when a device can be replaced
- Often our new employees must wait for their device

New Device Procurement Process



- ITS will bulk purchase standard Windows laptops for the majority of users
 - Non-standard laptops will be purchased by ITS for special needs
- Campus users no longer need to order and pay for devices directly
 - An ITS Service Ticket will need to be submitted with the new employee information and start date
- ITS will deliver new employee laptops on the day they start
- ITS will cover the cost of the new devices
- Appropriate campus representative will be responsible for collecting and returning to ITS devices from employees who leave Mines

Device Support/Replacement

- Any employee whose device is at least 5 years old will receive a new device upon request through an ITS Service Ticket
 - Devices are not automatically replaced
- ITS will ensure devices function properly, with or without warranty
 - Includes battery and hard drive replacements during the 5 years
- ITS will have loaner devices for those cases where a device will be out of service for more than a day
- Service will be provided by our recently restructured ITS Services organization



Preparing for Workday

Important Dates and Cutover Planning- What you need to know

What we'll cover

- Why Workday?
- Cutover Plan defined
- Activities to be impacted
 - Hiring
 - Onboarding
 - Offboarding
 - Job Updates
 - Time Off (Vacation/Sick)
 - Employee Self-Service
 - Time Keeping (Timesheets)
 - Payroll
 - Benefits
 - Fiscal Year End & Finance



What is Workday?

- A cloud based system replacing Banner functions for:
 - Human Resources
 - Payroll
 - Finance
 - Budget
 - Research Administration

Fewer Systems with Workday

Go Bar

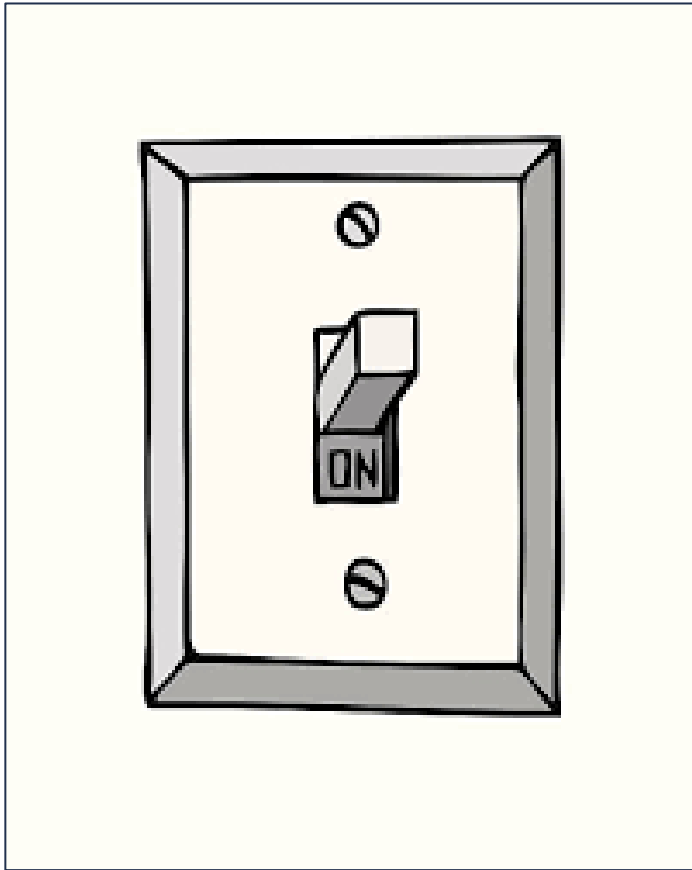
General Services



Employee Services



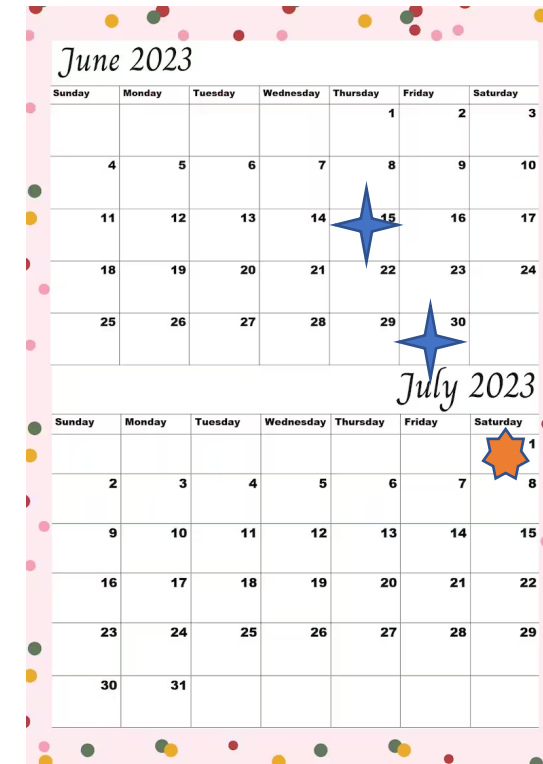
System Cutover



- We do not cut off current systems at one time
- Systems will remain available as we move towards full utilization of Workday

Two Timeframes

- Timeframe One: May 1 – June 15
- Timeframe Two: June 16 – June 30

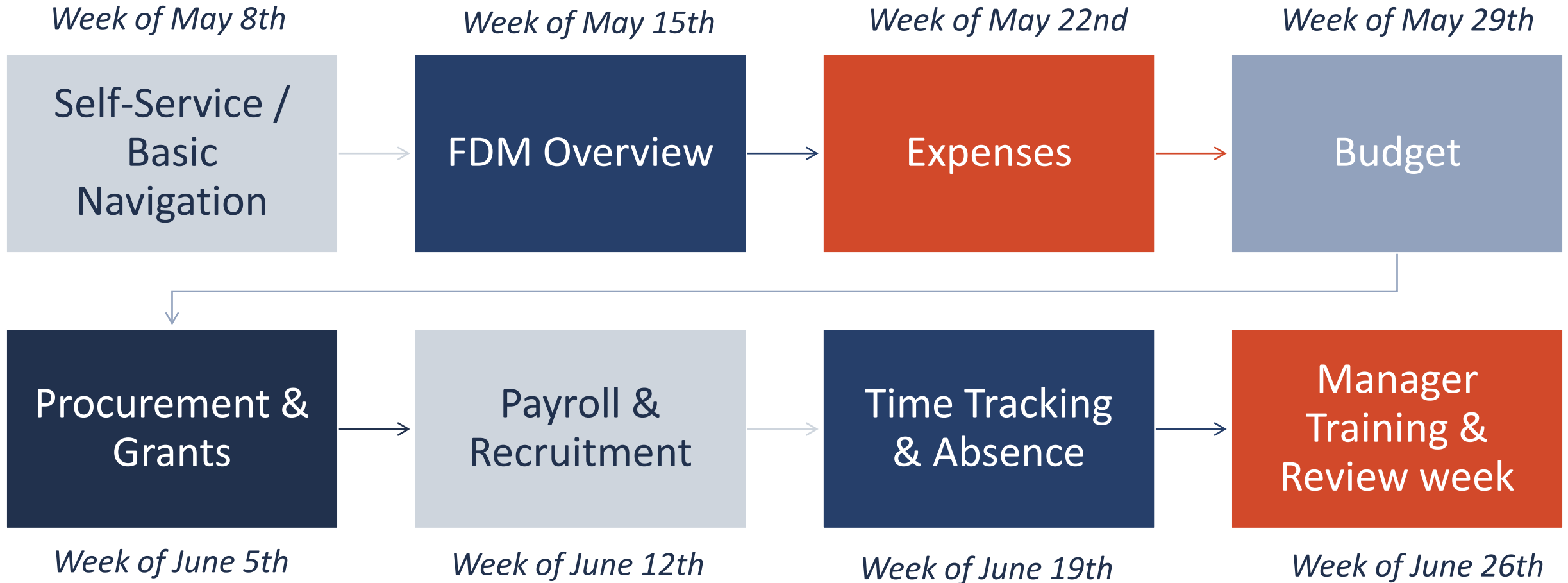


Workday Go-Live
July 1, 2023

Your Involvement

Training

Workday Training Timeline for Go-Live (July 1st)



Workday Training Details

- A mixture of in-person, hybrid and remote workshops (*workshop durations vary by topic*)
- Demos of core campus business processes, such as time tracking, expense reports, etc.
- Video-based instructor-led trainings (four videos, 1-1.5 hours each)
- Knowledge Base user guides and articles
- Ongoing office hours hosted by Finance and HCM representatives
- Post Go-Live Training:
 - Beginning the week of August 7th
 - Recap of important Workday topics for employees returning from summer break
- Campus-wide communications with additional training details coming soon (late-April)

Important Upcoming Dates for.....

Hiring

Employee Changes

Benefits

Employee Self Service

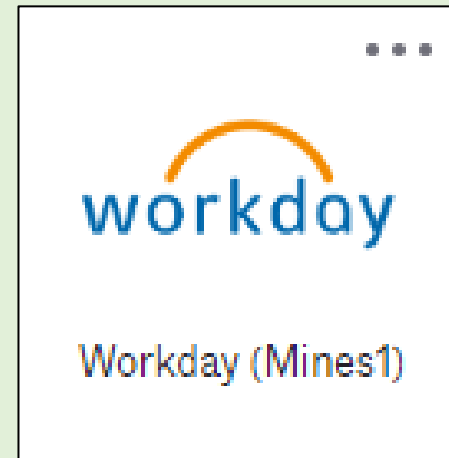
Timesheets

Payroll

Recruiting Plan



NO NEW ACTIVITY: June 15, 2023
OFFLINE: September 30, 2023
All Positions need to be closed.



ONLINE: July 1, 2023
All Positions will be opened.

Summer Hiring and Contract Extensions

Timeframe One: May 1 – June 15

- Contract Extensions
 - Submit all contract extensions prior to May 1, if possible
- Adjunct Hiring
 - Submit all summer term Adjunct Faculty hires prior to May 1, if possible
- Student Employment- through 5/11/2023 and Summer Contracts
 - Submit all hires and extensions for students including graduate students by May 1, if possible

Hiring

Timeframe Two: June 16 – June 30

- Restricted and Limited Activity - No New Requisitions, Postings, Offers
 - Employees, students and researchers
 - Includes all paid and volunteer/nonremunerated roles
 - Exceptions will require approval and be made on a case-by-case basis with details to come
 - Pause ALL contract extensions until July 1, to enter into Workday

Workday: July 1

- New hiring processes go into effect for:
 - Employees
 - Students
 - Volunteers/Nonremunerated
- Important Note!
 - *If you have saved your resume in PageUp, make sure you download that prior to September 30 for your records*

Onboarding and Offboarding

June 16 – June 30

Onboarding

- Do not plan start dates during this time for ALL Employees (incl Student) and Volunteer/Nonremunerated roles
 - Exceptions may be made on a case-by-case basis
- Upcoming New Employee Orientations Dates: May 4, June 8 and July 13

Offboarding

- Terminations/separation notices will be processed throughout this timeframe
 - All terms prior to April 30 must be processed in Banner before May 1
- Planned separations May 1 – July 1: Enter prior to May 1

Benefits

Benefits

Timeframes One and Two: May 1 – June 30

- The following will be processed:
 - All Changes in Life Events
 - Changes in Dependents
 - Changes in Leave of Absence
 - Changes in Benefit coverage

Classified Open Enrollment, April 11-30

- Classified Open Enrollment will not be disrupted

Employee Self-Service

Employee Self-Service

Timeframe Two: June 16-30

- No employee name changes
- No employee address changes
- No employee emergency contact changes

All will be entered into Workday in July

After July 1:

Employees will be asked to review and confirm personal information in Workday:

- Verify and update incorrect information
- Capture new information (ex. Identity)
- Ensure beneficiaries are correct

Timesheets

Timesheets

Timeframe One, before June 15

- Enter time off in current Vacation/Sick for May and June and submit for approval

Timeframe Two, Systems Blackout: June 16 - 30

- Allowable Actions:
 - Enter time in Trailhead and submit early (prior to June 30)
 - All timesheets must be submitted and approved by June 30 to allow for the transition of the records into Workday

Go Live: 7/1/2023

- Timesheet entry will be active in Workday

Payroll

Payroll– Important Dates

Timeframe One, System Freeze: May 1 – May 16

- Allowable Actions:
 - Process all items as usual

Timeframe Two, Systems Blackout: June 16 – July 1

- Allowable Actions:
 - All semi-monthly and monthly payroll will be processed
 - Direct deposit changes processed
 - Manual deductions (court orders/garnishments) processed
 - Payroll costing allocations changes processed
 - Manual checks processed
- Actions NOT allowed:
 - No off cycle payroll runs
 - No tax election changes (W4)
 - No period activity pay changes
 - No one-time payments

Payroll– Important Dates

Go Live: 7/1/2023

- All payroll activity will be Workday
- First semi-monthly payroll from Workday will be paid 7/14. Hours worked from 6/16 thru 6/30 (entered through Trailhead)
- First monthly payroll from Workday will be paid 7/31. Hours worked in July

Impact to Fiscal Year End & Finance

Finance

Finance teams will not cut off activity, processing times may be delayed from June 16 – August 31

All activity related to Fiscal Year 2023 will continue to be processed in Banner

- One Card expenses in Chrome River need to be processed early, don't forget; it takes time to get those approvals
- Submit Invoices as early

All activity related to Fiscal Year 2024 should be started in Workday

- Operating accounts will have budget loaded by the end of July
- Project accounts and Grant accounts will have inaccurate balances until mid-September
 - Reach out to General Accounting or ORA to get help with available balances

Campus Shuttle Program Overview

Connecting Campus and Community

New Campus Shuttle Program

- Replacement to the autonomous driving MINES Rover
- Expected Launch: **Summer 2023**



Key Objectives for Shuttle Program

- **Faster** than the MINES Rover
- **Free** to all riders – students, faculty, staff, visitors
- Establish connection between campus and Golden community; including **W Line RTD Station**
- Convenient, reliable, predictable (10-15 minutes intervals)
- ADA accessible service
- Legitimate Alternative to Driving/Parking (compliments RTD EcoPass offering)

Shuttle Program Details

- Funding Mechanism: University, Student Government, City of Golden
- 12-15 Passenger Vehicles
- 3 Routes; 10 to 15-minute service
- All Weekdays (7am – 7pm); Limited Weekend Service
- Currently targeting a July 1 Launch

Route Planning



Alternate Revenue Streams & Tax Compliance

Alternate Revenue Streams & Tax Compliance

Alternate Revenue Agreement Types

- Technical Services
- Facilities Use and Rentals
- Sponsorship and Donations
- Other Sponsored Programs



Alternate Revenue Streams & Tax Compliance

Tax Types

Sales Tax

- Sales tax applies when Mines provides tangible items to an external entity such as a book, food, tickets, or clothing.
 - Sponsorships that include tangible personal property or other goods or services, may be subject to sales tax.

UBIT – Unrelated Business Income Tax

- Tax on the income earned by Mines from Unrelated Business activities.
 - Most common activities that generate Unrelated Business Income are: Advertising, Rentals, Publishing, and Parking

Alternate Revenue Streams & Tax Compliance

Technical Service Agreements

A **Technical Service Agreement (TSA)** is a legal contract between two parties that outlines the terms and conditions of a technical service to be provided by one party to the other. The TSA typically covers a specific project, product or service and defines the scope of work, timeline, fees, deliverables, responsibilities, intellectual property ownership, confidentiality, and any other relevant terms and conditions.

Alternate Revenue Streams & Tax Compliance

Facilities Use and Rentals

Facilities use and rental tax compliance is an important consideration for Mines when renting out its facilities such as meeting rooms, event spaces, and athletic facilities to third parties



Alternate Revenue Streams & Tax Compliance

Sponsorships and Donations



Sponsorship is a form of partnership between two parties where one entity, known as the sponsor, provides financial or other support to another entity, known as the sponsored party, in exchange for exposure, recognition, or other benefits. Sponsorship can take various forms, such as sponsoring an event, a sports team, an individual athlete, a charity, or a Program.



A **donation** is a gift of money, goods, or services given voluntarily to a person or organization without any expectation of receiving something in return. Donations are usually given to support a specific cause or charity, such as funding research, supporting students, or helping specific programs.

Alternate Revenue Streams & Tax Compliance

Other Sponsored Programs

Programs or projects that are sponsored or funded by external entities, (corporations, government agencies, or non-profit organizations), and include restrictions that must be managed by Mines.

Other Sponsored Programs typically fall within the Mines standard mission and do not incur additional tax considerations

... but there are always exceptions!

MAPS Offerings & Contacts



Administrative Processing Services (MAPS)

Mines Administrative Processing Services (MAPS) is the one-stop shop for key administrative processes for the Mines campus community.

Employment & Payroll

EMPLOYMENT SERVICES:

New Hire Paperwork
Pay & FTE Adjustments
PSLF Requests

PAYROLL SERVICES:

Payroll Processing
Direct Deposit
Tax Shelter Annuity

Accounting & Accounts Payable

ACCOUNTING SERVICES:

Journal Entries/ISSV's
Index/Fund Setups
Capital Asset Management

ACCOUNTS PAYABLE & TRAVEL SUPPORT

Non-payroll Payments
One Card Administration
Travel Authorization/Expense

Procurement & Contracting

PROCUREMENT SERVICES

Solicitations (RFP, Bids, etc.)
Purchase Orders
Change Orders

CONTRACTING SERVICES

Contract Review
Contract Negotiation
Executes (signs) Contracts

MINES | Administrative Processing Services (MAPS)

Mines Administrative Processing Services (MAPS) is the one-stop shop for key administrative processes for the Mines campus community.

Call us: 303-273-3166

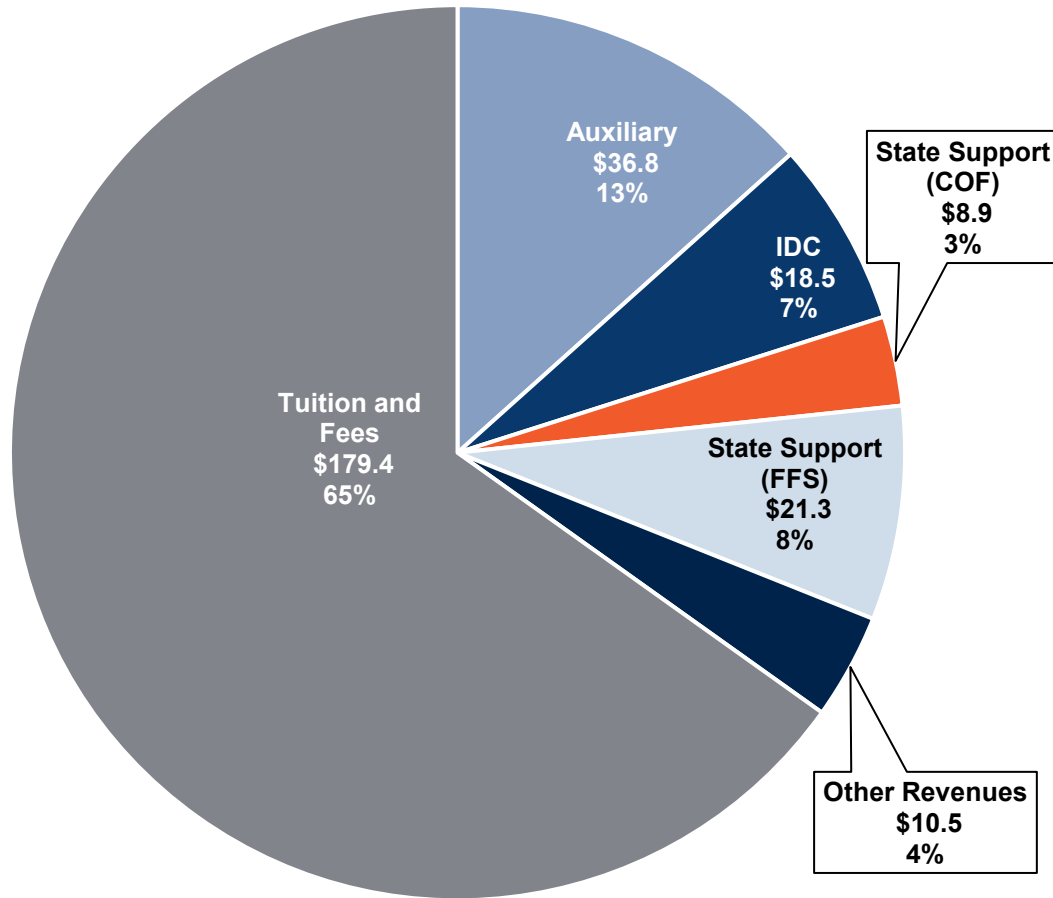
Email us: maps@mines.edu

Search our services: www.maps.mines.edu

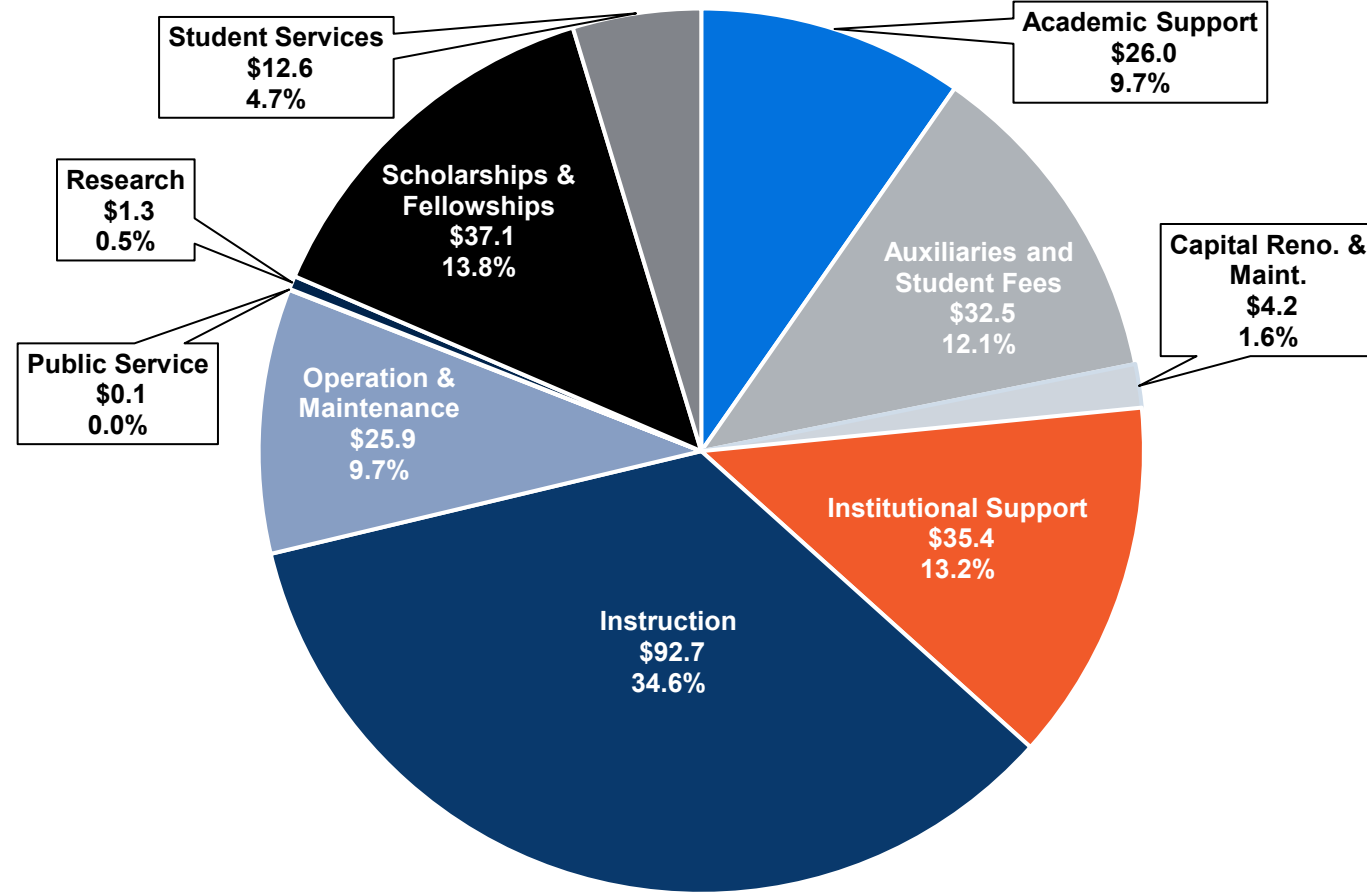
FY2024 Budget Update

Current Breakdown *Revenue and Expenses*

Revenues



Expenses



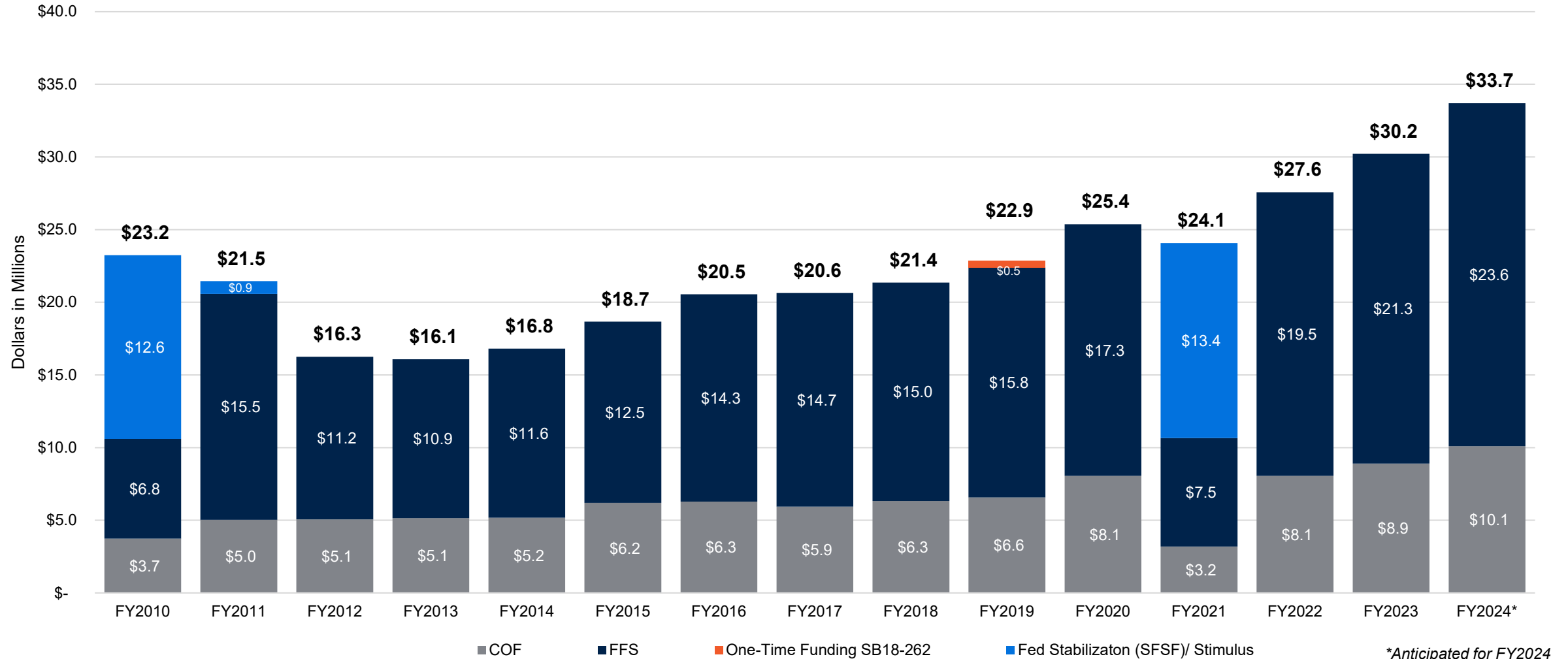
Highlights

Revenue

- The State is providing a higher level of funding than projected with a maximum tuition increase of 5%
- Student Fees are higher than projected primarily due to students requesting resources for additional services
- Housing/Dining - in the process of assessing rates based on comparative university and local market rates, and costs
 - Impacted by lower occupancy at Mines Park due to impending renovations and construction
- Research continues to grow, which supports increased revenue to fund the administration of research

State Support

FY2010-FY2024



Highlights

Expenses

- Compensation, new faculty and administrative positions, and student support programming, E&I initiatives and moving to a new Enterprise Resources Planning system are main drivers of expense increases
- Expenses included for new buildings; Beck Venture Center and Labriola Innovation Complex
 - New positions – programming and building management
 - Operations and maintenance
 - Debt
- Increase in expenses due to inflation and other cost increases

Expenses and FTE

Budget Category	General Fund		UD Aux	
	Dollars	FTE	Dollars	FTE
AA Instructional	\$ 6.1	19.0	\$ 0.3	-
Compensation	5.4	-	-	-
Mines @ 150: E&I, MSNT, Processes	3.3	10.4	0.0	0.6
Mandated Cost	1.6	-	1.0	-
Student Support Services	0.3	4.0	0.1	-
Supporting UG Enrollment Growth	1.8	1.0	-	-
Other	1.4	12.9	0.4	4.1
Total GF Expenses and FTE	\$ 19.8	47.3	\$ 1.9	4.7

Dollars in Millions

FY2024 Preliminary Financial Summary

	GF	UD Aux	Total
<i>Dollars in Millions</i>	Budget	Budget	Budget
Revenue Base	\$ 237.6	\$ 36.8	\$ 274.4
FY2024 Tuition Revenues*	12.3	-	12.3
FY2024 Other Revenues	4.5	1.9	6.5
FY2024 Revenues	\$ 254.4	\$ 38.8	\$ 293.2
Expense + Capital Reserves/Renovations Base	\$ 234.6	\$ 33.5	\$ 268.1
FY2024 Expenses + Capital Reserves/Renovations	19.8	1.9	21.7
FY2024 Expenses + Capital Reserves/Renovations	\$ 254.4	\$ 35.4	\$ 289.8
FY2024 Net Activity	\$ 0.0	\$ 3.4	\$ 3.4
Target for Minimum Reserves	1.0	-	1.0

**Based on 4% tuition increase.*

International Travel with Students

Trip Fees and Charges

Fee Definitions

- Course Specific/Program Specific Fees
 - Covers specific activities related to a course or program but are outside the normal cost of providing instruction.
 - Only charged to students enrolled in that course/program.
 - Requires review by the student government (USG and GSG).
 - Requires approval by the Board of Trustees.
- Administrative Fees
 - Covers the cost of delivering specific services which are incidental to instructional activities.
 - Requires review by the student government (USG and GSG).
 - Requires approval by the Board of Trustees.
- Charges
 - Payment for services or products that are provided for the convenience of students, faculty, and staff

Program Types

Study Abroad

- Must go through Fees Process
- First Year Study Abroad
- Independent Study Abroad
- Faculty-Led Study Abroad

Optional Course Component

- Must go through Fees Process
- Field

Leisure, not course related

- Must go through eMarket
- Outdoor Recreation

Process for Fee Approval

Approval Process:

1. Proposal Submission (November)
 - Includes a fee template, financial break-even analysis, and justification
 - Packet must be submitted to Budget
2. Executive Leadership Review (December)
3. Executive Team Vote (February)
4. Student Vote (March)
 - Proposal is reviewed and voted on at a joint USG/GSG joint meeting
5. Budget Committee Vote (March)
6. Implementation

Process for Fee Approval



Approved Fees for AY22-23

Program Fees

Instructional Fees (Fall and Spring Semesters)

AY2023

First Day Program*

Course-based

Golf: PAGN 251 A, B, C, D

\$75.00

Notes:

*The First Day Program (Inclusive Access) is administered by Barnes & Noble in partnership with Colorado School of Mines. When a student registers for a First Day course, the cost of the required course materials are added to the student's account. The course materials will be offered at a significantly reduced price. The student will have the option to opt-out of this course material charge. The course materials will be available through Canvas, so students are able to get started on assignments immediately.

Other Courses and Programs

AY2023

Economics and Business IFP Exchange Program* (semesterly)

\$1,000.00

Engineering & Technology Management Program (ETM)* (per student)

\$1,500.00

Notes:

*The IFP Program Fee is only charged in Fall and Spring. The ETM program fee is a one-time fee of \$1,500 per student.

Field Trips and Field Camps

AY2023

GEGN 316

\$370.00

GEOL 501**

Trip-based

GEOL 610***

Trip-based

GEOL 611**

Trip-based

GPGN 486

\$350.00

PEGN 315

\$850.00

PEGN 316

\$350.00

MNGN 308

\$50.00

MNGN 305

\$500.00

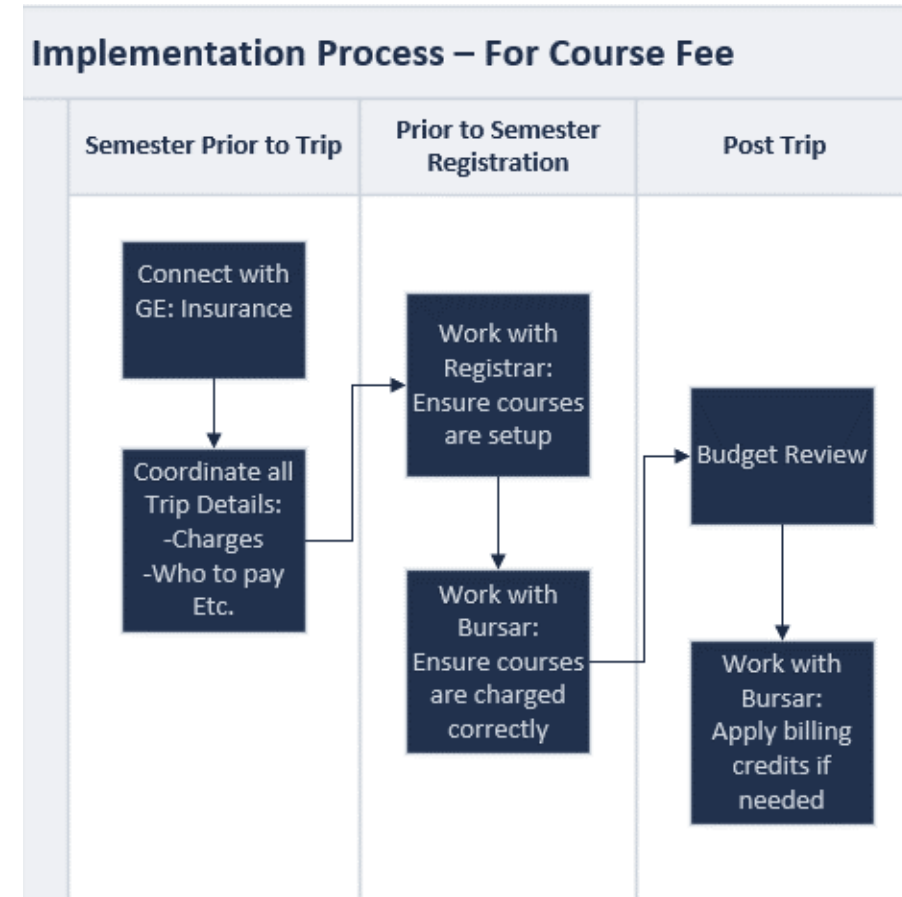
Notes:

** For international trips, fees for GEOL 501 and GEOL 611 may be up to \$1,500.

*** Student Fees for GEOL 610 are determined each year once travel expenses are finalized and fundraising proceeds are known.

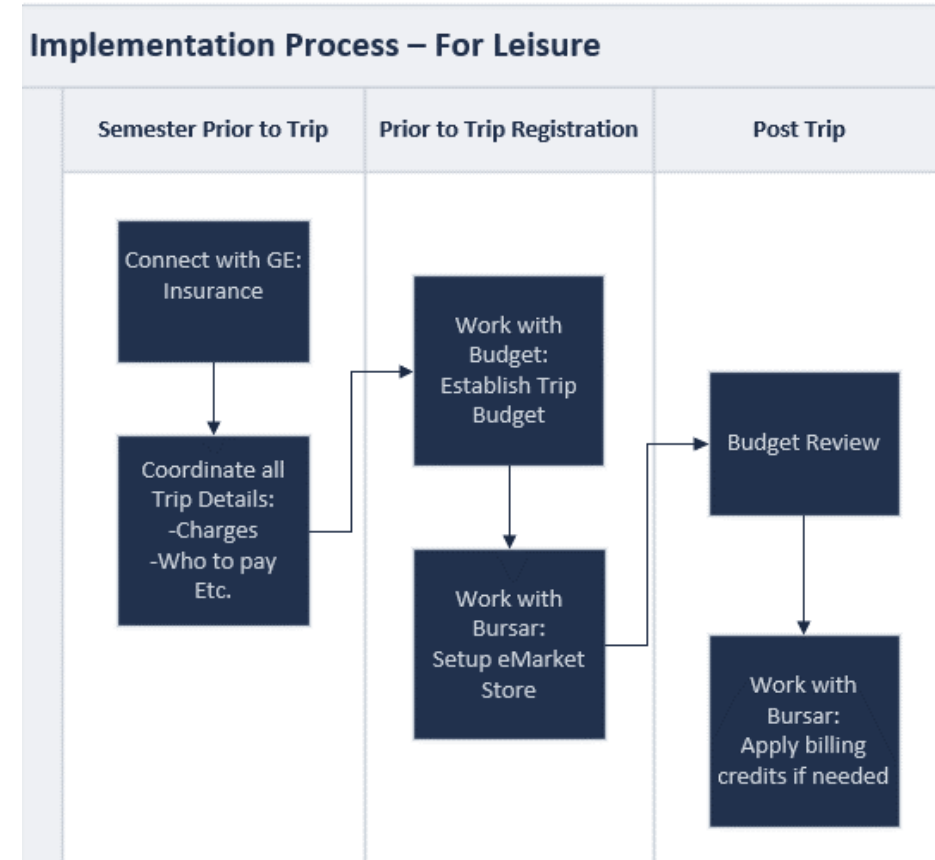
Implementation Process: For Course Fee

1. Connect with GE (semester prior to trip)
 - Insurance
 - Coordinate all trip details (charges, who to pay, etc.)
2. Work with Registrar (prior to semester registration)
 - Ensure courses are set up appropriately
3. Work with Bursar (prior to semester registration)
 - Ensure course is charged correctly
4. Post trip Budget review
5. Work with Bursar to issue credits, if needed



Implementation Process: For Leisure

1. Connect with GE (semester prior to trip)
 - Insurance
 - Coordinate all trip details (charges, who to pay, etc.)
2. Work with Budget to establish trip budget
3. Work with Bursar (prior to trip registration)
 - Set up eMarket store
4. Post trip Budget review
5. Work with Bursar to issue credits, if needed

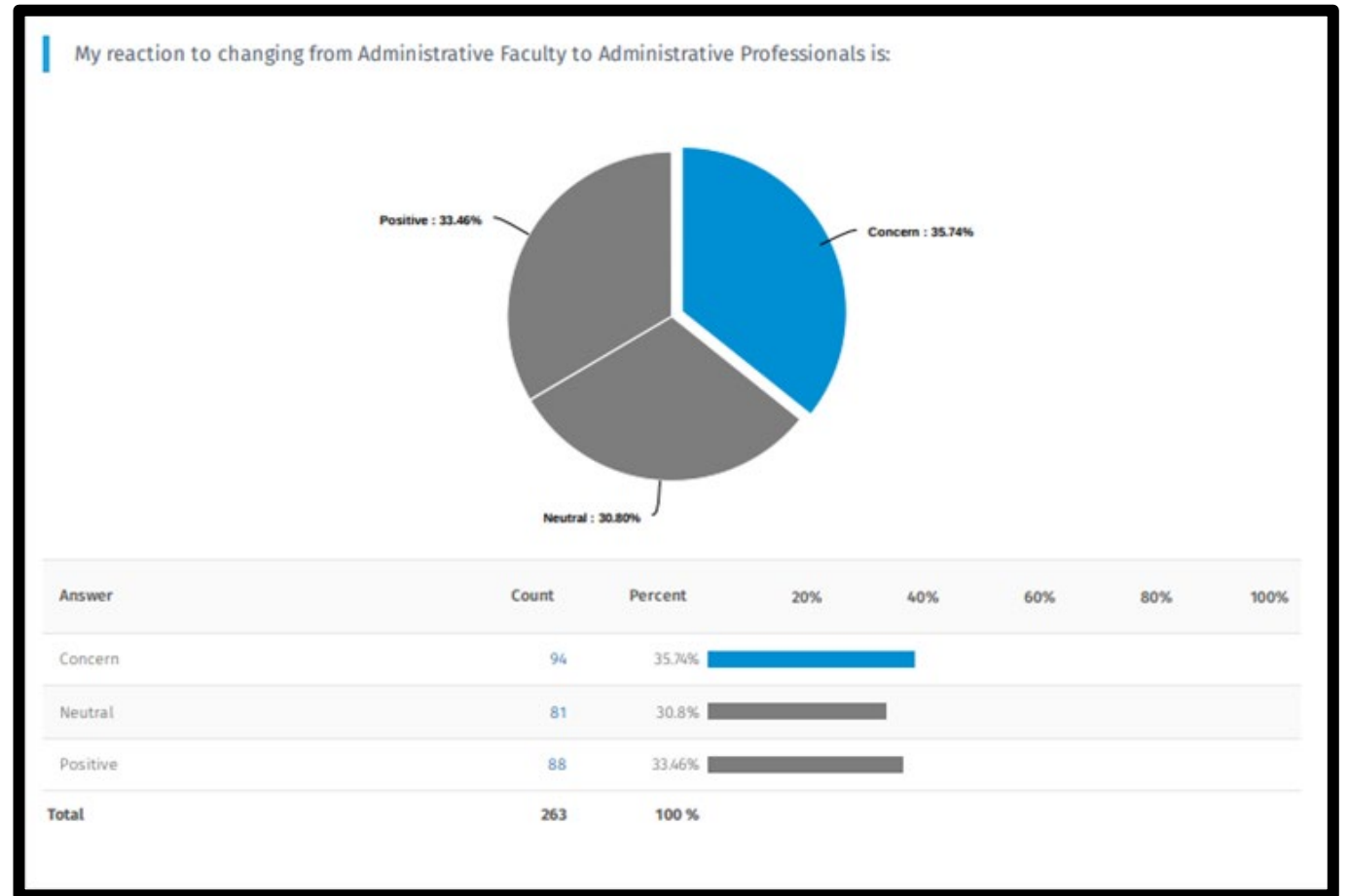


Q&A

Administrative Professionals

Survey Data

Admin Prof:	503
Survey Resp:	263 Complete
Concern:	94 (19%)



Section: 4.2.C Definitions

Administrative Faculty - Faculty whose role is to provide professional administrative support and/or oversight to institutional operations. This includes all other faculty members holding Administrative Faculty Positions, as well as Academic Faculty serving in Administrative roles (e.g., Deans, Provost, Vice Provost, University Librarian, Department Heads). Academic Faculty serving in Administrative positions retain the rights of their Academic Faculty positions.

Clarity of Expectation and Process

	Academic Faculty	Administrative Professionals	Classified Staff
Employee Classification	FH	HR	SC
Benefits	BeneCenter	BeneCenter	Benefitsolver
Hiring Process	FH	HR	SC
Goal Setting/Expectations	FH	Not formal	SC
Performance Review	FH	HR website	SC
Promotion Path	FH	none	SC
Disciplinary Path	FH	unclear	SC
Grievance Path	FH	unclear	SC
Separation	FH	none	SC

FH=Faculty Handbook SC=State Contract

Additional Information

- Benefits have not changed
 - CHEIBA Trust partnership considers all employees who are not Classified with the State of CO
 - BeneCenter remains online for all Academic Faculty and Administrative Professionals
- “Admin Professionals” title is a designation in HR systems