Welcome to Mines

Orientation  AY 2018-19

Deb Wernli, Paula MacGeorge, Kathleen Feighny
Introductions
History

Inception

• 1874 – Established in Colorado Territory to serve burgeoning gold & silver mining industry in the Rockies.
• 1876 – Became a state institution upon Colorado’s entry into the Union.

Heritage

• Analyzing of ores – Geology (Locate); Mining (Access); Metallurgy (Extract)
• Original experimental mine on Mount Zion; succeeded by Edgar Mine in Idaho Springs
• By the 1920s included other earth resources such as petroleum.

Into the Present

• The world faces a crisis in balancing resource availability with environmental protection and Mines and its programs are central to the solution.
• Today Mines maintains its niche in earth resources fields while offering a strong complement of other important STEM disciplines developed since the 1960s.
Traditions

M-Climb

E-Days

Career Day

https://www.mines.edu/about/history-and-traditions/
Colorado School of Mines is a public university focused on science and engineering, dedicated to pioneering research that addresses the great challenges society faces today—particularly as they relate to the Earth, energy and the environment—and committed to educating students who will do the same.

https://www.mines.edu/about/by-the-numbers/
https://ir.mines.edu/data-visualizations/
https://www.mines.edu/president/planning/
Navigating Campus

https://tour.mines.edu/map/
Onboarding

Welcome to Colorado School of Mines, Renata!

Your first days and weeks of employment are filled with excitement, many questions, and an abundance of information. We understand this and we’re here to provide you with the help and support needed for success in your onboarding experience.

As you review your task list, it is our hope that it will serve as a resource guide during the onboarding process. You can log back in to this portal at any time by clicking the Applicant Login on the Career Opportunities page.

If you have questions not covered in this information, please contact Human Resources Department by calling 303-273-3250, or emailing hrsearch@mines.edu.

BEFORE YOUR FIRST DAY

- Welcome to Onboarding portal
- Submit Background Check
- Retirement Election Plans
- FERPA acknowledgement
- Claim your computer account

ON YOUR FIRST DAY

FIRST MONTH

- Policy review - people
- Policy review - health
- Policy review - organization
- Conflict of interest training
- Speak Up@Mines

Due: 6 Nov 2018

Due: 8 Nov 2018

Due: 21 Nov 2018
Working at Mines

NEW EMPLOYEES
- Benefits
- BlasterCard
- Campus Map
- Daily Blast | Event Calendar
- Food options on campus | in Golden
- Golden information
- Keys | Key request form
- New Hire Forms
- News
- Parking
- President’s Office

EMPLOYEE DEVELOPMENT
- Computing FAQ (FAQfinder)
- Environmental Health and Safety Courses
- Skillsoft: Online professional development resources and training
- Trefny Innovative Instruction Center

TEACHING AND LEARNING
- Advising (CASA)
- Disability Support Services and Testing Center
- Institutional Research
- Library resources for faculty
- Small-Scale Funding Requests
- Trefny Innovative Instruction Center
- Writing across the curriculum

PURCHASING
- Methods of purchasing
- How to purchase a computer
- Purchasing card information
- Required purchasing approvals
- Travel information

RESEARCH AND GRANTS
- Find Funding
- Research Administration
- Trefny Center (Assessment and Broader Impacts)
- Data and Computing
- Environmental Health and Safety (Lab Safety)
- Skillsoft: Online professional development resources and training
- Small-Scale Funding Requests

HUMAN RESOURCES

EVENT PLANNING

FIND A PERSON OR DEPARTMENT

https://www.mines.edu/working-at-mines/
Navigating Systems

Astra (room scheduling)
Sodexo (on-campus catering)
Banner (finance etc. records)
Canvas (Learning mgmt. system)
ChromeRiver (travel & expense)
Building Access (access services)
Cayuse (proposal & award mgmt.)
SkillsSoft (elearning)
Helpful Hints for New Employees

- Dial 9 to get an outside line.
- Two extensions: 303-273-3XXX and 303-384-2XXX
- Access your mailbox off campus: 303-384-2100
- Voice activated system: 303-273-3000 and “0” on campus
- Exchange.mines.edu (email access off-campus)
- Temperature control on Facilities website
- Marketing logos and templates online
- More below...
Who Do I Contact?

https://www.mines.edu/directories/

http://helpdesk.mines.edu/
Employee Handbooks

https://www.mines.edu/human-resources/employee-handbooks/
Policy Library

https://www.mines.edu/policy-library/?CMSPAGE=POGO-Human-Resources
Title IX

• Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

• The Title IX Office’s goal is to ensure that all students, faculty, and staff can learn and work in an environment free of harassment and violence. As an employee of Mines, you are a mandatory reporter. If you receive any information about a student experiencing any of the discriminatory/harassing/violent behaviors listed above, you must report it to the Title IX Office.

• As part of the onboarding process, you will be assigned an online training to learn more about making our learning and working environment respectful and supportive.

https://www.mines.edu/title-ix/
Human Resources

Benefits

https://www.mines.edu/human-resources/benefits/
https://www.mines.edu/human-resources/holiday-calendar

Performance Management

https://www.mines.edu/human-resources/performance-management/

Learning and Development

https://www.mines.edu/human-resources/professional-development/
Benefits to Working at Mines

- State Discounts
- RTD Flex Pass
- Mindful Monday
- Concerts in the Library
- Athletics Pass
- Recreation Center
Mines Emergency Alert

• To report an emergency, call 9-1-1.
• The Mines Emergency Alerts (MEA) System keeps you informed in the event of a campus emergency. This system is an emergency notification service that allows university officials to quickly communicate emergency messages to students, faculty and staff via cellular phone text and voice messages, and on-campus email and phone messages.
• You are automatically enrolled in the Mines Emergency Alert System. To unsubscribe, logon to Trailhead and go to "Self Service," click on "Personal Information" and then "Mines Emergency Alert System."

https://inside.mines.edu/Mines_Emergency_Alert
F.E.R.P.A.

FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purpose of definition, education records are those records which are:

1) Directly related to a student and
2) Maintained by an institution or party acting for the institution.

More detailed information on FERPA can be found on the Registrar’s office website, for example:

- Definitions
- Written Consent
- Parental Rights
- Forms

*FERPA is essential to understand as we all may work with students or their parents at one time or another and we must know how FERPA impacts those interactions.

Campus Initiatives

• New Construction  http://kiem.mines.edu/Planning_and_Construction_Projects
• Sustainability    https://www.mines.edu/sustainability/
• Online Programs  https://online.mines.edu/courses/
• Mines at 150      https://www.mines.edu/president/planning/
• Hiring Excellence https://www.mines.edu/human-resources/careers/
• Wellness         https://www.mines.edu/student-life/health-wellness/
• Diversity, Inclusion, & Access https://www.mines.edu/about/diversity-and-inclusion/
Diversity, Inclusion & Access

PROGRAMS, SERVICES, CAMPUS RESOURCES

- Care@Mines
- Disability Support Services
- EMPOWER
- Gender-Inclusive Restrooms, Mother’s Rooms, Child Changing Stations on Campus
- International Student & Scholars Services
- It’s On Us
- Multicultural Engineering Program
- Office of International Programs
- Office of New Student & Transition Services
- Speak Up at Mines
- Title IX at Mines
- Veterans Services
- Women in Science, Engineering and Mathematics Program

https://www.mines.edu/about/diversity-and-inclusion/
How to Get Involved

• Association of Classified Employees (ACE)
• Administrative Faculty Council
• Empower
• CSM 101
• Student Club Mentor
How to Get Involved – Part 2

• Human Resources: https://www.mines.edu/human-resources/employee-committees/
• Social Media: http://www.minesnewsroom.com/
• Calendar: https://calendar.mines.edu/
• Library: https://www.mines.edu/library/
• Geology Museum: https://www.mines.edu/geology-museum/
• Athletics: https://minesathletics.com/
Support at Mines

https://www.mines.edu/human-resources/family-at-mines/
https://www.mines.edu/disability-support-services/
Questions?