

MEMO

Date: March 09, 2022
To: Trinidad State College employees
From: Rhonda M. Epper, President
Subject: Layoff Notification/ Plan

Summary

Due to severe budget constraints and a lack of funds resulting from a significant downturn in enrollments at Trinidad State College, a Reduction in Force (RIF) is necessary as described in this Layoff Plan. This RIF will affect select personnel across the Administrative, Professional-Technical staff, Classified and Faculty sectors. Both the Alamosa and Trinidad Campuses will be impacted by this RIF. This Layoff Plan is issued in accordance with Chapter 7 of the State Personnel Board Rules and applies to the single classified position affected by the RIF.

Impacted Classified Position:

After careful review, it has been determined that Classified position #000086 class G3A3X, Administrative Assistant II will be eliminated. This position resides within the Marketing/Communication Department of the college. This position is supervised by the Vice President- Valley Campus, who has functional authority in Marketing, Communication, Human Resources and Workforce Development at both campuses of Trinidad State College. This position primarily functions as the 1-800 call center point of contact (POC) between the public and the college. The position is responsible for answering questions related to college operations, and, as necessary, forwarding calls to Subject Matter Experts within the college. This position tracks calls and ensures that missed calls are returned on a timely basis. This position performs quality assurance functions by engaging select callers with random "customer satisfaction" return calls. This position also plays a role in tracking earned media in local newspapers and saving those articles in electronic form for archival purposes.

Additional secondary duties which have been associated with this position have, over the past two years, been re-tasked to other departments and/or personnel, as a matter of process efficiency, redundancy of task, or limited need for such tasks. These lesser functions had included:

- Assisting the college athletic director in gathering team rosters;
- Producing programs on an as-needed basis; and
- Performing basic printing related functions and aiding with print layout.

Work Absorption/Reallocation of key work activities

The call center function will be tasked to the Vice President-Valley Campus, the Recruiter and to select employees across the college, who will answer "roll over" calls on an as needed basis. Historically, several departments across the college have been responsible for answering such calls. The earned media and archival process function will be performed by the college's Recruiter and Webmaster who already directly support this function. Other functions which have already been absorbed or eliminated in recent years have been noted above.

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Alternatives to layoff:

Upon review of the current employee structure at Trinidad State College, there are no vacant positions for which this impacted employee will be qualified. The College has identified the following vacant positions open at the time of the creation of this Layoff Plan with associated minimum requirements:

- Adjunct Business Instructor - requires at least 18 credit hours in a Master's Program specific to Business.
- Athletic Trainer - requires a Bachelor's Degree and Licensure through Colorado DORA in this area.
- Lineman Tech Hourly Employee - requires extensive field experience in the Line Tech area.
- Nursing Department Faculty - requires an MSN or higher.
- Custodian - requires 6 months of custodial experience.

Because the impacted employee does not meet the minimum qualifications for these positions, there is no alternative to a layoff under the circumstances.

Expected Cost Savings to the College:

Eliminating this position will save the college the cost of the position's salary and benefits.

Approved: 
Rhonda M. Epper, PhD., President

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