Office of Special Programs & Continuing Education  
Colorado School of Mines  
Reorganization and Layoff Plan

I. Description of Planned Changes

The Colorado School of Mines is implementing a plan to reorganize and realign the delivery of special programs and continuing education. As a consequence, the Office of Special Programs and Continuing Education ("SPACE") will contract into a centrally budgeted Office of Professional Event Services. Mines' three academic Colleges will determine, develop and resource program content and instruction for professional and continuing education, and will utilize the Professional Event Services office for all support and logistical services.

In furtherance of this reorganization effort, Mines is publishing this document as the School's official Layoff Plan ("Plan") pursuant to State Personnel Director's Administrative Procedure 7-6. This Plan will outline all relevant information pertaining to the proposed layoff associated with the reorganization effort.

The reorganization will more clearly locate responsibility for the programmatic functions associated with creation, development, and instructional delivery of special programs and continuing education courses, and assessment and evaluation of programming, from SPACE to the faculty and administrators within the Colleges. Colleges will be incentivized to engage in these programmatic and development efforts by receiving a portion of the revenue stream associated with these programs. The reorganized Professional Event Services office will limit its scope of work to logistical services and support including comprehensive event planning and announcements, event registration, formalizing program budgets, facilitating delivery of supplemental services, facilitating professional compilation, production and distribution of programmatic materials, and managing invoicing, expenses, payments and financial close-outs for all program-related services. The Colleges will coordinate with the reorganized office on event execution logistics to execute programs effectively and professionally. The reorganized office will continue to be housed at the 1600 Jackson Street rental location.

The K-12 programming operation currently within SPACE will continue to operate as a companion service within the reorganized office, pending more comprehensive direction on the totality and future organization of K-12 activity at Mines.

SPACE currently employs seven employees filling a total of 5.5 FTE, including a full-time Director, one .5 FTE Coordinator Specialist and one full-time Coordinator Specialist, one .5 FTE Program Coordinator and one full-time Program Coordinator, a full-time Program Assistant I, and a .5 FTE Administrative Assistant II. As a result of the proposed changes, the overall size and number of FTE/employees within SPACE will decrease with the elimination of 4 positions or 2.5 FTE as follows: Position #715480, currently classified as a .5 FTE Administrative Assistant II position, will be eliminated. The full-time Director Position, the .5 Coordinator Specialist position, and the .5 Program Coordinator position, all exempt administrative faculty positions, will also be eliminated.
II. Reasons for the Change and Anticipated Benefits and Results

This reorganization will effectively decentralize the programming function previously coordinated within SPACE, and shift responsibility for those efforts to the individual Colleges, who currently possess the subject matter expertise needed to plan and develop professional and continuing education courses. The expertise needed to provide services for these professional events will remain centralized within the reorganized office as described above.

The primary reason for this reorganization is to provide congruence with the missions of the three recently formed Colleges at Mines, so that the opportunity, incentive, responsibility and accountability for professional and continuing education programming falls within the management purview of the Colleges, as distinct from a centralized office of the university.

It is anticipated that this will consolidate and clarify the duties of the reorganized office into a centrally budgeted professional event services function, and simultaneously clarify that management, ownership and development of all professional and continuing education academic content material resides in the Colleges.

While it has been Mines’ goal to avoid layoffs arising from this reorganization, it is deemed that it will result in more effective use of personnel resources, create service efficiencies, and engage the Colleges more directly and appropriately in professional and continuing education.

III. Effect of Changes on Division and Department Employees

In developing this Plan, Mines considered how to minimize the impact to the employees of SPACE. The changes associated with this Plan should accomplish the goals of Mines to maximize the efficiency and effectiveness of special programs and continuing education within Mines. The effect of the changes associated with this Plan for the positions directly impacted is as follows:

Position and Staffing Changes:

Pursuant to the FTE changes described in Section I above, the reorganized office will consist of:

One full-time Program Coordinator with the following general responsibilities:
- Managing continuity, logistics and execution of programming planned to-date;
- Managing logistical functions for new programming coming from the Colleges;
- Managing event accounts; and
- Facilitating and attending events.

One full-time Coordinator Specialist responsible for coordinating K-12 programming.

One full-time Program Assistant I, responsible for providing general services, reception, event preparation and staging, and production of event materials.

IT services will be provided to the reorganized office through a dedicated employee within the CCIT Department. Employees within the reorganized office will continue to report to the Senior Vice President for Strategic Enterprises.
Regarding the impact to the classified staff member in the position identified for abolishment, Mines may develop a plan, pursuant to Chapter 7 of the State Personnel Rules, to determine a final disposition regarding any layoff decisions, as well as any impacts resulting from potential exercise of retention rights pursuant to Board Rule 7-18. If necessary, this plan will incorporate ranking formulas designed to break ties, as necessary, during these determinations.

Pursuant to § 24-50-124, CRS, eligibility for retention rights within the state personnel system under current law will be calculated following the State Personnel Rules Chapter 7, which sets forth the priorities for determining layoff and retention rights. The affected classified staff member will receive a written notice at least 45 days in advance of her position being eliminated. While it has been the Department’s goal to avoid a layoff, our primary focus continues to be providing quality educational services to the citizens of Colorado. We believe this organizational change will allow Mines to more effectively utilize personnel resources, create service efficiencies, and strengthen Mines’ special programs and continuing education offerings.

IV. Organizational Chart

A revised organizational chart is presented below.

![Organizational Chart]

Approved By

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