



Institute for Behavioral Genetics

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MEMORANDUM

Subject: Layoff Notification

Plan Date: September 14, 2021

From: Sean Shelby
Chief Financial Manager and Assistant to the Director
Institute for Behavioral Genetics

This Layoff Notification Plan is to inform faculty and staff of a layoff taking place in Institute for Behavioral Genetics, it will provide a transparent explanation for determining which positions and/or services will be impacted and why. It will facilitate strategic planning prior to the abolishment of any positions and/or services.

Per State Personnel Board Rules and Directors Procedures, for any and all layoffs, after making its business decisions and ten days prior to issuing the first layoff notice, the department shall post a Layoff Plan, signed by the Appointing Authority/Approver or their subordinate appointing authority within the department, both in a conspicuous place where all impacted parties have access to view the posting and on the University of Colorado at Boulder Human Resources website <http://www.colorado.edu/hr/>. This Layoff Notification Plan will remain posted for 10 days.

Description of the Planned Changes: Due to newly announced, permanent budget cuts to our Departmental Administration Indirect Cost Return (DAICR) and operating budgets, it is necessary to eliminate one staff position.

Organizational Chart: See Attachment A, IBG Staff Org Tree.

Reasons for the Change: This layoff is due to lack of funds and will result in some reorganization of staff duties. The permanent budget reduction put in place by the campus makes it necessary to reduce our operating costs. Staffing is our single largest expense, and elimination of the Front Office Receptionist will prove to be the least disruptive alternative while still maintaining our mission critical positions. Overall, many of the duties of the receptionist position have diminished over time, including greeting visitors, answering phone calls, coordinating mailing operations, and signing for packages. Other positions, such as grant coordinator positions, perform mission critical functions such as assembling and coordinating the submission of grant proposals which are key to the success of this research institution. In determining which position would be eliminated, the receptionist position would have the least impact for the continued business functioning of the IBG.

As noted above many of the duties of the receptionist have diminished over the last year and one-half and we do not anticipate that this shift in business operations will revert back so that it is our plan that any residual efforts in these areas (greeting visitors, answering phone calls, coordinating mailing operations, and signing for packages) will be absorbed by the Payroll Liaison, Grant Proposal



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Coordinator, and Lead Grant Coordinator or assigned as needed by the Chief Financial Manager and Assistant to the Director as follows:

- Reception/Phone/Office Supplies (45%): Payroll Liaison and Grant Proposal Coordinator with Lead Grant Coordinator as back-up.
- Faculty Training Support (5%): Chief Financial Manager and Assistant to the Director and Payroll Liaison
- Mail/Courier (5%): Grant Proposal Coordinator and Lead Grant Coordinator
- Other Duties (5%): To be assigned as needed by Chief Financial Manager and Assistant to the Director

The other duties will be absorbed as follows:

- Procurement (30%): The Chief Financial Manager and Assistant to the Director and the Payroll Liaison will assume allocation of charges for PCard holders previously assigned to the Administrative Assistant II
- Parking, and Recycling (5%): Chief Financial Manager and Assistant to the Director will assume primary responsibility and essentially function as the Building Proctor with assistance from the Payroll Liaison as needed
- Key Operator (5%): Payroll Liaison with Grant Proposal Coordinator and Lead Grant Coordinator as back-up

See Attachment A, IBG Staff Org Tree.

Anticipated Benefits and Results: By eliminating this position, it will very nearly offset our permanent budget cuts. The permanent cut amount is \$56,886, and this layoff will reduce costs by \$56,562 (including benefits).


Class(es) Affected: 1-Classified Staff

Employee(s) Affected: Wendy Senger, Administrative Assistant II, Position 108252

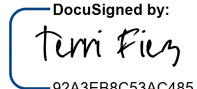
If you have any questions about this Layoff/Plan, please contact

Sean Shelby sean.shelby@colorado.edu

John Hewitt john.hewitt@colorado.edu

Approved: 
ES6A6B263A9E047B...
 John Hewitt, Director, Institute of Behavioral Genetics

Date: 9/14/2021

Approved: 
92A3EB8C53AC485...
 Terri Fiez, Vice Chancellor, Research and Innovation Office

Date: 9/14/2021

Attachment A, IBG Staff Org Tree

		As of 6/30/21				
<u>Role</u>	<u>Name</u>	<u>ID</u>	<u>Position</u>	<u>%</u>	<u>Duties</u>	
Chief Financial Manager and Assistant to the Director	Sean Shelby	156381	2495		Responsible for financial administration and oversight for all Institute funds.	
					Pcard approving official, hiring authority for staff,	
					-Coordinates and supervises administrative, research, and training activities of the Institute as delegated by the Director;	
					-Has delegated signature authority for all fiduciary, administrative and research functions;	
					-Has personnel management responsibilities for	
					-As the delegated IBG hiring authority, coordinates with the Graduate School and Labor Relations in resolving personnel issues and disputes;	
					-Responsible for daily decision making and problem resolution, as necessary to insure the smooth day-to-day functioning of the Institute;	
					-Oversees all IBG grant applications and Supervises the IBG Grants Coordination Team	
					-Recommends necessary internal policies and procedures in accordance with University and funding agency guidelines	
					Serves as chief financial manager for IBG and, as such, exercises independence in the transfer of funds among IBG general fund, auxiliary and plant funds as needed; includes responsibility for all temporary and continuing budgets and the oversight of all sponsored project budgets;	
					-Prepares university budgets, as well as other statistical and financial reports for local, state and federal agencies, ensuring their accuracy and appropriateness;	
					-Maintains currency with university and federal financial policies, laws, rules and regulations;	
					-Assists faculty in the preparation of research budgets and coordinates their submission to the Office of Contracts and Grants and State or federal agencies;	
					-Monitors expenditures across all IBG sponsored projects and university accounts;	

Payroll Liasion	Janna Vannorsdel	223794	104212	30.00%	Execute all monthly and biweekly payroll functions according to latest procedure, keeping resources for those procedures updated and available to pertinent staff.	
				5.00%	Establish general internal payroll related deadlines to enable timely processing of payroll changes and leave entry into system.	
				35.00%	Financial and Procurement Office Support and Oversight. Performs standard accounting functions to support budget, accounts payable, accounts receivable, procurement, and travel and expense reimbursement activities including preparation of journal entries; verification of accounting codes and fund assignments; month-end closes; monitoring, tracking, and/or reconciling transactions, variances and payroll funding distributions. Analyze potential issues such as payment, budget or subcontract problems, and identify solutions. Provides accounting and finance support to the department as needed, and provides oversight for all departmental fund types and makes recommendations for solutions to any potential problems. Executes general procurement functions with responsibility for appropriate allocation and authorization of purchases and charges at the departmental level. Also serves as primary reallocator and Approving Official for a subset of IBG P-card holders, including daily updates of reallocation of purchases as well as keeping P-card files and backup documentation on purchases. Makes P-card purchases for faculty and research personnel, or relates to these individuals the proper procedures for making such purchases. Reviews Marketplace SPO/PO to ensure timely payment. Reviews and financial status of sponsored projects and advises on placement of purchases and payroll. Assists in post award processing including setting up and managing subcontracts and post award rebudgeting.	
				10.00%	Provides financial and payroll services to the IBG Training Program by completing and submitting IBG graduate student scholarship forms which determine where student stipends and tuition and fees are to be paid; by entering and tracking, using ISIS, graduate student information related to their academic appointment, as well as tuition, fees, and scholarship, fellowship, or traineeship payments to ensure appropriate placement of charges. Also will function as the administrative contact for the training committee.	
				15.00%	Front Office Support: Answer phone when necessary, assist visitors, signs for packages and help employees with office needs when front office staff is unavailable.	
				5.00%	Other Duties as assigned: Represents the Institute at all pertinent financial meetings, training sessions, and workshops to ensure compliance with current procedures and requirements. Performs other duties as assigned by the Chief Financial Manager, such as providing support for access services and key assignments.	

Lead Grant Coordinator	Catlin Sheehan	252047	108252		•To provide administrative support to faculty, research associates, and pre-and postdoctoral trainees and fellows in the coordination, completion and submission of grant proposals to university, state, federal, or private agencies.	Katie resigned and we will be filling the lead role with Courtney Greenwood. There will be a new hire into a lower-level coordinator role
				65.00%	•To become familiar with university and federal rules, policies, procedures and regulations as they relate to the grant application process (e.g. necessary forms, information needed, deadlines for each type of grant, who has signature authority to sign for CU, IBG, OCG, etc.).	
				10.00%	To provide administrative support to the faculty by assisting with the completion of the Faculty Performance Rating (FPR) forms for IBG Graduate-School-rostered faculty and Summary of Accomplishments for Psych/Neuro faculty, overseeing the timely completion and submission of the forms.	
				25.00%	•To provide administrative support to the faculty and staff, such as: assisting with the International "Twin Workshop" (25% paid position on grant) and other IBG events, and performing other duties as needed by the directorate of IBG, such as assisting with Journal Club, and working with the CU Branding and Printing Offices on the development of a new certificate of completion for graduates of our IBG Predoctoral Training Program.	

Grant Coordinator	Courtney Greenwood	316137	733122	65.00%	Provide support to faculty, research associates and pre-and postdoctoral trainees and fellows in the coordination, completion and submission of grant proposals to university, state, federal, and private agencies.	
				10.00%	Serve as/assist the Coordinator for the International Workshop on Twin Methodology and organize event planning including catering, reception functions. Coordinate Faculty honorarium payments, travel reimbursements, and other administrative details.	
				10.00%	As a procurement card holder, make small purchases, reconcile and reallocate charges, and process travel and other reimbursement requests.	
				15.00%	Serve as back-up for front office by answering phone, signing for packages and other deliveries, answering employee and visitor questions, etc.; assist with student recruitment (e.g. help transport students to the main campus for meetings within their academic departments; assist with scheduling meetings; meet caterers and check catering menus, etc.); provide faculty with administrative support as needed (e.g. assist with manuscript preparation and references; letters of reference; xerox classroom handouts and exams, FRPA's, SOA's, etc.).	

Front Office Receptionist	Wendy Senger	107983	274170	45.00%	To function as the front office receptionist for the Institute, greeting and directing visitors to IBG, answering and screening phone calls and emails to IBG. To inventory office supplies and paper by organizing and maintaining the supply closet and places orders for replacement supplies when needed.	Moved to Janna, Courtney, and new hire.
				5.00%	To function as the key operator for the office equipment.	Moved to Janna, Courtney, and new hire
				5.00%	To function as the front office liaison for mailing and courier delivery services. Process or assist in the processing of domestic and international mailings.	Moved to Janna, Courtney, and new hire
				5.00%	To function as IBG's parking and recycling liaison, Departmental Property liaison, as well as the building maintenance/work order request liaison.	Sean will reassume building proctor duties, and Janna will be the parking/recycling liaison
				5.00%	Faculty and Training Committee Support. Work with faculty to maintain CVs. Gather information and type faculty teaching assignment and office hours lists; update department phone list; office signs and forms. Receive inquiries via e-mail, phone, and letters and assist in sending graduate information packets including application materials about the Behavioral Genetics graduate program. Personalize individual response letters and assemble files. Create and maintain files on postdoc applicants for use in NIH grants and compile pre- and post-doc tables for annual rept.	Not usually needed, but Janna and Sean will assume this
				30.00%	Procurement Assistant. To reallocate Acard transactions for yourself and other cardholders, and to function as the primary travel liaison, processing travel arrangements and reimbursements. Assist with SPO reallocation and monitor financial system for new purchases to be allocated.	Sean will assume travel liaison duties with assistance from Courtney. Janna will review additional pcard holders.
				5.00%	Other Duties as assigned: Represents the Institute at all pertinent financial meetings, training sessions, and workshops to ensure compliance with current procedures and requirements. Performs other duties as assigned by the Associate Director, such as providing support for access services and key assignments.	If needed, we will assign these as needed among office staff.