



Professional Administrative Layoff Business Plan

Context

In June 2020 amidst the COVID-19 pandemic, the University of Northern Colorado (UNC) projected a revenue shortfall of \$24 million for FY 2020-21 due to the substantial decrease in state support plus declines in enrollment and lower demand for housing and dining. The University addressed the projected revenue shortfall in three ways: (1) through general fund and cash reductions of \$6 million that were administered as a result of summer furloughs, operating expense slowdowns, seasonal utility savings, the elimination of planned salary increases, and travel restrictions; (2) identifying temporary and permanent reductions of \$10 million through the work of the University's Financial Task Force; and (3) the use of \$8 million in operating reserves.

Process for Identifying Budget Reductions

Comprised of faculty, students, staff, and administrators, UNC's Financial Task Force reviewed the budget and provided input to guide decisions. Each division head then developed cost saving measures and presented proposals to the task force in late July and early August 2020.

Budget Reductions to be Implemented

As a result of the planning process, several across the board measures were identified and implemented. These include extended travel budget reductions, restricting moving expense eligibility, and further reductions to professional development funds and the central budget for search firms. Salaries for the president and all vice presidents were reduced by 10% for FY 2020-21. Additionally, UNC will offer an early retirement option to faculty and classified staff with 15 or more years of service.

Need for Layoffs

Through the process described above, UNC leaders have identified the need to eliminate additional positions across the campus but primarily in auxiliary services (i.e., housing and dining). This need is due to decreased revenues and decreases in forecasted enrollments for the upcoming academic year due to the COVID-19 pandemic.

Planned Changes for Housing & Residential Education:

UNC projected a revenue shortfall of \$24 million for FY 2020-21 due to the substantial decrease in state support plus declines in enrollment and lower demand for housing and dining. Opening occupancy is forecasted below 60% and Housing & Residential Education has been instructed to help address the financial impacts facing UNC as a result of COVID-19 which will result in the closing of 4 residence halls: Hansen-Willis, Gordon, Decker, and Sabin Halls.

Due to these closures, the following exempt position has been identified for elimination:

- E99692 Neighborhood Coordinator

Anticipated Benefits:

Implementation of this layoff plan will meet the best interests of the institution by addressing the need for drastic budget reductions within Housing & Residential Education.

Initial savings from the elimination of this position:
\$45,650 (salary) + \$15,475.35 (fringe) = **\$61,125.35** total

Specific Personnel Actions:

The Neighborhood Coordinator (1.0 FTE) position # E99692 will be eliminated and the individual in this position will be laid off.

Work Absorption:

Redistribution of duties from the selected position will be transitioned to other members of the department.

Effect of Changes on Employees:

The incumbent employee in the position identified for elimination will be laid off.

