

DRAFT

**Actions Related to the Implementation of a "Spending Chill"
for the Period of April 20, 2016 through June 30, 2016**

The purpose of the spending chill is to allow for intentional decisions about the use of the FY2015-16 carryover and to provide flexibility in implementing the budget reset. The budget reset may disrupt budgeting and spending patterns, so we must all be extra mindful of our spending. Achieved savings will create a buffer for next year's budget, allow flexibility in implementing the budget reset, and identify one-time funding for strategic investment.

Implementation Actions:

Operating Budget

- Divisions will be requested to return an agreed upon portion of their FY2015-16 operating carryover. This includes Educational Services and Technology fee allocations.
- The fiscal year-end cutoff dates will be enforced.
- All travel should be limited to trips that are essential to conducting university business. Beginning July 1, 2016, all travel will require approval of the traveler's immediate supervisor.
- The Finance staff will monitor transfers to designated funds. No budget transfer out of E&G will be permitted without prior cabinet approval.

Personnel Budget

- All faculty and staff positions will be treated as follows:
 1. Positions that are filled as of April 20, 2016 are not affected.
 2. Positions that are unfilled and for which searches are in progress as of April 20, 2016 may proceed normally after review and approval of the respective divisional vice president.
 3. Positions that are unfilled and do not have a search in process as of April 20, 2016 will not be searched. Exceptions will require approval of President's Cabinet.
 4. Positions that were filled as of April 20, 2016 but become unfilled thereafter and unfilled positions being searched as of April 20, 2016 for which the search fails or is cancelled will thereafter be handled as in number 3.
- All overtime expenses would be limited to: 1) presidential-authorized events; and 2) essential events when approved by the respective divisional vice president.

Note: The spending chill outlined above will be in effect at least through June 30, 2016. Supervisor approval for travel in FY2016-17 will be required and it is quite conceivable that the other steps outlined above could extend into the FY2016-17.