

**From:** Campus Announcements  
**Sent:** Wednesday, February 11, 2015 4:34 PM  
**Subject:** Campus Announcements - Budget Update #7

Dear colleagues,

In preparation for the proposed UW System budget cut, our university needs to adopt cost containment measures for items not critical to our mission of educating students.

Some of the measures listed below will save one-time dollars and some will have base budget implications. We will use these savings as bridge funding. The more money we set aside now, the more humanely we can administer base budget cuts, which are likely in our future.

Therefore, in consultation with the Vice Chancellors, the Deans, governance groups and members of our university, I am directing the following cost containment measures be implemented immediately.

- Salary equity adjustments are suspended.
- Salary retention adjustments will require written documentation of a job offer and must be approved at each management level, including the Chancellor.
- The Office of Employment Relations has mandated that Discretionary Merit Compensation (DMC) and Discretionary Equity or Retention Adjustment (DERA) programs for classified staff be suspended until further notice.
- All open personnel positions, except student positions and grant-funded positions when the funds are “specifically” restricted in the grant to the employment of personnel, are frozen. Any mission-critical exceptions must be approved by a vice chancellor.
- When employment contracts are renewed, they will be renewed for a maximum of one year for employees in categories that receive contracts. Departments can still utilize their existing multi-year renewal procedures (to retain a faculty member for two years, for example), but contracts themselves will only be issued for one year at a time.
- The tuition assistance and reimbursement program for employees is suspended. This does not include assistance previously approved for spring semester 2015.

- Our special summer professional development program for persons of color and women is suspended.
- Out-of-state travel is suspended. Any mission-critical travel and travel for which a non-refundable ticket on public transportation has been purchased prior to the date of this announcement must be approved by a dean for the Division of Academic Affairs or the equivalent level administrator or higher in the other divisions of the university in consultation with their vice chancellor.
- All purchases exceeding \$1,000, regardless of funding source, must be approved by a dean for the Division of Academic Affairs or the equivalent level administrator or higher in the other divisions of the university.
- All institutional memberships will be reviewed by the vice chancellors and chancellor at the time of renewal.

These cost containment measures are in effect until further notice. They do not apply to student segregated fees managed by the Student Government Association; however, the administration will be working closely with SGA to assure that all university funds are aligned as closely as possible with our mission.

We continue to educate the public, parents, alumni, legislators and other supporters about the impact of the proposed budget. However, we must prepare for significant cuts. I appreciate your continued support of this institution and the students we serve.

If you have any questions regarding these measures, please contact your dean or vice chancellor.

Sincerely,

Bernie L. Patterson

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