

To: All Staff

Fm: Sean Sullivan, Vice President of Business Services

Due to the current financial situation, the college has implemented the following actions to reduce the impact of a \$3.7 million dollar shortfall in state funding for the current fiscal year. All of these actions are effective immediately and will remain in effect until the end of the current fiscal year.

1. A hiring freeze is in place for full and part time positions. This is inclusive of all staff and faculty that have put in for retirement. Limited positions have been approved based upon where they are in the hiring process.
2. A freeze is in place for In-State (552.010) and Out-of State travel (553.010). Travel where attendance is considered mandatory or in the best interest of the institution will be considered on a case by case basis and will require approval by the President. All travel requests that were approved prior to the freeze will be honored. An exception to the freeze is Faculty Professional Development travel that is authorized under the current negotiated contract. However, all employees are encouraged to avoid all travel unless absolutely necessary.
3. A freeze is in place for Meeting Expenses (551.010). There will be no refreshments approved for on-campus meetings. College hosted meetings involving off campus partners can have refreshments as necessary.
4. A freeze is in place for Office Supplies (541.010). The only exception to this is the purchase of toner, misc. computer and paper/envelope supplies. These items are purchased in bulk for distribution to college areas on an as needed basis.
5. A freeze is in place for Equip-Non-Capital (549.011). This includes computer related equipment and misc. peripheral devices with a unit cost less than \$2,500.
6. A freeze is in place for Site Improvements (582.010) and Building Remodeling (584.010).
7. A freeze is in place for Instructional Equipment (586.010), Service Equipment (587.010), and Computer Equipment (585.011). This includes computer, instructional equipment, and furniture with a unit cost greater than \$2,500.

Requisitions with requests falling into one of the above categories that have been received and time stamped in Purchasing prior to 5:00 pm Tuesday, February 9, 2010 will be forwarded to the President for review and final approval. Requisitions with requests falling into one of the above categories that are received subsequent to this date will be returned to the requisitioner.

We appreciate your cooperation and support while we work through these difficult financial times.

I wanted to clarify that the budget freeze does not apply to Grant related expenditures. If you have grant funding available to you, please ensure that you spend these dollars ASAP.

Kevin Kennedy  
Associate Vice President, Business Operations  
Triton College