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## April 07, 2017: Immediate Reduction of Non-Personal Expenditures

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## April 07, 2017: Immediate reduction of non-personnel expenditures

Dear Campus Community,

I want to share some important information that affects Wright State University operations. As part of our continuing budget remediation efforts, Wright State must immediately and drastically reduce non-personnel expenditures. Guidelines for the significant reduction and/or elimination of specific expenditure categories are outlined below.

While the severity of our financial situation cannot be ignored, we must recognize that our commitment to Wright State's mission continues in earnest. We will persist in transforming the lives of our students and communities, and we will continue to conduct university activities in alignment with the university's mission and values. Students continue to turn to Wright State seeking our high-quality, affordable educational experience, and we will continue to take great pride in providing it.

What must change is how we conduct the business of providing it. Every effort is being made to minimize the impact on those who deliver our mission--our faculty and staff--and we recognize that it is your excellent work and reputation that draw students from across the state, nation, and globe to Wright State. This is why it is critical that we quickly generate significant decreases in non-personnel categories.

The measures we must take will be difficult and will require great effort, patience, and cooperation from our faculty, staff, and administration. Facing change is never easy, especially in times of hardship. Together, we will adapt and come out stronger on the other side. With careful stewardship, many provisions will be temporary and eventually restored as they align with a strategic and sustainable budget approach.

Outlined below is a list of expenditure categories where we expect to see significant reductions. Specific criteria and considerations are also noted.

1. All overnight travel must stop immediately unless funded by a third party, required by university policy, or subject to a collective bargaining agreement. If registrations or reservations have already occurred, they should be canceled and all efforts made to recoup any funds already expended. Local travel must be kept to an absolute minimum.
2. No minor construction projects will be performed unless they have a life/safety component. Facilities Management and Services will give the final determination.
3. Catering that is not funded by external parties is to end immediately.
4. Reimbursements for local business meals will be discontinued. It is recognized that a few sanctioned activities, such as candidate interviews or recruiting activities, may be necessary. These should be kept to an absolute minimum.
5. No personal memberships or dues will be paid or reimbursed.
6. Supply purchases should be significantly reduced. Only those supplies absolutely necessary should be purchased.
7. Do not replace items such as desktop and laptop computers or tablets until and unless nonfunctional. If in doubt, contact CaTS for an assessment of the device.
8. No consulting agreements should be executed without a direct demonstrable revenue impact.
9. No purchases or replacements of furniture should be made.

10. All university contracts must be used when acquiring goods or services, where such contracts exist. Most are in the WrightBuy punchouts. For those that are not, Procurement will change the vendor if necessary. Please contact Lindsay Rame at 775-2412 if you have questions.

11. All cellphone allowances will be discontinued.

Thank you for your support in our budget remediation.

Curtis L. McCray

Interim President

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