



## **Budget Guidelines**

Due to the evolving situation with (COVID-19) and its anticipated impact on the State of Oregon economy, the following guidelines are effective immediately to help prepare the College for the potential fiscal impact:

- 1) Freeze new hires through June 30, 2020, except for grant-funded positions.
- 2) Restrict purchases to only essential materials and services. Pre-approve all purchases using Purchase Order process or written SLT member approval. Postpone purchases after June 30, 2020, where possible.
- 3) Cease credit card purchases except for situations when other payment methods are not allowed by the vendor. All charges must be pre-approved by SLT member.
- 4) Extend the non-essential college-related travel ban through June 30, 2020. Affinity group and state meetings travel are considered non-essential at this time. Attendance via Zoom (and other online communications methods) are preferred. Any essential travel requires supervisor and SLT-member approval.
- 5) Review all projects requiring additional funding or personnel resources with your SLT member; identify what can be postponed until after July 1, 2020 (or further notice) with minimal impact to student enrollment and retention. Notify Natalya Brown by March 25 of recommended project postponement.

All UCC employees with budget responsibilities are advised to exercise fiscal due diligence.

The Office of Business Services will provide regular updates to campus as situation develops.