

TO: Campus Fiscal Representative
FROM: John J. Cordi
DATE: May 12, 2020
RE: Spending Controls

As you are well aware, the last few months of the 2019-20 year and 2020-21 are extremely uncertain financially due to the COVID-19 outbreak and continued aftermath. The pandemic has and will continue to have a major impact on State, SUNY, and campus finances. By now, you should have been made aware that campus is anticipating a reduction in revenue that will likely result in the loss of tens of millions of dollars, due in large part to lower enrollment and the mix of that enrollment plus a significant reduction in State Legislative allocation.

In addition, due to the anticipated drop in State revenue, SUNY and the State will be imposing firm caps throughout the year on the timing of our use of cash. This will restrain campus spending even further as the State attempts to manage cash flow.

While this is all still highly dependent on numerous variables beyond all of our control due to the current pandemic and is subject to change, it is obvious that these times are anything but business as usual and we must all act accordingly. The NY State Division of Budget (DOB) has provided very general guidance along these lines. More specific details are yet to be provided. In the meantime, we wanted to make sure you were aware of the following DOB communicated items to immediately reduce State spending:

- **The elimination of all non-essential non-personal service spending**
We are to eliminate spending on all discretionary non-personal service items to the extent possible. This includes supplies, equipment, publications, travel, and contractual services that are not necessary to generate revenue or protect the health, safety and security of students, employees and citizens. The initiation of new contracts or purchase orders for all but essential items as outlined above should cease or be dramatically reduced.
- **A strict enforcement of a hiring freeze**
Any new hiring requests are limited to positions that are essential to generating revenue or protecting the health, safety and security of students, employees and citizens. To the extent possible, campus is to fill these positions by reassigning

existing staff from less critical assignments. (More details on this will be issued by campus shortly.)

In addition to area specific 2020-21 allocations and the hiring freeze, additional information and guidance on the above items will be provided as they become available from State, SUNY, and campus sources. In the meantime, and for the foreseeable future, please be advised that any procurement or attempt to hire will be under increased scrutiny and you may be contacted for additional information or to see if the applicable item can be delayed to a later date.

By working together and keeping the above guidance in mind, even with the budgetary constraints resulting from the pandemic, we will be able to ensure the continuation of high priority and quality operations and services.