



CALIFORNIA STATE UNIVERSITY, STANISLAUS

November 5, 2008

TO: William Covino, Provost and Vice President Academic Affairs
Stacey Morgan-Foster, Vice President, Student Affairs
Susana Gajic-Bruyea, Vice President, University Advancement
Suzanne Green, Interim Vice President, Business and Finance
Carl Whitman, CIO and Associate Vice President, Information Technology

FROM: Ham Shirvani, President

A handwritten signature in black ink, appearing to read "Ham Shirvani".

SUBJECT: 2008/09 Campus Budget – Hiring Freeze and OE&E Purchasing Slowdown.

Within the hiring freeze that is currently in effect for the remainder of this year, I have allowed for the granting of exceptions on a case-by-case basis, subject to my review and approval. All requests for exceptions must be fully documented and identify the compelling reasons for granting an exception. Documents to post positions and to hire new employees that do not have my signature will be returned to the initiator by Human Resources or Faculty Affairs, as appropriate. This freeze and signature requirement does not apply to temporary appointments with an end date. Hiring temporary employees (staff, student assistants, lecturers, etc.) will follow the same requirements as operating expenses (see below).

The second part of the expenditure reduction plan is a slowdown of operating expenses and temporary employee costs. Effective immediately, the following items will require the signature of the appropriate Provost, Vice President or Chief Information Officer:

- Travel approval and expense reimbursement – for both in- and out-of-state travel. International travel continues to require my approval and signature.
- Individual operating expense items or equipment purchases that exceed \$500 (including tax).
- Hiring temporary employees – i.e., appointments with an end date. Appointments without an end date will require my signature.

Please implement processes within your Division to enact these signature requirements. Travel, operating expense and equipment purchases exceeding the above limit, and temporary appointment documents without the appropriate signatures will be returned to the initiator.

Your continued cooperation and support as we work to address these difficult challenges is deeply appreciated.

cc: Nancy Havens, Associate Vice President, Financial Services
Ted Wendt, Associate Vice President, Faculty Affairs
Mary Kobayashi Lee, Director, Human Resources
Clyta Polhemus, Director, University Business Services