

Dear Colleagues,

As outlined in the first 2025–2026 Budget Planning Memo, **we are implementing a series of cost-reduction strategies** this year to ensure we remain within our allocated budget. **These proactive measures are intended to help us avoid reductions in force (RIFs) for permanent employees.** All measures listed below are effective immediately and until further notice.

We encourage you to review the full memo for further details, including how the College will prioritize resources this year. Budget managers should be aware that funds saved from the methods listed below will not be available for the unit to spend in other ways.

A future communication will come from the Budget Office to help those budget managers who may need additional assistance in managing/tracking these reductions (below).

*Please note that the following does NOT apply to S&A Fees or contract-funded programs.*

## **COLLEGE TRAVEL FREEZE POLICY**

In alignment with institutional efforts to reduce expenditures, the College is implementing a **campus-wide travel freeze**, with some exceptions which are explained below. To ensure compliance with the travel freeze, all travel must be pre-approved by the appropriate Executive Team member and their approval document (email, etc) uploaded along with other travel documentation, e.g. agenda, lodging estimates, etc., in the ctcLink Travel Authorization form.

This restriction is effective immediately and will remain in place until further notice, mirroring similar measures enacted by Washington State agencies, which have been directed to freeze most non-essential travel as part of a broader initiative to address the multi-billion-dollar WA State budget shortfall.

### **Virtual Alternatives – Required**

When available, **Zoom or other virtual meeting platforms must be used** in place of in-person travel. This includes conferences and professional development.

### **Travel for Essential Business**

Travel for essential business will only be authorized when a virtual option is not available and attendance at the off-campus activity is for:

- Accreditation-related activities
- Compliance or regulatory obligations
- Critical institutional meetings, partnership engagement or grant requirements
- As required for Institutional Board memberships related to critical operational needs

## **Travel for Professional Development**

Our focus for professional development will shift to local opportunities.

- Units are encouraged to identify or create new local training and development events.
- Hosting guest speakers or trainers on campus is encouraged as a cost-effective alternative to professional development that requires air travel and hotels.

**NOTE:** Travel for professional development funded out of the Classified Staff Professional Development Committee, or from the Professional Growth funds available to faculty as outlined by their CBA remain available for employee use.

## **Travel Locally**

- Local travel by personal or College vehicle is permitted, provided it does not require overnight accommodation.
- Mileage reimbursement will remain available in effect for approved local travel.

## **REDUCTION TO OVERTIME**

**As a regular practice, all supervisors should review staff schedules to ensure adequate coverage across College business hours and that unit or position needs are met without the use of overtime.** Moving forward, ET members will be reviewing overtime costs within their unit on a quarterly basis. One-time instances of overtime may be considered for authorization by the area ET member when the following conditions are met:

- The specific date/hours of overtime requested are approved in advance of the time worked.
- The overtime was required to meet time-sensitive or legal compliance requirements.

**NOTE:** Overtime worked by staff supported evening or weekend rentals funded by the renter may continue as needed.

## **REDUCTION TO OUTSIDE CONSULTANTS**

All current outside consultant contracts require the President's approval to continue. Unit administrators should coordinate any requests to continue through their ET members for Presidential review.

The use of new external consultants is **strongly discouraged** and will be considered for short-term approval on an exception-only basis. Requests for the use of an outside consultant may be considered for authorization under the following circumstances:

- The skillset or work to be provided by the consultant is needed for a time-sensitive or legal requirement.

- The skillset or work to be provided by the consultant is not available within current employees.

## **REDUCTION TO TEMPORARY ADDITIONAL DUTIES**

Temporary additional or higher-level duties for administrative/exempt and classified staff beyond the scope of the employee's primary position are paused until further notice unless authorized for time-sensitive or legal/contractual requirements. Request to maintain or assign additional duties may be considered for authorization by the area ET member under the following circumstances:

- Authorization for temporary additional duties is obtained in advance of the work being completed.
- The work is needed to fulfill a time-sensitive requirement which directly supports student success.
- The assignment is essential to the college and reduces overall expenditures.

### **Non-CBA Faculty Assignments**

Faculty assignments outside of positions/roles specifically identified by the Collective Bargaining Agreement (CBA) should be minimized or discontinued unless they are essential for accreditation or legal compliance.

- All faculty assignments outside of positions/roles specifically identified in the CBA must be approved in advance of any work completed by the Vice President of Academic Affairs or the Vice President of Student Affairs, as appropriate.

This includes stipends, special projects, and overloads outside of contractual obligations. Please speak with the appropriate dean if you are concerned about any particular assignment.

## **ONGOING OVERSIGHT**

**The President, with Executive Team, will be reviewing all spending in these areas quarterly** to ensure adherence to these reductions for identification of further adjustments as needed.

We deeply appreciate your cooperation and leadership in implementing these measures. **These steps are essential to maintaining our commitment to students and preserving as many permanent positions as possible during this challenging fiscal period.**

If you have questions or need clarification, please contact your supervisor or the appropriate representative of the Executive Team.

Thank you for your continued dedication to our College community.

Best,

Jack