



April 14, 2020

**MEMORANDUM**

**TO:** Community College Chancellors and Associate Vice Presidents

**FROM:** Erika Lacro 

**SUBJECT:** UH SYSTEM FREEZE

Aloha Chancellors and Associate Vice Presidents,

As you know, the coronavirus pandemic has created great social and fiscal challenges for our State and University System. I would like to thank you all for your leadership in this time of great uncertainty and difficulty as we work towards having our students complete this academic year and plan fiscally and academically for the next year.

You have all read President Lassner's updated freeze memo dated April 9, 2020. In that memo, he rescinded his March 24, 2020 memo and replaced it with more comprehensive measures. The freeze is an effort to allow the University to end this year with cash reserves to carry us into next fiscal year and to avoid long-term commitments of resources. While the economic impact on our State and University is not yet known, the loss of tax revenues may greatly impact our community colleges.

An overview of the areas impacted by the freeze are as follows and exceptions to these measures may only be approved by the President at the recommendation of the Vice President for Community Colleges.

1. A freeze on all new UH hires into regular (permanent or temporary) positions using non-extramural funds. This includes UH General Funds (GF), Tuition and Fee Special Funds (TFSF), Research and Training Revolving Funds (RTRF) and other special and revolving funds. Graduate Assistants are exempt from this freeze but must be part of hiring plans approved by a UH Officer. Also exempt are new hires to whom a formal offer was extended and formally accepted in writing on or before the initial freeze on March 24, 2020.
2. Postponement throughout the current and next fiscal year of all faculty Special Salary Adjustments (SSAs) and staff Special Compensation Adjustments (SCAs).

3. A freeze on all out-of-state travel with GF or TFSF funds. This remains in place even after travel restrictions associated with the COVID-19 crisis may be lifted.
4. A freeze on all equipment purchases over \$25,000 and all vehicle purchases with non-extramural funds.
5. A freeze on all new service contracts over \$100,000 with non-extramural funds. Contract renewals are not frozen but should be carefully scrutinized to determine if they are absolutely necessary at this time.

Chancellors may make recommendations to me for exceptions to any categories covered under the freeze; however, know that these will be reviewed with extreme scrutiny. I will then work with the President for possible approval.

In addition to the personnel related items listed in #1, I am also freezing the renewal of all temporary and casual hire appointments without my authorization.

While we know the State will be receiving stimulus funding, we do not yet know the timeline, the specific amounts, and designated purposes for which the funding may be used.

Even though the implementation of a freeze is unfortunate, it is the only way we can be best prepared for the fiscal implications. It is expected as we emerge from the COVID-19 crisis, the community colleges will play a very strong and vital role in preparing our workforce to emerge and support our State.

I truly thank you for the unprecedented work and leadership you are all providing to your campuses during this time. May you and your families all remain healthy and safe. Remember, we are all in this together.