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DATE: January 28, 2015  
TO: UW System Administration Employees  
FROM: Ray Cross   
RE: UW System Administration – Immediate Cost Containment Measures

As I shared with you yesterday, the UW System has received notice of a proposed budget reduction for the 2015-2017 biennium. Since the proposed reduction would be instituted as of July 1, 2105, there are steps we must take in this fiscal year in order to effectively manage the funding reduction that has been recommended.

At UW System Administration, we will have to manage our fair share of the proposed budget reductions, similar to our colleagues at every UW System institution throughout the state. Therefore, we are immediately putting the following cost containment measures in place for all units in UW System Administration:

1. A moratorium on the hiring of non-essential, GPR-funded positions.
2. A moratorium on out-of-state travel.
3. A moratorium on any salary adjustments or promotions as provided for under *Wis. Stat. § 36.09 (1)(j)*.

These moratoria will be in effect until further notice and any exceptions must be approved by myself or David Miller, Senior Vice President for Administration and Fiscal Affairs.

I sincerely appreciate your contribution to these efforts.

CC: Chancellors