

## MENDOZA SPENDING GUIDANCE IN RESPONSE TO COVID-19 PANDEMIC

### STAFF VERSION

Last updated: May 4, 2020

On April 1, [Notre Dame EVP Shannon Cullinan](#) advised University faculty and staff about cost-cutting measures necessary to meet the challenges of the coronavirus pandemic.

During this time of disruption, our priorities continue to be:

- 1) Providing for the safety and health of all of our students – undergraduate and graduate.
- 2) Attending to the health and well-being of all of our workforce.
- 3) Continuing the University's central work of teaching and research.

Following are the guidelines for a number of University budget directives and their impact on Mendoza staffing, initiatives and operations.

*Note: This document is intended for internal guidance only for those at Mendoza who manage budgets and annual planning. The specific items included are subject to change.*

### OVERVIEW

- The extraordinary circumstances of the COVID-19 pandemic have put enormous pressure on every revenue stream available to Notre Dame, while at the same time introducing significant new expenses. We have all been asked to reduce expenditures under our control to the fullest extent possible, while maintaining the priorities outlined above.
- For the sake of contingency planning, the University has asked the College to prepare for a reduction in our expenditures of 5% of our funding from unrestricted funds in FY2020-21 (where unrestricted funds provide for less than half of our overall budget). The dean is working with College leadership to identify areas that can be reduced, with the intention of preserving current staff positions as a top priority.
- Per University mandates, any items considered non-essential to our core functions of teaching and research will not be reimbursed; therefore, departments should not undertake those expenditures. Some specific instances of nonessential costs are listed below.
- As always, all financial transactions should have a clear business purpose; i.e., the business purpose should answer who, what, when, where and why the transaction is necessary for achieving the College's top priorities (see above).
- Unit directors will decide which expenditures are essential to operations in their respective programs. Any requests for exceptions will be submitted by the director to the dean to be considered on a case-by-case basis, with additional input from the associate deans, academic department chairs, Doug Franson and/or Kara Palmer as necessary.

## GENERAL OPERATIONS

- Hiring of all non-contractual obligations, for example, outside vendors, creative partners, third-party agencies and Add-Pays (additional pay for services of current Notre Dame faculty or staff) should be postponed. This includes designers, printers, proofreaders/copy editors, promotional items vendors and consultants.
- The Campus Workstation Program, which replaces staff computers on a rotational annual basis, will be suspended until further notice. Any technology-related needs should be submitted to your director.
- Subscriptions for services and products not directly related to teaching and research should be canceled.
- Departments should tentatively plan and budget for normal operations for FY2020-21, but all plans will be dependent on future directives from the University, and detailed quarterly forecast updates are required.

## STAFFING

- Staff hiring is frozen until further notice. This includes staff transfers from other ND departments.
- Temporary employees are not to be hired until further notice. Any exceptions should be forwarded to Kara Palmer for review and approval by the dean.
- For the 2019-20 academic year, staff awards can be announced as per usual, but cash prizes attached to the awards will be deferred until the current budgetary situation has changed.
- Student workers who were working and being paid before spring break may continue to work and continue to be paid through the end of May. No new student workers may be hired. Student workers may not be paid after May 31 without authorization from the Dean's Office via Kara.
- Non-essential overtime should be avoided. Non-exempt staff must be appropriately working no more than 40 hours a week to ensure this requirement is met. If there are extenuating circumstances, these should be discussed with Kara.
- There will be no merit raises nor increases in salaries related to promotions for staff or faculty. However, staff members should complete the performance review process via Endeavor as scheduled to allow leadership to fully incorporate everyone's performance when the budgetary situation changes in the future and we can again provide merit raises. Also, coaching and feedback conversations between a manager and a direct report are critical to supporting continued individual growth and development.

## TRAVEL/ENTERTAINMENT

Travel using University funds must meet two conditions:

1. It must be deemed to be safe according to University guidelines.
2. It must be deemed as essential.

Any reimbursement request during these periods must be:

- Pre-approved by the Unit director before arrangements are made.
- All travel not related to admissions, research and teaching is considered non-essential and will not be reimbursed. If a staff member wishes to make the case

for an exception, the individual should bring the request to their unit director who will consult with Kara Palmer in the Dean's Office. Kara, in turn, will seek approval from the dean and the business manager, Doug Franson.

- Food service related to faculty, staff, student or alumni events are not approved and will not be reimbursed for the remainder of FY2019-20.
- Until June 30, 2020, no new conferences, events involving visiting speakers, or other events involving travel should be scheduled. Plans can be made for conferences and events involving travel after July 1, but they should be flexible as the University provides further budget directives.

## **FACILITIES**

The following Mendoza project is approved to be completed in FY2020-21:

- The renovation of Suite 321 (the former Mendoza IT suite) into offices for faculty.

The following Mendoza projects are not yet approved, but are pending approval to be completed in FY2020-21:

- The Stayer MSBA computer classroom in B003, which is a critical resource for the additional MSBA cohort we plan to bring in in fall 2020.
- The Mendoza coding computer classroom in L062, which will provide the additional computer access to accommodate the new undergraduate coding course requirement.

Any additional renovation project requests will be determined as “essential” or “non-essential” on a case by case basis. If you have any questions about ongoing or future renovations, please contact [Mendoza.fixit@nd.edu](mailto:Mendoza.fixit@nd.edu).

## **SUMMARY**

While this set of guidelines attempts to provide detail regarding certain types of expenses, your cooperation is needed with respect to a wide array of expenses. Please help us by scrutinizing each expense with the questions, “Can this expense be deferred? Or avoided?” Some work that is important will necessarily and regrettably be deferred. Other expenses may be avoided altogether. Your help in this is much appreciated.

## **FOR MORE INFORMATION**

[Doug Franson](#), director of finance and facilities, serves as the primary contact for budget related questions. Questions, requests or concerns should be sent to Doug and the finance team via [Mendoza.Finance@nd.edu](mailto:Mendoza.Finance@nd.edu).