



SAINT MARY'S
COLLEGE OF CALIFORNIA

To: SMC Faculty and Staff

cc: Board of Trustees and De La Salle Christian Brothers

From: Charlie Faas, Senior Vice President for Finance and Administration and CFO

Date: June 17, 2025

Subject: **Important Update on FY 2025-26 Budget Planning and Spending Controls**

Dear Faculty and Staff,

As we continue to develop our budget for fiscal year 2025-26, the Finance Division is working closely with campus leadership to finalize the College's budget priorities, and identify areas where we can reduce overall spending to align with our current funding sources. Saint Mary's, like many institutions, continues to face financial headwinds that call us to act with foresight, prudence and responsibility, always grounded in our mission.

In this spirit, and with a deep sense of care for each other and the College, we will be continuing a pause on hiring and restricting travel. These are challenging but necessary steps to address the current budget shortfall, and support the long-term financial health of Saint Mary's.

Hiring and Related Procedural Changes

Effective immediately and until further notice, the following requests will **require an approved exception form signed by the President** prior to proceeding, *priority will be given to the following requests:*

- Recruitment and hiring (including temporary or consultant hires)

All other requests will be considered as secondary requests and may require additional processing time:

- In-grade adjustments, equity increases, or reclassifications
- Promotions and stipends
- Departmental organizational structure changes
- Position description studies or modifications



Unless otherwise under contract or restricted funds, follow the current process

To support this change, department process liaisons will be contacted to join an informational session hosted by the Office of Human Resources. This session will outline the new process, required documentation, and submission protocols.

If you have any additional questions about the exception process, please speak with your supervisor/manager and/or Dean.

Travel

Travel that directly supports **student recruitment, advancement/fundraising efforts, and student experiences** (e.g. performances, athletics, course-related trips) **does not require additional approval outlined in this memo. Please continue to use the process in place in your respective units.**

All other travel requests must be submitted for **prior approval** to the **appropriate Senior Vice President or Vice President** of the division.

To access the complete information on the topics below, please visit the [HR webpage](#)

- **Guidelines and FAQ's**
- **Exception Request Form**
- **Campus Announcement**