



Office of the Chancellor
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January 20, 2022

Dear Members of the Campus Community,

Today's communication focuses on initial steps to reduce expenditures and improve our overall cash position. These steps include a position management process and a campus survey to identify immediate and longer term opportunities for cost savings.

We are implementing a position management process effective immediately. Faculty and staff positions that are vacant or become vacant may remain in an unfilled status indefinitely or may be eliminated. Justification to hire must be based on factors related to health, safety, or revenue and will require vice chancellor and chancellor approval.

The position management process applies to full and part-time new positions, vacant positions, positions that become vacant, promotions, reclassifications, and market adjustments. Please read the Position Management Process Frequently Asked Questions (FAQ) document and access related resources at <https://www.hsu.edu/futureofhenderson>.

I want to thank all of you who have already submitted suggestions for how to reduce expenditures. We will not add to our payroll expenses, and we must slow spending. I invite you to share additional suggestions through the Rapid Response Team Cost Savings Survey at <https://forms.office.com/r/TtbqREaWBB>.

Our goal is to improve our financial position, meaning that we have enough cash for debt service payments and to make payroll through the summer. This will require us to make permanent cuts sooner rather than later, and I anticipate decisions by early spring. We are currently doing additional analysis to prepare a dashboard to quantify savings in the coming weeks and actively working as hard as we can to forestall cuts to salaries or furloughs. However, we must find a financial floor from which we can operate and be sustainable. I appreciate your willingness to actively look for solutions and your patience through this process.

Joining you in service,

Chuck Ambrose
Chancellor