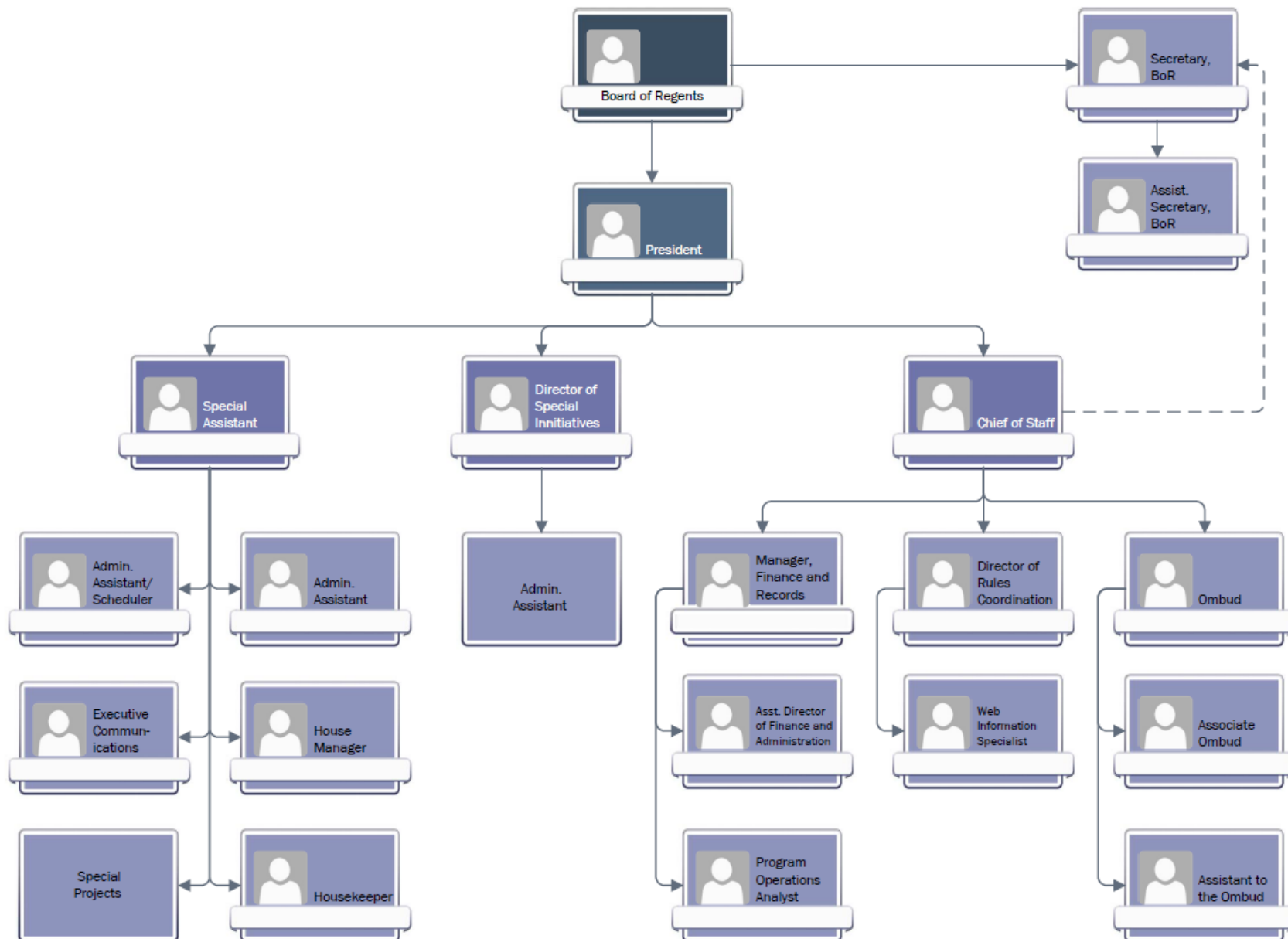


Administrative Unit Name: **Office of the President**

1. One goal of the budget development process for administrative units this year is to provide greater understanding of the connection between resource use and the primary, or core function by each part of the administrative structure. To begin, please paste a copy of your organization chart here. Please provide a chart that reflects the diversity of the organization and will serve as a sensible platform to complete the next question.

Because administrative units have a month and a half to complete this work, unit leadership should use their discretion in providing a level of detail that prompts a rich conversation, but is not overly burdensome.

See next page.



2. In order to provide a snapshot of current activities, the distribution of resources across various functions and how much these activities contribute to the University's mission, please provide information about the functional areas, or departments, of your organization.

At a level of granularity that reflects your organization's chart or if no chart exists, the functional areas of your organization, **please provide the following information for each functional area via the "FY15 Expenditures Worksheet" tab of the "Worksheets and Reference Materials – Administrative" Excel workbook**, available here: [https://opb.washington.edu/sites/default/files/opb/Budget/Worksheets and Reference Materials Administrative.xlsx](https://opb.washington.edu/sites/default/files/opb/Budget/Worksheets_and_Reference_Materials_Administrative.xlsx).

- a) A description *not to exceed 200 words* of how each functional area contributes to the University's research, service and teaching missions and what risks the University would face if this work were no longer funded¹; and,
- b) Planned expenditures, by functional area, showing how your unit intends to spend *permanent ABB funds*, as well as (if applicable to your unit) funds derived from self-sustaining efforts, grants and contracts, and philanthropy, and other funds during FY15.

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY15, etc.

Please see the example "Admin Template - Planning & Budgeting Draft" posted at the FY16 Budget Development web page: <http://opb.washington.edu/content/fy16-budget-development>.

See attached worksheet.

¹ Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development> for more information about the University's Sustainable Academic Business Plan goals and top institutional risks.

3. In less than 200 words, please describe how you envision adapting your unit and its organization to meet changing institutional needs in the coming fiscal year. Please integrate self-sustaining, grant & contract, and philanthropic sources of funding (if applicable to your unit) and describe how these sources are marshalled to subsidize your activities.
-

The OOP does not anticipate any additional changes to our office structure over the coming fiscal year. Over the last two years, the OOP has added and adjusted its staffing model to arrive at the current configuration. With this new configuration, our office is able to meet the President's needs for the office and the residence, and support his goals for the University.

4. In one paragraph or less, please assess the functional and financial health of your unit since FY09 (e.g. deficits, workforce capacity, declining grants or gifts).
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Since FY09, like the rest of the University, the OOP's biennial budget has decreased. The OOP has evaluated its processes, with sustainability in mind, and has embraced the President's mandate to examine our processes, adjust them where necessary, and become a leaner more green office. Financially, the OOP is provided with adequate funds for operation of the office.

5. In the event that neither state funds nor additional Provost Reinvestment is available for compensation increases, how might your unit cover salary increases for positions budgeted in GOF and DOF budgets? Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development>.
-

Any increases in the President's salary are determined by the Board of Regents. For other OOP staff, we would anticipate foregoing salary increases if neither state funds nor additional Provost Reinvestment funds are available.

6. This summer, the UW has been the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. This audit has revealed the importance of monitoring expenditures against budgets on a biennial basis, ensuring that colleges, schools and administrative units have plans to spend fund balance in a reasonable and mission-driven manner and that these plans are acted upon. As such, we are piloting a new administrative carryover policy for the FY16 budget process, though we will employ draft carryover data in executing this pilot.

In completing this work, please do the following, using the **“Carryover Worksheet – Detail” tab of the “Worksheets and Reference Materials – Administrative” Excel workbook**, which is provided at the following web page:

https://opb.washington.edu/sites/default/files/opb/Budget/Worksheets_and_Reference_Materials_Administrative.xlsx.

1. **Units may reserve up to 10 percent of their permanent ABB base (GOF and DOF ONLY).** Units may hold up to 10 percent of their permanent base as an emergency reserve. This reserve will be calculated annually and derived from the previous June/July’s ABB base budget information to units. These figures are provided on the last two tabs of the **“Worksheets and Reference Materials – Administrative” Excel workbook**.
 2. **Set-aside “central” commitments from the reserve.** For this purpose, central commitments are defined as those allocated or approved by President, Provost, and/or OPB on behalf of the Provost which have not been fully expended. A list of these commitments is available from OPB in the event your unit should need assistance. The list would come from OPB’s commitments database. If additional commitments are not reflected in OPB’s database please send the information to Amy Floit in OPB.
 3. **Explain any remaining temporary carryover balance by providing a list of intended use(s)/purpose(s) (i.e. a spending plan).** These would be differentiated according to intended use along the following lines:
 - a. Permanent expenditures funded with temporary funds;
 - b. Possible multi-year commitments; and,
 - c. Immediate, current year use.
-

The Office of the President has no carryover funding.

7. Though we believe that few, if any, state funds will be available and that any new Provost Funds may be dispatched for mitigating cuts or providing salary increases, please indicate what **Provost Reinvestment Funds are being requested**. Requests for funds should be identified by a unique title, accompanied by the amount requested, the year funding is requested, whether the request is for permanent or temporary funds, the number of years funding is needed in the case of a temporary request and a brief description, not to exceed 500 words. **Successful requests will make meaningful contributions to institutional strategic plans, drive student support and student service missions, and correlate directly to the long-term financial health of the University or its efforts to mitigate institutional risk.**²

Importantly, requests for new funding will be considered alongside carryover spending plans. Administrative units with growing temporary fund balances will be asked to explain why new funding is needed to support mission-critical program enhancements.

Title	Funding	FY	P/T	Years Needed (If Temp)	DOF Requested (Y/N)
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Brief description, not to exceed 500 words, highlighting the alignment of the request to strategic plans and/or the mitigation of institutional risk.

Office of the Ombud	\$70,000	FY16	P		N
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This amount will provide permanent funding for the Assistant Ombud position \$53,275 plus \$14, 757 for benefits (\$68,032) plus mileage reimbursement for travel to Tacoma and Bothell campuses. The creation of the temporary Assistant Ombud position has allowed the office to provide regular services beyond the Seattle campus. Funding this position permanently will allow the office to establish a weekly presence at the Tacoma and Bothell campuses. The office will be able to enhance their website and develop an outreach campaign to expand awareness of their services throughout the University. Additionally, this funding will allow the Ombud to prepare and provide trainings for departments interested in proactively addressing conflict, thereby reducing institutional risk.

Office of Rules Coordination	\$5,500	FY16	P		N
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During the past year, various ORC web components were compromised due to age. The office needed an emergency response in order to maintain a functioning search engine and continue to integrate the UW Policy Directory with the UW's central administrative web functions. Without ongoing funds for timely upgrades they are close to losing the capability to host the UW institution-wide policies and rules. Additionally, there is no funding to modify the website to function across desktop, laptop, tablet, and mobile platforms. ORC is requesting \$2000 in additional annual operating funds and \$3,500 for website and office function improvements for a total permanent funding increase of \$5,500. ORC is required by law to provide access to the policies and rules to the public and the University Community, the failure of this website could allow litigation to occur.

² Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development> for more information about the University's Sustainable Academic Business Plan goals and top institutional risks.

FY15 Administrative Expenditures by Functional Area

At a level of granularity that reflects your organization's chart or, if no chart exists, the functional areas of your organization, please provide the following information for each functional area using the template(s) below:

- a) A description not to exceed 200 words of how each functional area contributes to the University's research, service and teaching missions and what risks the University would face if this work were no longer funded[1].
- b) Planned expenditures, by functional area, of how your unit intends to spend permanent ABB funds, as well as (if applicable to your unit) funds derived from self-sustaining efforts, grants and contracts, and philanthropy, and other funds during FY15.

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY15, etc. Please see the example "Admin Template - Planning & Budgeting Draft," which is provided at:

<http://opb.washington.edu/content/fy16-budget-development>

[1] Please refer to the webpage above for more information about the Sustainable Academic Business Plan goals and top institutional risks

Name of area: Office of the President (OOP)			
<p><i>The President is the University's top executive officer, and OOP supports the President's work. In addition to the President, OOP is composed of eleven staff who manage the daily operations of the office, manage and maintain the Presidential residence, and provide the support necessary to further the initiatives and goals of the University and the President. Under OOP's budget authority are the Board of Regents, the Office of the Ombud, and the Rules Coordination Office. The President's salary is included in the salaries/benefits totals below, which inflates the per employee average.</i></p>			
Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	12.00	\$ 3,583,613	\$ 223,748
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)	1.00	\$ 95,775	
Total	13.00	\$ 3,679,388	\$ 223,748

BT = Budget Type

Name of area: Office of the Board of Regents (BOR)			
<p><i>The Board of Regents is the University's governing body whose broad responsibilities are to supervise, coordinate, manage and regulate the University, as provided by state statute, including determining the University's mission and strategic direction, overseeing financial resources and other assets, selecting and evaluating the University President, and establishing institutional policies and procedures. The President directs and manages the University under authority delegated to him by the Regents.</i></p>			
Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	2.00	\$ 436,127	\$ 208,010
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	2.00	\$ 436,127	\$ 208,010

BT = Budget Type

Name of area: Rules Coordination Office (RCO)

The Rules Coordination Office manages the University's rule-making process in accordance with State and University rules and regulations. The office maintains the University's rule-making docket, holds public hearings, produces the required legal notices for the press, and publishes the WAC chapters in the UW Policy Directory. RCO also coordinates the University's policy codification, required reviews and approvals, and publication of the Administrative Policy Statements, the BOR governance documents, Presidential Orders, the Faculty Code and governance documents, and the Student governance documents and policies. The office assists in the development, review, and maintenance of these orders and policies for the University, and serves as a consultant to the University's administrative departments for documentation of University-wide policies and rules.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	2.00	\$ 363,930	\$ 10,876
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	2.00	\$ 363,930	\$ 10,876

BT = Budget Type

Name of area: Office of the Ombud (Ombud)

The Office of the Ombud provides confidential assistance to students, staff, and faculty members who are struggling with a conflict or difficult situation in connection with their University-related activities. Through their work with the three academic and two medical campuses, the Ombud is responsive to the more than 100,000 members of the University community. Over the past twelve months, the Ombud has worked on 445 separate matters. While it is difficult to quantify the exact financial benefit to the University, these cases routinely involve high-profile individuals, and positive resolution reduces legal actions, burdensome internal administrative processes, and negative publicity, while improving the productivity of the affected individual and their colleagues.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	3.00	\$ 440,989	\$ 9,641
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	3.00	\$ 440,989	\$ 9,641

BT = Budget Type

Administrative Unit Carryover Usage Plan SUMMARY

This table will self-populate via the "Carryover Worksheet - Detail" tab

Administrative Unit Name:	Office of the President
Estimate of Carryover Balance at "Close" of FY14:	None

Usage Category	Amount	%
Unit's Reserve	0	n/a
Central Commitments	0	n/a
Permanent Costs & Other Projects	0	n/a
Total	0	n/a