

Administrative Unit Name: Office of the President

Please complete this Word document and the accompanying [Excel workbook](#), and submit them to the Office of Planning & Budgeting on or before **Friday, November 20**. Please email your materials to [Becka Johnson Poppe](#).

1. In spring 2015, Provost Baldasty initiated the Transforming Administration Program (TAP), which encompasses all central administrative units and focuses on fulfilling the need for greater collaboration, clear priorities, increased accountabilities, and elimination of unnecessary bureaucracy and redundancies.

Within a **500 word bulleted list**, please answer both of the following questions:

- **List 3-5 things your unit is doing to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service. Please be specific.**
 - **In what ways (if any) could your unit leverage activities of other central administrative units to increase efficiency within your unit and/or to streamline activities across the UW? Are there areas of overlap between your unit and another that prompt closer collaboration?**
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- *Examination of President/Provost offices administrative structure. An organizational audit of the Office of the President and Office of the Provost is being performed with an eye towards combining the two offices at the administrative level so as to increase collaboration, resiliency, efficiency, capacity, and effectiveness.*
- *Reorganization of President/Provost PARF process. The President/Provost attendance request form (PARF) process has been streamlined and simplified. Formerly, there were two websites and two sets of forms to be completed, one for the President and one for the Provost. Those have been effectively combined into one form directed to a single person who then shepherds the process to make sure all materials needed are provided by the requestor. Master templates have been created for guest lists and briefings that are needed by the President or Provost before the event (i.e., program, invitation, directions). A talking points template is being developed.*
- *Management of Board of Regents agendas. Board of Regents agendas and meeting requests, with any accompanying materials, are now centrally vetted by the President's Director of Strategic Initiatives to confirm alignment with the expectations of the Board of Regents, the President, and the Provost before the materials are submitted to the Secretary of the Board of Regents to be included in the monthly Regent's notebook. This has streamlined the process of developing each month's Board of Regents agenda while ensuring that all materials are complete and properly formatted.*

2. In 200 words or fewer, please **identify plans to adapt functions and services to support changing institutional needs in FY17.**

- *Records management.* The Office of the President is reviewing how it manages its records. Over the last year the paper files have been reviewed, consolidated, and, where appropriate, moved to University Archives or the University Records Center. A file management database has been created to allow anyone in the office to search easily for information. The task force is now reviewing email retention and creating guidelines for the office on what must be saved for compliance with our Records Retention Policy, what should be saved for historical interest, and what should be saved to inform the smooth running of the office. Working with the Records Management Services Office and University Archivist, a process will be defined to manage the varied records generated by the office.

3. **Please identify any significant obstacle(s) or challenge(s)** that your unit faces other than resource constraints. **Please plan to discuss these with the Provost.** If applicable, please summarize any operational risks that, from your perspective, the UW must work to mitigate over time.

With respect to records management, changing peoples' mindset about what must be saved, what can be saved, and what can be deleted – especially regarding email and electronic records.

Translating what works in the Office of the President to other offices on campus.

Determining what will have historical significance in the future, what will tell a complete story of the University's accomplishments in the 2000's to future generations. Electronic records make it much more difficult to save records in a way that keeps them accessible in the future.

University Archives does not have the capabilities to accept electronic records. Funds should be found to facilitate this process or a huge part of the University's history may be lost.

4. Though the Provost will soon be laying out requirements for FY17 merit increases, administrative units should begin to plan for a merit allocation equivalent to 90-95 percent of GOF/DOF merit pool. In other words, units should plan to receive less funding than may be necessary for a full merit increase, on average, for all GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy funds for merit increases in FY17.**
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We will use whatever funds we are given and distribute them in a fair way to recognize the contributions made by the staff in our unit. If funds are reduced, merit increases will be reduced based on the pool we are given.

5. As you may recall, in the summer of 2014, the UW was the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. The audit reinforced 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 ask that you update the carryover usage plan you submitted as part of last year's budget development process.** To do so, please **fill out the "Carryover Worksheet - Detail" tab** of the "FY17 Administrative Budget Worksheets & References" [Excel workbook](#) using:

- **The carryover plan you submitted last year, as a starting point, modified as needed.** If you need a copy of the plan you submitted last year, please email [Amy Floit](#) or [Becka Johnson Poppe](#).
- **New reserve figures**, as provided in the "Reserve Figures" tab of the aforementioned spreadsheet.
- **New carryover totals**, as provided in the "Carryover into FY16" tab of the aforementioned spreadsheet.

In the space below, please describe and explain any major change(s) to your carryover usage plan.

The Office of the President does not receive carryover funds.

6. The Provost will be making the decision to deploy *permanent* Provost Reinvestment Funds **primarily, if not exclusively, to cover for compensation increases. The only possible exceptions for permanent funds will be for critical compliance issues.** However, requests for temporary funds will only be entertained in areas of high institutional priority and in consultation with faculty, staff and students.

If you have a Provost Reinvestment Fund request that fits within these strict parameters, please describe it using the framework below.

Title	Funding	FY	P/T	Years Needed (If Temp)
Rules Coordination Funding	\$5,400	FY17	P	

The operating budget for the Rules Coordination Office (RCO) has shrunk from \$6,782 to \$4,688 annually in seven years' time. This budget no longer provides the basics: phones; computer hardware, software, connectivity; and office supplies. Last year the President's Office supplied an additional \$1,500 to meet basic operating costs.

Moreover, since 2010 when the online [UW Policy Directory](#) was launched, there has been **no funding** to maintain, upgrade, or improve this website. The Policy Directory is the principal means by which Regents bylaws and policies, Presidential executive and administrative orders, the Faculty Code, administrative policy statements, and other vital UW rules and policies are made available to the UW community and the public.

The current UW Policy Directory website lacks a content management system, needs a more robust search engine, needs a responsive design makeover for mobile applications, but one that retains very specific formatting required by UW rules and policies (such as formatting for the Washington Administrative Code, the *Faculty Code and Governance*, the Board of Regent's Bylaws, and the UW Organization Chart and Leadership List as well as standard policies with tables, varying levels of indentation, an extensive number of links, and a print option).

Without routine maintenance or improvements to functionalities, this website is now deteriorating significantly. Last year the search engine software failed due to age. Additionally, the RCO should upgrade to mobile functionality, and provide better workflow software to reduce inefficiencies affecting the UW's executive leadership in the development, review, and approval of policy.

As RCO Director I recommend increasing permanent operating funds by \$5,400 to \$10,088 annually: \$6,500 to maintain basic office functions, and \$3,588 to regularly maintain and upgrade the UW Policy Directory website.

Rules Coordination Office Biennial Funding and Operating Expenses for 2013-2015

Services (object code 03)	\$6,000 biennially	\$3,000 annually
• Nebula Computer Services/IT Technology Fees	\$4,344	\$2,172
• Web Services (Creative Communications)	\$1,710	\$855
• Registration and Conference Fees	\$765	\$382
• Phone Equipment and Services	\$712	\$356
• Legal Notices for WAC Rules	\$260	\$130
• Professional Membership Fees	\$150	\$75
• Surplus/Trucking Fees	\$99	\$50

• Postage	\$12	\$6
• Printed Materials	\$9	\$5
Total Remaining	-\$2,061	-\$1,031

Materials and Supplies (object code 05)	\$3,376 biennially	\$1,688 annually
• Office Supplies	\$2,266	\$1,133
• Office Furnishings	\$53	\$26
Total Remaining	\$1,057	\$529

Grand Total	-\$1,004	-\$502
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Deficits noted above and travel costs (airfare, lodging, and per diem) for an annual conference for the Director of Rules Coordination are being covered by the Office of the President.