

## Provost Reinvestment Fund Requests - Autumn 2013

Unit/Campus
President

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Amount Requested	Fiscal Year	Permanent or Temporary?	# of Years Needed	Description
\$80,000.00	2014	Permanent		Repurpose two existing staff positions to move to a digital system for records management. President Young inherited a paper-based file management system, with official files stored in hard-copy and manually-indexed. This makes retrieval of files difficult, is not well suited to emails and pdfs, and relies too heavily on the personal knowledge of one longtime assistant. We also intend to become as paperless as possible, an institutional goal. An I-School graduate student intern recommended some steps to create a system that combines digital and scanned documents for storage and retrieval and integrates our records with the pending UW-EDMS project. We would: (1) Upgrade an existing administrative assistant position to (a) create a "front end" system to connect our electronic documents with EDMS; (b) prepare documentation to share our solution with other UW offices; (c) train and supervise a student worker to scan current files; (d) integrate and file management tools with other office systems; (e) provide maintenance and training on MSOffice suite and databases; (f) serve as resource for Provost staff AND (2) Downgrade an hourly staff position to a student assistant to do scanning and other support for the information specialist.
\$44,000	2014	Permanent		Our 2-person Office of Ombud has not grown since 1968, while the UW has grown larger and expanded to more campuses. By comparison, the UCLA Ombudsman has six employees. We would make permanent temporary funding adding a third employee to: (1) expand services to Tacoma and Bothell; (2) ensure we can answer calls and receive unscheduled visitors; (3) make overdue improvements to the office's website and outreach materials; and (4) provide group training in proactively addressing conflict. Overall this will enable the Ombud to continue improving and expanding the conflict resolutions services we provide.