

Administrative Unit Name: Compliance and Risk Services

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Friday, November 18**. Please email your materials to [Becka Johnson Poppe](#).

1. In the “**Planned Expenditures**” tab of the Excel workbook, please provide the following information for each functional area of your unit: ¹

- a) A description of how the functional area **contributes to the University’s missions** (research, service and teaching) and the risks the University would face if this work were no longer funded;² and
- b) Provide information regarding your unit’s **projected FTEs and planned expenditures for FY17 and FY18:** i)

Expenditure estimates should be broken down by:

- *Fund type:* permanent ABB funds (i.e. GOF and DOF, excluding carryover) and, if applicable, funds derived from self-sustaining efforts, grants and contracts, philanthropy, and other sources.
- *Expenditure type:* salaries and benefits, goods and services, contractual services, travel, and other. ii) 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 FY17, etc. Also, please explain the “other” category, if you put expenses into that column.

For guidance, please see the example posted at the [FY18 Budget Development webpage](#).

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¹ “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please note this in your materials and provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

² Please refer the following document for more information about the [University’s Sustainable Academic Business Plan \(SABP\) goals and top institutional risks](#).

2. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases. Despite these unknowns, planning for compensation increases has no doubt begun already. Units should plan to receive less funding than may be necessary to implement the full average merit increases for GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy existing resources, establish new revenue streams (if applicable), and/or pursue additional efficiencies to support merit increases in FY18. Please respond in 300 words or fewer.**
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Compliance & Risk Services (C&RS) has no GOF or DOF funded positions, and is entirely supported by Portage Bay Insurance.

Compliance & Risk Services operations are funded by administrative fees charged to our Portage Bay Insurance customers with their annual premiums. Due to increased staffing and costs due to rapidly expanding C&RS duties and responsibilities, Compliance & Risk Services plans to ask our Board of Directors to increase our operating budget and administrative fees for fiscal year 2018. This fee increase will be carefully planned and considered and will not be more than absolutely necessary to fund our operations, including salary merit increases, going forward.

3. 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, clearer priorities, increased accountability, and elimination of unnecessary bureaucracy and redundancies.

Please answer the following questions:

- What are 3-5 new things that your unit is doing this fiscal year to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service?
 - As suggested by the Culture of Service team, Compliance & Risk Services has adopted department wide uniform voicemail greetings, phone greetings and email signatures.
 - Compliance & Risk Services plans to participate in the TAP Culture of Service survey to receive feedback around our worker's compensation and equipment insurance programs.
 - Compliance & Risk Services has appointed an ambassador to the Culture of Service committee. We plan to fully participate in all efforts of the committee, including: soliciting feedback and creating plans to improve our service based on the feedback we receive.
- How can your unit collaborate with other units (academic and administrative units outside of your own) to be more effective and reduce costs? *Please respond in 200 words or fewer.*

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- Compliance & Risk Services has worked with various other programs to streamline the Title IX hearing process and reduce costs. We will continue to support the Title IX hearing process and look for ways to reduce associated costs.
 - Compliance & Risk Services' Structural Compliance program collaborates with a multitude of University programs and stakeholders to help the University to improve compliance practices, and therefore reduce costs of compliance violations.
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4. Please describe **your unit's emerging or changing personnel needs**—prompted by changes that either your unit or the institution is facing—**and what your unit will do to meet these needs without creating new FTE positions** (e.g. redeploying FTE among other functional areas). *Please respond in 300 words or fewer.*

At your unit's meeting with the Provost, **please be prepared to discuss your unit's succession planning activities.**

We expect to be fully staffed by the end of FY17. We have experienced a period of rapid growth with the introduction of the new Compliance Services department and the growth in responsibilities and request volume of the Title IX and UCIRO programs. We do not anticipate the need to create new positions going in to FY18.

5. **Please identify any significant obstacles or challenges** 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. *Please respond in 300 words or fewer.*
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Our unit, particularly Compliance Services, is very new and therefore navigating uncharted waters. Given the youth of our program, it is difficult to anticipate staffing and resource needs before they arise. However, we have recruited strong, dedicated staff members that will help us to effectively leverage our existing resources and successfully accomplish our mission.

The lack of a University-wide learning management system challenges our ability to influence the UWs compliance success.

6. Please **update the carryover usage plan you submitted as part of last year’s budget development process**. To do so, please complete the **“Updated Carryover Usage Plan” tab** of the Excel workbook. Please note:

- Your worksheet is pre-populated with the carryover usage plan you submitted last year, new estimated carryover totals, and new reserve figures.³
- Please provide updated numbers under "Updated Plan" (Columns H-K).
- If you have new line items, please add rows, as needed.
- For any major updates, please provide a brief description of the change (Column L).

Please note, although cost allocations for the HR/Payroll Modernization Program won’t be available until the new system goes live, units are encouraged to incorporate the original allocations (from the HR/Payroll Cost Allocation plan) into their carryover spending plans. For units that made prepayments, all funds have been held in reserve, and will be applied to your future cost allocations.

If you would like to describe any items from the worksheet in greater detail, please use the space below. **For additional guidance**, please see the example posted at the [FY18 Budget Development webpage](#).

If your unit has a **deficit** instead of a carryover, please confirm that you have an updated deficit mitigation plan in place with OPB. If you do not, please explain why.

Not applicable to Compliance & Risk Services.

7. For FY18, the Provost will be deploying *permanent* Provost Reinvestment Funds (PRF) primarily, if not exclusively, to cover compensation increases. Thus, **units are asked to limit PRF requests to temporary funding needed to address critical compliance and/or high institutional priority needs**.⁴

If your unit has a PRF request that fits within these strict parameters, please describe it in the **“PRF Request” tab** of the Excel workbook. Please also indicate what you are willing to commit as a match for PRF support.

Not applicable to Compliance & Risk Services.

³ As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium. ⁴ Please refer to the University’s [Sustainable Academic Business Plan](#) for more information about top institutional goals.

FY17 & FY18 Planned Expenditures - Administrative Units

Please use the fields below to provide information for **each functional area** of your unit. “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

For guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

BT = Budget Type OC = Object Code

Compliance and Risk Services (C&RS):

C&RS supports the UW's mission by:

- *providing structural support and coordination for institution-wide compliance efforts*
- *managing equipment insurance and study abroad insurance programs*
- *managing tort claims and lawsuits*
- *identifying and reducing risk across the University*
- *conducting investigations into discrimination, retaliation, Title IX, Disabilities Act and Safety of Minors matters*

Defunding C&RS would result in:

- *increased risk of lawsuits*
- *increased costs due to injury, property damage and negligence claims and litigation*
- *non-compliance with state and federal laws*
- *decreased safety for students, faculty, staff and minors visiting our campus*

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	28.3	\$3,404,563	\$349,000	\$100,000	\$28,000	\$0
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	28.3	\$3,404,563	\$349,000	\$100,000	\$28,000	\$0

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						

Self-Sustaining Funds (BT 10, 11)	28.3	\$3,962,277	\$310,000	\$103,000	\$29,000	\$0
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	28.3	\$3,962,277	\$310,000	\$103,000	\$29,000	\$0

FY17 Budget Assumptions

- Salary and benefit information assumes:
 - o Three vacant positions plus four new positions are expected to be hired in FY17.
 - o One position is expected to be reclassified in FY17.
 - o An executive position will return to CR&S starting December 1, 2016.
- Other budget categories assume:
 - o 17 employees have computers that are 5+ years old and will need to be replaced in FY17, resulting in a one-time cost of approximately \$50,000
 - o General operations costs will increase by 4.5% as we have four new staff members starting in FY17.
 - o Outside computer services fees will remain flat as vendor did not increase our contract rate.
 - o Title IX contractual service costs will increase approximately \$172,000 due to Title IX hearing adjudicator expenses.

FY18 Budget Assumptions

- Salary and benefit information assumes:
 - o C&RS is fully staffed at 28.3 FTE with no vacancies.
 - o Benefit costs will remain the same as they were in FY17.
 - o There will be a 4% salary merit increase across the board for Professional Staff in September 2017
 - o There will be a 2% salary increase in July 2017 for classified staff and current classified staff will receive appropriate step increases.
- All other budget categories assume a 3% increase in costs due to:
 - o Rising costs of doing business in the Seattle area.
 - o Additional FTE expenses, as C&RS had multiple vacancies in FY17.
 - o Title IX hearing and training costs will remain on the C&RS budget and will have an increase in activity over FY17.
- Since 17 computers will be replaced in FY17, technology costs will significantly decrease in FY18.