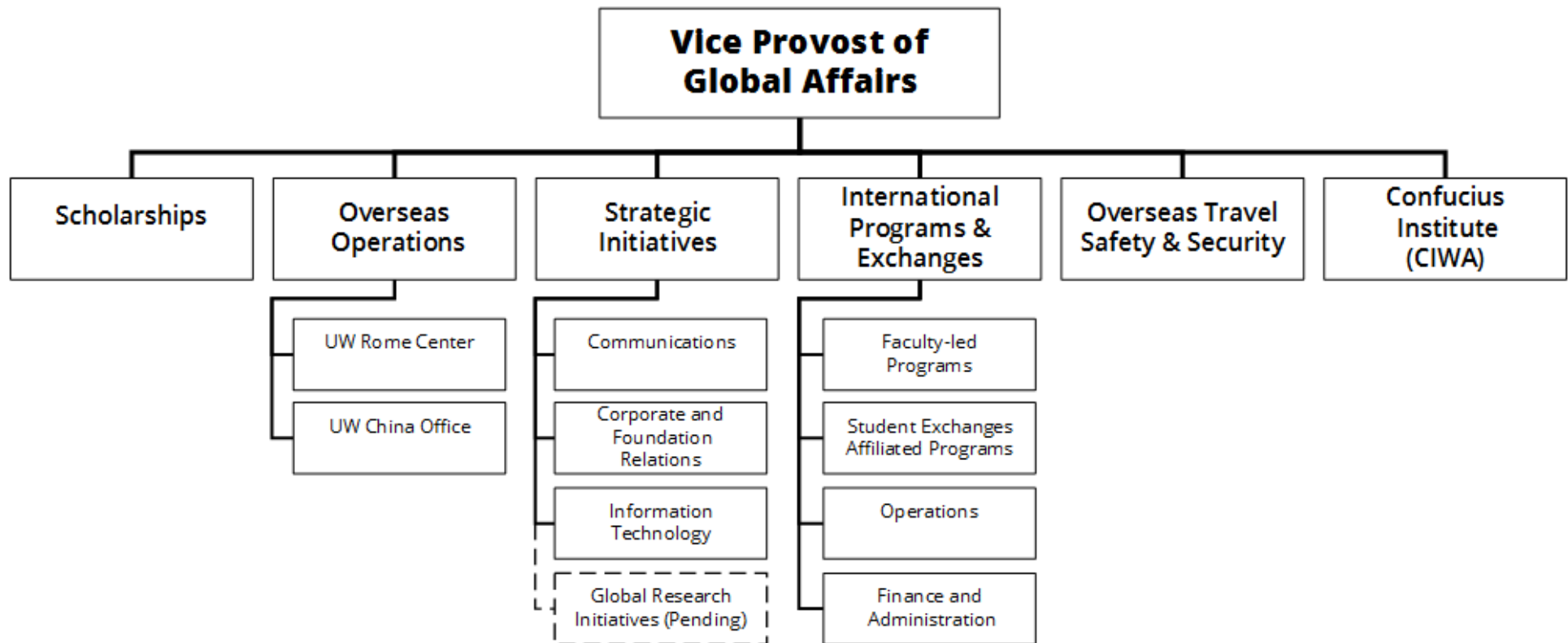


Administrative Unit Name: Office of Global Affairs

- 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.



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>.

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 Office of Global Affairs (OGA) is a central unit focused on connecting diverse internal and external networks of scholars, students and community leaders engaging in international issues and global research programs and scholarship. We seek to support departments, schools and colleges in creating global research programs and leading-edge student experiences. Our recent hires in communication and ongoing search in corporate and foundation relations, as well as our enhanced partnership with Advancement, will make OGA a valuable resource for strengthening UW's global brand and leveraging additional resources in support of the University's global mission. While these may not result in direct funding for OGA, we fully expect that this will result in more funding overall (individual, corporate and foundation) for the UW and increase the visibility of the institution in the state, across the nation, and around the world.

Our approach is to ensure quality, access, well-being and sustainability in all the areas where we work. This year we are undertaking a strategic review of our services and activities. This process will allow us increase the efficiency and efficacy of our work, covering as much as possible, particularly in IPE, through self-sustaining funds.

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).
-

The Office of Global Affairs has experienced a number of transitions in leadership since FY 09. As a result there is carryover that will allow OGA to cover the development of the office and any potential shortfalls in the coming two years (see carryover spending plan). Once the carryover has been spent there will be a need for additional resources to support the office. As noted in question 3, we are currently undergoing a business planning process to ensure that our offices are operating as efficiently as possible while maintaining our goals of quality, access, well-being, and sustainability for global activities on campus and around the world. This process will help us to ensure efficiency in particular for International Programs and Exchanges.

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>.
-

At best we will be able to carry compensation for 1-2 years using existing carryover. Subsequently we will need additional resources to support the permanent compensation increases.

A large portion of the staff are on self-sustaining funds. In order to implement the increases we need to have a corresponding increase in fees. In addition if GOF/DOF salary increases are not centrally funded 1) the salary expenses would have to be moved to or incurred on self-sustaining budgets and 2) the related salary increases would also have to be covered by student fee increases.

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.
-

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)
Asst. Vice Provost, Global Affairs	\$159,630	FY16	P		GOF or DOF
Corporate & Foundation Relations Officer	\$10,681	FY16	P		GOF or DOF
Total	\$170,311	FY16			

Assistant Vice Provost for Global Affairs

In order to meet the global demands of the institution, OGA needs a strong staff infrastructure. The Vice Provost requires a deputy in the Assistant Vice Provost to manage internal coordination across OGA and to work with constituencies around UW in support of the global mission. The AVP will support the Vice Provost in the development of the university’s global strategy, lead day-to-day management of the office, develop critical programming priorities, and lead university-wide projects. Having a senior staff member who can help direct and lead the unit, allows the Vice Provost to maintain a strong external presence in the state, across the nation and around the world in support of developing new resources and global programming for UW. The hope is to receive permanent funding for this role in FY16. If not, carryover funds will be spent to cover the position (see question 6).

International Corporate & Foundation Relations Officer (CFR)

The CFR officer will focus on building/enhancing relationships with and securing funding from overseas offices/operations of US and foreign-based global corporations and foundations (e.g., Amazon, Bill & Melinda Gates Foundation, Ford Foundation, Packard and Hewlett Foundations, Boeing, Microsoft, Starbucks) in strategic partner countries. We requested and received permanent funds in FY15, in part, to cover this position, but since the position is not originally fully funded and due to a competitive hiring market, we are requesting additional funds to support this position at 100%.

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 Global Affairs (OGA) - Vice Provost Office - Strategic Initiatives and Administration			
<p><i>OGA is promoting research partnership development through administering strategic international partnership travel awards and being a central point of contact for universities around the world who seek to partner with UW. Through corporate and foundation relations and in partnership with advancement OGA is working to identify new sources of corporate, foundation, and individual funding for global research programs and projects and educational opportunities. OGA is a hub for connecting units around the campus to develop University Washington. It is undertaking a range of strategic initiatives aimed at increasing awareness of UW and sharing the breadth of UW’s global reach with the community on campus, as well as across the state and nation, and around the world. This effort includes global communications and marketing which seeks to support the institution in sharing the breadth and depth of its global reach. OGA is undertaking a global impact mapping project through its IT and communication functions which is focused on helping UW tell its global story from the number of international students, to research projects around the world to international alumni.</i></p>			
Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	5.30	\$ 714,716	\$ 125,000
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	5.30	\$ 714,716	\$ 125,000

BT = Budget Type

Name of area: International Programs and Exchanges (IPE)

develop, manage, and promote educational abroad programs which enroll approximately 2,000 undergraduate and graduate participants to enhance their Husky Experience and engage globally in over 70 countries. IPE is focusing on efforts to align leading edge student experiences, such as study, research, internship and experiential learning abroad with faculty research. Furthermore, a focus on accessibility has resulted in an increase in EOP and Pell Grant eligible participants in the last five years. Additionally, our exchange programs allow over 200 students from partner universities worldwide to attend the University of Washington.

IPE works with more than one hundred UW faculty and staff each year to leverage research expertise and international experience in producing academic and experiential learning opportunities for students: our faculty-led programs. IPE staff work with faculty to develop expertise in managing logistical and fiscal responsibilities in the field. We also partner with units such as Health and Wellness, the Counseling Center, and Student Conduct to provide program directors with training and resources to keep students safe and manage student life outside of the classroom.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	2.625	\$ 279,360	
Self-Sustaining Funds (BT 10, 11)	9.375	\$ 616,419	\$ 125,000
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	12.000	\$ 895,779	\$ 125,000

BT = Budget Type

Name of area: Overseas Travel Safety and Security

OGA provides international emergency, health and safety assistance to all University of Washington faculty, students and staff overseas on university-related business, research or study abroad programs. With thousands of faculty and students traveling each year, this is a critical service for addressing a range of risks at UW. The Global Emergency Manager manages the relationship with our medical and travel assistance provider for faculty, staff and students, the international travel health insurance provider for students and coordinates the needed response to incidents abroad, whether moderate or major. In each of the last few years, there have been more than 100 reported incidences involving students and an average of 12 involving staff. OGA partners closely with Risk Management, the School of Medicine, and the Global Support Project to ensure the safety of UW affiliates outside the United States.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	1.00	\$ 103,115	\$ 10,000
Self-Sustaining Funds (BT 10, 11)			\$ 20,000
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	1.00	\$ 103,115	\$ 30,000

BT = Budget Type

Name of area: Finance and Administration (IPE)

The IPE Finance and Administration (IPEFA) team manages the budgetary operations for the Office of International Programs and Exchanges. The IPEFA team provides fiscal and administrative services and subject matter expertise that support the academic and program activities of study abroad. The IPEFA ensures consistency of business policy, procedures and processes to minimize institutional risks and non-compliance. The complexities of international activities benefit from an effective finance and administrative structure.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	0.80	\$ 53,033	
Self-Sustaining Funds (BT 10, 11)	1.20	\$ 84,224	
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	2.00	\$ 137,257	\$ -

BT = Budget Type

Name of area: OGA Scholarships

OGA administers and funds Global Opportunities, a program partnership between OGA, Undergraduate Academic Affairs and the Office of Minority Affairs & Diversity. Global Opportunities provides advising support to undergraduates considering or planning to study abroad as well as financial support in the form of scholarships.

Through the work of 1.5 FTE Global Opportunities Advisers, Global Opportunities supports and processes more than 650 scholarship applications each year, holding 10 student information sessions and events, offering hundreds of hours of student advising, and awarding over around 125 undergraduate scholarships annually. This process includes the management and development of a committee of more than 80 faculty and staff members. Scholarships managed include: GO! Scholarship, Fritz Scholarship, Chang Scholarship, and Exploration Seminar Fund. In coming years, we are seeking to identify additional resources to support more of the qualified applicants.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	1.50	\$ 102,964	\$ 210,000
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			\$ 100,000
Total	1.50	\$ 102,964	\$ 310,000

BT = Budget Type

Name of area: Overseas Operations (UW Rome Center, UW China Center)

The Rome Center fosters disciplinary and interdisciplinary programs that benefit from the broadened perspectives afforded by its unique location. The Center provides an exceptional scholarly workplace in Rome's historic center, offering outstanding facilities and local logistical support for academic programs and students. The Rome Center has hosted undergraduate and graduate study abroad programs from dozens of UW academic departments as well as several programs from other U.S. academic institutions. In 2013-2014 more than 350 students participated in 18 programs with 32 faculty.

The UW China Center is currently a legal representative office. We are exploring opportunities to leverage resources for all UW programmatic and research activities in China.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)			\$ 80,000
Self-Sustaining Funds (BT 10, 11)	2.50	\$ 150,000	\$ 765,000
Grants & Contracts (BT 05)			
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	2.50	\$ 150,000	\$ 845,000

BT = Budget Type

Name of area: Confucius Institute of Washington State

Confucius Institute of the State of Washington (CIWA) is the first state-wide Confucius Institute. It was established through a partnership between the Ministry of Education of China, the University of Washington, and Seattle Public Schools. Vice Provost Riedinger serves as Chair of CIWA's Board of Directors, and the Office of Global Affairs provides administrative support to CIWA staff in order to further CIWA's core activities: providing pathways for students of all ages to learn Chinese language, training and supporting Chinese language teachers, and sharing Chinese language and culture. CIWA is a strong collaboration with K-12 education that provides resources for teaching Chinese.

Fund Source	FY15 FTE	FY15 Planned Annual Expenditures (in \$)	
		Salaries/Benefits	Other
ABB Funds (GOF, DOF-ICR, DOF-LFA)	0.50	\$ 37,250	
Self-Sustaining Funds (BT 10, 11)			
Grants & Contracts (BT 05)			\$ 30,000
Philanthropy, or Gifts & Discretionary (BT 06)			
Total	0.50	\$ 37,250	\$ 30,000

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 Global Affairs
Estimate of Carryover Balance at "Close" of FY14:	1,011,140

Usage Category	Amount	%
Unit's Reserve	160,000	15.82%
Central Commitments	0	0.00%
Permanent Costs & Other Projects	931,380	92.11%
Total	1,091,380	107.94%