

Administrative Unit Name: Office of Global Affairs (Provost Unit)

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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Engage People

- Engaged in a unit-wide strategic planning process, including three all-unit planning retreats. From there, each staff member created an individual work plan to take ownership of their work toward our strategic goals and received feedback from their supervisor. We will revisit the OGA strategic plan and individual work plans at quarterly meetings. We also plan to solicit feedback from UW stakeholders outside OGA.
- Meetings with Deans and faculty to understand country and regional priorities.
- In FY 16 we are planning to convene focus groups (faculty program leaders and related administrators) related to the study abroad budgeting process and faculty led study abroad more broadly (e.g. program development).

Realize Efficiency and Effectiveness

- Provost Finance & Administration team created an online tool for creating study abroad programs; this is being tested and will then be implemented with a goal of reducing administrative burden for faculty.
- Leveraged Provost-Finance & Administration commitments database to better understand and track OGA-related endowments, allowing us to leverage more resources to support global opportunities for faculty and students.
- Engaged new partners (i.e. ITRASC committee) and tools (i.e. UW Global Travelers websites, campus outreach and presentations) to increase compliance and buy-in across the three campuses for travel safety and security procedures and supports.
- Review best use of Studio Abroad software and needed upgrades to ensure usability and maintenance of program for students, faculty and staff.

Deliver Value

- Offered funding opportunities to faculty via the Global Innovation Fund, which seeds initiatives and programs developing cross-college and cross-continent collaborations that enhance the UW's global reach. Outcomes
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include faculty research proposals, leading-edge student experiences and collaborations aligned with the University's strategic regional priorities.

- Worked collaboratively with units including UW Marketing, Athletics, Advancement, UAA, and Student Life to plan the UW's first-ever major events in China in November 2015. Accomplishments include: the inaugural Innovation Summit in Shanghai, an all-Asia Alumni Leadership Training, and the creation of bilingual Chinese-English websites and e-communications.
- Leading collaborative efforts to map UW's global engagement. Partner units include: Office of Planning & Budgeting, Office of Research & Information Services, UWAA, and International Student Services. The map will reduce barriers for faculty and others wishing to connect with UW colleagues working in the same region, on the same themes; allow leaders to learn about their school/college's global networks and compare notes with colleagues; demonstrate the UW's global networks and partnerships to external audiences (as appropriate to type of data); and facilitate communication of global stories. Student-related data to be integrated in UW Profiles
- Developing new leadership to manage student exchanges and effectively using available resources to support students in engaging exchanges.
- Partnering with UW Global Operations Support to streamline administrative process related to global engagement.
- Creating a University-wide partnerships database to track global partnerships and exchanges on behalf of the UW and departments across campus.
- Partnering with Advancement to leverage new resources for colleges and units engaged in global activities.

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

We will continue our focus on access for underrepresented student populations in UW Study Abroad (e.g. deployment of new scholarship funds; new programs) and on seeding innovative, cross-college faculty projects through the global innovation fund.

In addition, OGA, will play a leadership role for the President and Provost for global issues and travel. OGA will coordinate and convene relevant parties, sift through varying and competing claims on President and Provost time, and provide recommendations. Related activities include:

Coordinate arrangements for meetings with President and Provost of all high-level international delegations visiting the UW – preparing talking points & briefing materials for UW senior leadership; coordinating advancement and/or media and communications activities

Coordinate arrangements for all international travel by senior UW leadership (UW president, provost and VPs) – including scheduling meetings with senior leadership of international partner universities, corporations and foundation partners; preparing talking points and briefing materials for UW senior leadership; coordinating with UW Advancement, UW Alumni Association, and/or UW Marketing & Communications as they organize appropriate in-country activities.

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.

There is not a structured forum for regular collaboration among Vice Provosts and Vice Presidents to enhance prospects for cooperation and reduced duplication of efforts. By not convening these players regularly, we are missing opportunities and creating ineffective silos of effort and influence. Examples include: a lack of dialogue on campus-wide inclusive engagement of domestic and international students; how all central units may contribute to the Husky Experience (e.g. OGA could support global aspects); as well as understanding and contributing to strategic considerations on enrollment (e.g. diversifying international populations, etc.).

Another issue is the lack of a clear, detailed budget and financial reporting process that can help us to analyze and compare month to month spending (and year to year spending) on key items in order to more effectively and efficiently plan and use funds. This is likely due to an older budget system but it hampers decision-making.

OGA and the Office of Research have hired a new Export Control Officer. The UW's extensive global research, education and engagement programming puts the institution at potential risk of non-compliance with myriad export control regulations.

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 are working to strategically deploy funds in order to support and retain our most outstanding staff members. We also strive for clear accountability in terms of our allocation of these funds. In recent years, we have followed the Provost guidelines in allocating merit raises. For the FY16 merit adjustments, we have allocated 2.2% across all positions (and 2.4% across GOF/DOF positions), reserving merit raises above 3% to only those staff who have consistently exceeded expectations. We will take a similar approach in the coming year.

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.

- We will no longer use carryover funds for an Associate Provost for Global Research. This position no longer seems as necessary (and we have not identified the right candidate) as the Vice Provost and AVP have increasing institutional knowledge. We have also deployed successful initiatives engaging faculty on their research through regional faculty meetings and the Global Innovation Fund (over 90 applicants this year).
- We have received permanent funding for the AVP role so will no longer be funding this out of carryover.
- We will deploy \$82,000 in carryover funds in FY16 and FY17 for the Global Innovation Fund given the significant faculty demand and use endowment resources of \$100,000 as well. We are currently doing so as “proof of concept”, but it will not be sustainable in the coming years. If the results and impacts warrant continuing institutional investment, we will seek the same from Provost Reinvestment Funds in FY 2018.
- We will now use carryover funds for a temporary appointment to help support the office in the role described above in supporting UW leadership’s international travel and high-level visiting delegations.
- Please note that we continue to use carryover for regular, ongoing operating expenses, such as travel.

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.

No funds are being requested.

Administrative Unit Carryover Usage Plan DETAIL

Please use this template to update the carryover usage plan you submitted last year. If you need a copy of your plan from last year, please email Amy Floit (afloit@uw.edu) or Becka Johnson Poppe (jbecka@uw.edu). New reserve figures are provided in the "Reserve Figures" tab; new carryover totals are provided in the "Carryover into FY16" tab.

Administrative Unit Name:	Office of Global Affairs
Carryover Balance going into FY16:	\$ 816,750

Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals
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Unit's Reserve (10%)				
	FY17	1	\$ -	\$ 180,000
Total Unit's Reserve:				\$ 180,000

Central Commitments	<i>e.g. FY17, FY18</i>	<i>e.g. 2</i>		
1. (description)			\$ -	\$ -
2. (description)			\$ -	\$ -
3. (description)			\$ -	\$ -
4. (description)			\$ -	\$ -
5. (description)			\$ -	\$ -
<i>Add more lines as needed</i>			\$ -	\$ -
Total Central Commitments:				\$ -

"Spending Plan" Permanent Costs & Other Projects	<i>e.g. FY17, FY18</i>	<i>e.g. 2</i>		
A. Permanent expenditures funded with temporary funds				
1. (description)			\$ -	\$ -
2. (description)			\$ -	\$ -
B. Possible multi-year commitments				
1. China Office	FY17	1	\$ 90,000	\$ 90,000
2. Global Innovation Fund	FY17	1	\$ 35,250	\$ 35,250
C. Immediate, current year use				
1. GO! Scholarship	FY16	1	\$ 182,000	\$ 182,000
2. IT/Web/Data Person	FY16	1	\$ 99,000	\$ 99,000
3. PTSA Events and Admin Specialist	FY16	1	\$ 65,500	\$ 65,500
4. China Programs Office (maintain legal status)	FY16	1	\$ 90,000	\$ 90,000
5. International Corp.&Foundation Relations	FY16	1	\$ 25,000	\$ 25,000
6. Global Innovation Fund	FY16	1	\$ 50,000	\$ 50,000
<i>Add more lines as needed</i>				
Total Permanent Costs & Other Projects:				\$ 636,750

TOTAL CARRYOVER USAGE PLAN	\$ 816,750
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