

Academic Unit Name: College of Built Environments

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:
 - a) Describe what your unit (school, college, or campus) is doing to **pursue excellence within existing resources**;
 - b) Describe what your unit is doing to **streamline activities, and pursue additional efficiencies**; and,
 - c) Provide information regarding your unit’s **projected FTEs and planned expenditures for FY17 and FY18**:
 - i) When reporting FTE, please assume that 1.0 FTE faculty is equivalent to a nine-month appointment, and 1.0 FTE staff is equivalent to a twelve-month appointment. If this is problematic for any reason, you may report FTE in different terms, but please clearly state your assumptions.
 - ii) 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.
 - iii) 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](#).

This space intentionally left blank.

2. Using the “**Tuition Recommendations**” tab of the Excel workbook, please provide your **tuition rate recommendations for 2017-18 (FY18) and 2018-19 (FY19)**.¹ Please note that units will have an opportunity to revisit their 2018-19 tuition recommendations during the FY19 unit budget process.

As always, **if your recommendation involves creating a new tuition category**, please be sure to identify the original tuition category, the proposed category and suggested tuition rates for FY18 and/or FY19 (depending on the year the new category would begin). If you plan to move only a subset of your programs into a new category, please identify those programs by major name, pathway, level and type.

For each recommended tuition increase, please provide the following information in 500 words or fewer (total):

- **Please provide information to justify the increase. This can include information about enrollment plans, peer comparisons, and/or market analyses. Please include information about how the incremental revenue generated will be spent by the school/college/department.**

We do not recommend a tuition increase for FY18 and FY19. Our current tuition already impacts our ability to recruit and attract new nonresident students when competing with peer institutions. Further tuition increases could adversely impact our enrollments.

- **Please describe whether you expect any substantial enrollment changes (including a change in the resident/nonresident composition) or any changes in the waivers likely to be awarded to your unit’s students.**

The only program where we anticipate significant enrollment changes is in Real Estate. Real Estate continues to increase their graduate enrollment, and with recent curriculum changes and new faculty hires, they hope to increase and diversify the student base.

- **Discuss the impact on student debt load.**

No change in tuition should mean no impact on student debt load.

- **Confirm (yes/no) that tuition recommendations were discussed with students.**²

Yes

¹ Please note rate recommendations for *fee-based* programs are handled through a separate process than tuition-based programs.

² If the meeting schedules of faculty and student leadership groups present a challenge, please make accommodations to get approval within the necessary timeframe. However, please note that OPB reviews tuition recommendations on a monthly basis. If necessary, you may submit an update to OPB at a later date, after faculty and students have had an opportunity to review.

3. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases and unit adjustments. Despite these unknowns, planning for compensation increases has no doubt begun already. **Please describe how your unit plans to deploy existing resources, establish new revenue streams, and/or pursue additional efficiencies to support merit increases and unit adjustments in FY18.** If tuition increases are a critical aspect of your plan, please make sure to contemplate potential new revenue streams or increased efficiencies. *Please respond in 300 words or fewer.*

A salary and tuition revenue model will be available on the [FY18 Budget Development webpage](#) by **Tuesday, November 1**. This model is designed to give you a sense of the magnitude of support that will be required at various salary percentage increases.

While it is in the best interest of students and education for the legislature to fund merit increases for faculty and staff, we have considered alternatives to funding upcoming merit increases. In some areas, vacancies due to retirement or resignation will not be filled so that funds may be redeployed to assist with merit increases. Other departments are exploring teaching efficiencies related to course load and class size, reducing the dependence upon affiliate teaching faculty. Construction Management will supplement tuition-based funds with revenue from their certificate and online MS program through Professional Continuing Education. In Real Estate, endowed funds will be used to create an undergraduate minor, a new opportunity for students and new source of revenue to support their growth and compensation increases. As a last resort, some departments may consider reducing TA support to fund any gaps in merit increases.

4. In-depth conversations about academic personnel needs and policies will occur in other settings throughout the year. However, since such needs and policies are inextricably linked to budgeting, **please provide a high-level overview of your unit's emerging or changing personnel needs.** In your response, please contemplate faculty, including lecturers, and staff. *Please answer in 300 words or fewer.*

At your unit's meeting with the Provost, **please be prepared to discuss** your unit's succession planning activities and adherence to the [instructional responsibility policy](#), the Provost's [guidelines for appointment of full-time and part-time lecturers](#), and faculty compensation policies.

Our personnel needs are currently being met. In Real Estate, we are in the process of hiring a new associate director for research and three new faculty over the next two years – an associate professor and two assistant professors. As Real Estate grows, administrative support will need to be assessed. Given the two recent retirements in Urban Design & Planning, we anticipate requesting one new assistant professor position in the next few years. Architecture has also had a recent retirement but there are currently no plans for recruitment to refill the position. Instead, the department will create a visiting faculty position to fill this void.

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 answer in 300 words or fewer.*
-

There are very few challenges the colleges faces beyond resource constraints. Effective growth management in Real Estate will be a challenge over the next few years as they expand their faculty and student enrollments. Professional development for faculty may also be a challenge as teaching loads are altered within departments; finding the right balance of teaching, service, and research can be complex as resources become more constrained. Additionally, recruitment continues to prove challenging as tuition and cost of living continues to increase and UW becomes less affordable in relation to peer institutions.

6. What is your unit doing to promote and engage in **new research and educational collaborations with other UW schools, colleges, and campuses?** *Please answer in 200 words or fewer.*
-

Our faculty have developed collaborative projects with those in Art, Education, Engineering, Global Health, Public Health, and Social Work. They are engaged actively in the leadership of campus-wide initiatives including leading the Urban@UW initiative, Livable City Year, and UW EarthLab. Urban Design & Planning launched a new concurrent MUP/MPH degree with the School of Public Health and are collaborating with the School of Social Work and UW Tacoma to develop new educational links and activities.

7. 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 and new estimated carryover totals.³
 - Please provide updated numbers under "Updated Plan" (Column F).
 - If you have new line items, please add rows, as needed.
 - For any major updates, please provide a brief description of the change (Column G).

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.

8. 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 resources you are willing to commit as a match for PRF support.

None.

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.

9. **Please confirm that faculty councils AND student leaders within your unit/campus have been consulted** and given the opportunity to provide input as part of this budget planning exercise.

To confirm this, please do **one** of the following:

- Briefly describe who was consulted and when, and provide points of contact for your faculty council and student leadership.
- OR**
- Include signed letters from your faculty council chair and student leadership (a scanned PDF is fine) when you submit the rest of your materials.
-

The chair of each department and the director of the Runstad Center were asked to provide initial input. The BE Student Council received modified questions and had a conversation about the budget at their October meeting. They provided written input that will be included with our submission. All responses were forwarded on to the chair of the College Council for comment.

College Council Chair – Rob Corser

BE Student Council Chair – Ana Antunez

(Signed documents from the Rob Corser and Ana Antunez were provided to OPB as supplemental materials)

FY17 & FY18 Planned Expenditures - Academic Units

Please use the fields below to provide information for your school, college or campus.

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

NAME OF AREA:						
<p><i>The College of Built Environments (CBE) serves five professional disciplines -- Architecture, Construction Management, Landscape Architecture, Urban Design & Planning, and Real Estate. The college houses 68 full-time faculty, 384 undergraduate students, and 514 graduate students. Last year students received scholarships in excess of \$700,000. Additionally, it includes 15 labs and centers serving the students, disciplines, and community including the Integrated Design Lab, Center for Education and Research in Construction, Green Futures Research and Design Lab, Urban Ecology Research Lab, and Runstad Center for Real Estate Studies, with an estimated \$1.2M in new research funding awarded in FY16. The college continues to review current programs and operations to ensure excellent outcomes for students. The curricula in both the Master of Architecture and Master of Urban Planning are under review to reduce the time to degree by creating more intense, shorter programs of study for students. Real Estate is developing a new undergraduate minor to serve students across campus.</i></p>						
<p><i>The college has increased student enrollment without increasing the instructional staff which has placed a strain on available studio space. Additional furniture will be procured to enable increasing the enrollment in available studio spaces. Real Estate is reviewing their marketing strategies with the goal of reducing cost and advertising more efficiently through social media. At the college level, we installed a sound system in the Gould Hall court to avoid rental of sound equipment to support college events, and a web-based video conferencing system was installed in the dean's conference room in Gould Hall. This system enables faculty and students to collaborate with other faculty and students around the world without the necessity for travel. The system also enables small classes of 15 or less to engage guest speakers from distant locations. Because of the success of this system, a similar system will be installed in Room G042 in Architecture Hall during the Winter of 2017 to enable classes of up to 40 students to engage guest speakers from distant locations. With the departure of two staff members, one in the Dean's Office and one in Construction Management, part-time professional staff increased their FTE to absorb additional duties without the refill of those positions. In all areas, policy and procedure are being examined and evaluated to find more streamlined and efficient processes.</i></p>						
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)	90.51	\$ 10,689,293	\$ 467,916	\$ 40,079	\$ 208,368	\$ 78,369
Self-Sustaining Funds (BT 10, 11)	8.19	\$ 515,374	\$ 602,101	\$ 142,180	\$ 38,664	\$ -
Grants & Contracts (BT 05)	7.43	\$ 649,365	\$ 44,740	\$ 36,690	\$ 34,596	\$ -
Philanthropy, or Gifts & Discretionary (BT 06)	7.54	\$ 995,486	\$ 357,332	\$ 162,177	\$ 85,028	\$ -
Total	113.67	\$ 12,849,518	\$ 1,472,089	\$ 381,126	\$ 366,656	\$ 78,369

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)	92.01	\$ 11,216,865	\$ 477,274	\$ 40,881	\$ 212,535	\$ 79,936
Self-Sustaining Funds (BT 10, 11)	9.69	\$ 635,989	\$ 632,206	\$ 149,289	\$ 40,597	\$ -
Grants & Contracts (BT 05)	7.43	\$ 675,340	\$ 46,977	\$ 38,525	\$ 36,326	\$ -
Philanthropy, or Gifts & Discretionary (BT 06)	9.04	\$ 1,235,305	\$ 375,199	\$ 170,286	\$ 89,279	\$ -
Total	118.17	\$ 13,763,499	\$ 1,531,656	\$ 398,980	\$ 378,738	\$ 79,936

"Other" category: Student scholarships and tuition.

Assumptions: FTE levels are maintained at the FY17 level, and FY17 permanent funding is continued into FY18. Our calculations include a 4% merit increase over the FY17 base. FY17 benefit load rates were used for the FY17 and FY18 calculations. Standard increase assumed against all operating expenses of 5% on non-state funding; 2% on state funding. Other budgets expected to make up difference in state funds.

Updated Carryover Usage Plan - Academic Units

Please use this template to provide an update on the carryover usage plan you submitted last year.

INSTRUCTIONS: Please do not change the numbers under "Previous Plan" (Column D). Instead, please provide updated numbers under "Updated Plan" (Column F). If you have new line items, please add rows, as needed. For any updates, please provide a brief description of the change (Column G). As a reminder, you are not expected or required to have carryover line items for each Expense Category. See the Word template for notes regarding HR/Payroll cost allocations.

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

	Carryover Balance going into FY16:	Est. Carryover going into FY17:	
Unit: College of Built Environments	\$ 594,179	\$ 625,113 *	
Expense Categories & Descriptions	Previous Plan DO NOT UPDATE	Updated Plan PLEASE COMPLETE	Explanation of Changes/Updates
General Reserves/Uncertainty			
<i>Funds for unexpected expenses/opportunities including merit adjustments</i>	\$ 113,679	\$ 144,613	Increased need in this category
Education Initiatives			
<i>MIPM program outreach</i>	\$ 5,000	\$ -	Program expansion to cover future costs.
<i>Student initiatives re diversity in the curriculum</i>	\$ 5,000	\$ 5,000	
Equipment			
<i>Faculty computer replacement</i>	\$ 29,500	\$ 29,500	
Facility/Space Investments			
<i>Architecture Hall - CM Office initiatives</i>	\$ 10,000	\$ -	Completed
<i>URDP Research Commons: equipment, development</i>	\$ 25,000	\$ -	Completed
Faculty Start-Up Expenses			
<i>2.0 FTE - new faculty</i>	\$ 50,000	\$ 50,000	
Professional Development			
<i>Center for Research in Construction (CERC)</i>	\$ 10,000	\$ -	Completed.
<i>Construction Management student competitions</i>	\$ 25,000	\$ 25,000	
Recruitment			
<i>Recruitment-related outreach for students</i>	\$ 11,000	\$ 11,000	
Research Initiatives			
<i>PhD student funding</i>	\$ 40,000	\$ 40,000	
Student Aid & Waivers			
<i>Top Scholar Matching - 1 student</i>	\$ 10,000	\$ 10,000	
<i>Student Aid & Waivers - 10 scholarships (both graduate and undergraduate)</i>	\$ 40,000	\$ 40,000	
Temporary Salaries			
<i>Affiliate faculty</i>	\$ 165,000	\$ 165,000	
<i>Construction Management - teaching assistants, academic advisor summer</i>	\$ 20,000	\$ 20,000	
<i>Urban Design & Planning: part-time graphics/communications</i>	\$ 35,000	\$ 35,000	
Other (Please be specific)			
<i>HRP Modernization</i>		\$ 50,000	Expected cost
TOTAL	\$ 594,179	\$ 625,113 **	

* As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

** Because carryover balances are estimated and many of these priorities transcend multiple years, we do not expect this total to exactly match your unit's carryover total.