

Administrative Unit Name: Undergraduate Academic Affairs

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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Should this situation emerge, we will employ two primary modes of recourse to generate cost savings that may be applied to our internal merit pool: (1) Review position vacancies, if any, to determine whether vacant positions may be eliminated or reclassified, and (2) Review positions unit-wide to identify opportunities for elimination(s) and/or partial reductions in FTE. Both of these measures would involve concurrent review processes focused on identifying opportunities for unit reorganization, program restructuring, and partial or full program elimination.

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? *Please respond within a 300-word bulleted list and please be specific.*
 - 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 or fewer.*
-

The following three projects are representative of the many ways in which we have operationalized TAP principles over the past year through *alignment with University-level best practices*:

- Our First Year Programs (FYP) unit adapted an **Organizational Excellence** model to streamline recruitment and hiring processes for the hundreds of student leaders who are essential to program implementation. By employing strategies such as establishing single points of contact, developing common marketing materials, and revising web-based apparatuses, FYP has significantly reduced professional staff time dedicated to these processes and cut down on paper waste, all while increasing application quality.
- The Husky Leadership Initiative (HLI) organized its approach to generating and documenting its strategic thinking and planning process based upon the University's **Sustainable Academic Business Plan (SABP)**. By emulating this model, HLI now has clear statements regarding its essential core and vision, explicitly identified drivers of near- and long-term goals, and a set of key assessable initiatives.
- Recognizing the need to be responsive to UAA's staff and students as well as the broader campus community in the event of a major unforeseen emergency, we are one year into a process of developing an "all hazards" plan for all of UAA as well as each of its sub-units, all in alignment with the best practices and established systems of **UW Emergency Management (UWEM)**.

UAA is committed to playing a collaborative leadership role in **increasing the effectiveness and efficiency of University initiatives related to the:**

- **Advancement and assessment of teaching and learning.** A constellation of factors illuminate how the University's central resources dedicated to the advancement of teaching learning are well poised for transformation. Online tools resourced by and developed through UW-IT and the Office of Planning & Budgeting have effectively democratized institutional information, thus expanding the University's overall capacity for engaging in analysis in support of academic planning at course, department, college, and institutional levels. The online course evaluation system created by UAA's Office of Educational Assessment significantly extends this capacity, particularly with regard to faculty use of new information/analysis resources. Pilot projects such as the evidence-based teaching initiative through the Center for Teaching and Learning (CTL) and the "iPASS Advising Academy" are serving as early, promising indicators of what is possible when these new information resources are leveraged in collaborative ways. Projects on the horizon such as the climate assessment work that must be engaged in support of the Diversity Blueprint underscore the critical importance of prudently utilizing information resources. Within this context, and with the Office of Educational Assessment in the midst of a leadership transition, UAA is committed to the goal of building a stronger culture of assessment through deepened strategic partnerships.
- **Development of academic programs in support of student retention.** Working toward increasing retention and graduation rates is the work of the whole campus community. UAA has a special role to play with regard to the development of academic and co-curricular programs that support student success. As the Brotherhood Initiative continues in its development in FY18, we would like to explore how we might make it more effective and efficient through connections with existing UAA programming, e.g., Husky Leadership Initiative, Dream Project.

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.**

A significant portion of our work in UAA involves direct service to students. As the student population has grown in size and diversity, we have been able to continue to provide high quality programs with only modest increases in personnel. We have experienced this most acutely in the work of academic advising. Each member of UAA’s team of professional academic advisers maintains a caseload of approximately 900 pre-major students. Such adviser-to-student ratios make it challenging for students to have access to the academic planning support they need at the times they need it. While this will continue to be a challenge without additional personnel, we are working on ways to mitigate it by experimenting with more proactive approaches to advising caseload management only recently being made possible through advanced analytics. Through partnering with institutional research and information technology colleagues we are developing models for identifying and reaching out to students who stand to benefit from an advising intervention and thus forestalling more urgent and complex issues later with regard to their academic progress.

Another persistent challenge related to personnel in UAA is related to our continued recovery from the recession. We have been successful with continuing to provide first-rate experiential learning programs to a growing student population despite FTE losses in the late 2000s and early 2010s. Where we have added critical staffing support we have done so by relying upon carryover/reserves, and this is a practice that, absent an infusion of new permanent resources, we anticipate continuing, pending availability of carryover/reserve resources.

We have continued to innovate and be responsive to emerging institutional needs. We currently have two staff lines dedicated to the Husky Leadership Initiative and these are supported through private gift funds. We have also launched the “Resilience Lab” project through the use of carryover/reserve funds, and we will continue that practice along with seeking external funding, particularly if the resilience project work continues to grow.

Finally, UAA has become the administrative home for the Office for Youth Programs, Development & Support (formerly “Safety of Minors”). FY17 funding from the Office of the Provost has been temporary and we are seeking Provost’s Reinvestment Funds to continue the support of this critical work. (See #7)

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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While we do experience obstacles and challenges in the regular course of our work in UAA, none are so significant that we are not able to address them through our internal leadership structures or our strong cross-campus partnerships.

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.

See spreadsheet.

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.

Over the past year, UAA has assumed responsibility for the administration of the new Office for Youth Programs Development and Support (YPDS) (i.e., “safety of minors” office/program): <http://www.washington.edu/youth/>

One 1.0 FTE professional staff person directs the work of building and disseminating educational information (online, workshops, and consultations) on policies and best practices to University staff and faculty who run youth programs. The initial allocation assumed \$125,000 to cover annual salary and operations costs. UAA has provided a supplement of approximately \$12,000 for FY17 to cover operational expenses incurred through the development of this work.

For FY18 (and FY19) UAA is requesting \$150,000 (per year; \$300,000 total) to continue the development of the Office for Youth Programs Development and Support.

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

NAME OF AREA: Dean's Office, Undergraduate Academic Affairs						
<i>On behalf of the Office of the Provost, Undergraduate Academic Affairs (UAA) serves to build upon and extend the undergraduate missions of the University's colleges and schools. UAA facilitates all undergraduates' transition into and engagement in academic life through the provision of essential orientation, advising and tutoring programs. Further, UAA provides a core academic enrichment function through its coordination of high impact experiential learning opportunities (e.g., internships, service learning, undergraduate research). UAA also advances undergraduate education by serving as a hub for experimentation and continuous innovation (e.g., University Honors Program, Robinson Center, Husky Leadership Initiative). Finally, UAA provides critical service and leadership to colleges, schools, and their faculty to advance teaching and learning (e.g., Center for Teaching & Learning) and to support special populations (e.g., Youth Programs Development and Support). The Office of the Dean and Vice Provost for Undergraduate Academic Affairs ensures that this work is executed expeditiously and collaboratively. Were funding to cease or be significantly decreased, the University's capacity to maintain an overall baccalaureate program on par with its peers would be greatly diminished. The work of UAA would invariably fall to colleges and schools where capacity would have to be built anew and without clear cost savings.</i>						
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)	14.62	\$ 2,614,425	\$ 35,500	\$ 18,000	\$ 17,000	\$ 390,000
Self-Sustaining Funds (BT 10, 11)	N/A					\$ 24,237
Grants & Contracts (BT 05)	varies	\$ 128,476			\$ 19,021	
Philanthropy, or Gifts & Discretionary (BT 06)	varies	\$ 61,200	\$ 91,300	\$ 10,000	\$ 5,250	\$ 1,665,000
Total	14.62	\$ 2,804,101	\$ 126,800	\$ 28,000	\$ 41,271	\$ 2,079,237

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)	12.62	\$ 2,614,425	\$ 38,000	\$ 18,000	\$ 15,000	\$ 420,000
Self-Sustaining Funds (BT 10, 11)						\$ 21,000
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	varies	\$ 61,200	\$ 91,300	\$ 10,000	\$ 5,250	\$ 1,665,000
Total		\$ 2,675,625	\$ 129,300	\$ 28,000	\$ 20,250	\$ 2,106,000

OTHER : **GOF/DOF** (FTE excludes LEAP, Faculty Fellows and TA funding for high enrollment classes) - requests for funding from UAA units and other departments/colleges for activities/events/projects/temporary staff and one-time expenditures; **SELF-SUSTAINING** - revenue from Housing & Food services for coffee cart in Mary Gates Hall ; **PHILANTHROPY/GIFTS/DISCRETIONARY** - amount reflects awards to students from gifts/scholarships endowment income budgets per donor restrictions. **FY18** : excludes FTE for current temporary employees - assumes current level of funding (merit/endowment income unknown) - increase in Goods & Services reflects anticipated impact of HR/P modernization fee and increase costs of goods/services

NAME OF AREA: Academic Transition, Advising and Success (ATAS)

ATAS comprises four student-focused areas of UAA's work: First Year Programs, UAA Advising, Academic Support Programs, and Husky Leadership Initiative. First Year Programs provides transition programs and services through Advising & Orientation, Dawg Daze welcome week, learning communities for First Year students (including transfer students), and provides support and education through the Commuter & Transfer Commons. UAA Advising serves student before they enter into a major. Academic Support Programs provides a large tutoring center, the Husky Leadership Initiatives deepens and expands leadership education. All students have access to educational framing and support we provide. Without funding, crucial programs would face elimination (resulting in loss of support for student success) or need to be absorbed by other colleges at additional costs and without programmatic efficiency.

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)	20.20	\$ 1,490,679	\$ 75,007	\$ 11,044	\$ 11,900	
Self-Sustaining Funds (BT 10, 11)	35.75	\$ 2,002,078	\$ 944,798	\$ 63,134	\$ 38,804	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	2.04	\$ 259,506	\$ 52,575	\$ 3,310	\$ 1,550	
Total	57.99	\$ 3,752,263	\$ 1,072,380	\$ 77,488	\$ 52,254	\$ -

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)	19.45	\$ 1,543,571	\$ 86,741	\$ 714	\$ 12,138	
Self-Sustaining Funds (BT 10, 11)	35.20	\$ 2,110,617	\$ 990,693	\$ 63,476	\$ 35,888	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	2.17	\$ 273,948	\$ 53,671	\$ 3,310	\$ 1,550	
Total	56.82	\$ 3,928,136	\$ 1,131,105	\$ 67,500	\$ 49,576	\$ -

Assumptions: FTE levels are basically maintained from FY17 to FY18 with a reduction of one adviser in FY18. Salary increases are projected for FY18 of 4% for professional staff, 2% for classified staff and 3% for ASE's. Minimum wage of \$15/hr. for student employees is initiated in Jan. 2018. FY17 benefits rates are used for FY18. The HR/P modernization "tax" on departments is included starting FY18 of approximately \$548 per permanent staff FTE.

NAME OF AREA: Center for Experiential Learning

The University of Washington Center for Experiential Learning and Diversity (EXPD) is home to nine programs, each of which connects UW undergraduates to expand and enrich their learning through participation in undergraduate research, engagement in community through service learning, volunteering, or leadership, and through scholarship opportunities that support undergraduate work, planning, and applications for post-baccalaureate study and fellowships. This budget represents the 7 UAA programs housed in the Center (the remaining two program are represented in OMA&D budgets).

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)	18.00	\$ 1,409,584	\$ 56,285		\$ 20,000	
Self-Sustaining Funds (BT 10, 11)			\$ 916			
Grants & Contracts (BT 05)	4.00	\$ 273,788	\$ 108,527		\$ 24,586	\$ 49,940
Philanthropy, or Gifts & Discretionary (BT 06)			\$ 99,584		\$ 18,971	\$ 339,174
Total	22.00	\$ 1,683,372	\$ 265,312	\$ -	\$ 63,557	\$ 389,114

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)	18.00	\$ 1,465,967	\$ 65,598		\$ 20,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)	4.00	\$ 310,249	\$ 110,809		\$ 30,586	\$ 189,653
Philanthropy, or Gifts & Discretionary (BT 06)			\$ 100,000		\$ 20,000	\$ 340,000
Total	22.00	\$ 1,776,216	\$ 276,407	\$ -	\$ 70,586	\$ 529,653

The projection for salaries and benefits in FY18 includes a 4% merit increase and Goods & Services HR/P fees of \$11,230/year for each unit within EXPD. Endowment and gift budgets are disbursed in the form of travel awards, conferences, lab supplies and scholarships. For Grants & Contracts, the column for "other" includes estimated tuition fees for RAs and indirect costs.

NAME OF AREA: Office of Educational Assessment

Office of Educational Assessment (OEA) provides course evaluation services to all department to provide feedback on teaching standards, scanning and scoring services with statistical reports to monitor testing validity, placement and other testing for students, test development as well as assessment and research support for department and university-wide surveys and projects such as the ongoing Alumni survey. OEA has also developed a proprietary online course evaluation that is licensed to other outside institutions.

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)	6.60	\$ 728,348	\$ 5,981			
Self-Sustaining Funds (BT 10, 11)	6.80	\$ 521,416	\$ 140,815	\$ 23,323	\$ 2,651	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	13.40	\$ 1,249,764	\$ 146,796	\$ 23,323	\$ 2,651	\$ -

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)	7.60	\$ 757,482	\$ 5,000			
Self-Sustaining Funds (BT 10, 11)	6.80	\$ 542,272	\$ 140,000	\$ 30,000	\$ 10,000	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	14.40	\$ 1,299,754	\$ 145,000	\$ 30,000	\$ 10,000	\$ -

Budget assumes 4% increase for professional staff, 2% increase for classified staff and the hiring of a Research Scientist position. Anticipate more travel for IA System. Contractual services increase is based on temporary assistance from outside consulting services for IA System.

NAME OF AREA: University Honors Program

The University Honors Program adds rich dimension to one of the world's top research universities for undergraduates who are up to the challenge. Students have three options to benefit from the Honors Program: as an interdisciplinary education track, as an in-depth program within their majors, or as a combination of the two. Our core interdisciplinary curriculum promotes expansive critical thinking, engaged global citizenship, and comprehensive learning that builds resilience and collaborative practice, all while meeting the University's general education requirements. Departmental Honors allows students to explore their majors in greater depth by completing upper-level electives, research, or an extended thesis in a close working relationship with faculty mentors. The Honors community is comprised of students, faculty, advisers, alumni and librarians from every discipline, background, and interest. These groups all intersect throughout a student's education to support and encourage academic success and community engagement. Cuts to this program would cost the University its competitive edge in attempts to recruit and retain talented students in our region. Furthermore, the Honors Program generates faculty innovation across disciplines. Many professors have developed new courses and original research in the process of teaching for Honors, eventually sharing those offerings with home departments and the wider 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)	11.06	\$ 1,256,946	\$ 74,220		\$ 4,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)		\$ 2,500	\$ 15,000			
Total	11.06	\$ 1,259,446	\$ 89,220	\$ -	\$ 4,000	\$ -

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)	10.06	\$ 1,341,593	\$ 86,820		\$ 4,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)		\$ 2,500	\$ 18,000			\$ 154,925
Total	10.06	\$ 1,344,093	\$ 104,820	\$ -	\$ 4,000	\$ 154,925

FY17 budget includes \$71,463 for faculty (from previous biennium temporary carryover funds). The Honors Program receives funding for instruction that is used to pay multiple faculty on a per quarter basis. The FTE is not included in the above figures however, the expenditures for these expenses are indicated in the salaries & benefits lines for both years. "Other" reflects undergraduate scholarships disbursed to students- anticipated to increase with planned fund raising to support and expand offerings and projects within the Honors Program. FY18 salaries reflect proposed 4% merit increases.

NAME OF AREA: Halbert and Nancy Robinson Center for Young Scholars

The mission of the Halbert and Nancy Robinson Center for Young Scholars (RC) is threefold: teaching, research, and service. The RC is a leader in the nation for developing programs that serve highly capable young pre-college and college students. Through early entrance programs we prepare younger students for college and provide them with challenging, accelerated learning opportunities in a vibrant, intellectual community at the UW. We also provide outreach through enrichment, summer, online and professional development programs that offer classes for highly capable Puget Sound students. The RC is a site for research and discovery of best practice in supporting highly capable young students, and maintains the UW's position as an internationally renowned center for gifted education. Should our unit experience anything but full funding, the following would ensue: (1) outreach efforts to expand access to our programs to students who are typically underserved in gifted programs would be limited; (2) affect our being a resource to support the social and emotional, as well as the academic needs of students; (3) diminish the RC and UW's national presence and recognition for designing and disseminating best practices for highly capable students.

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)	1.42	\$ 84,803	\$ 12,524		\$ 7,785	
Self-Sustaining Funds (BT 10, 11)	12.00	\$ 1,013,779	\$ 229,425		\$ 3,545	
Grants & Contracts (BT 05)	0.25	\$ 52,300			\$ 2,619	
Philanthropy, or Gifts & Discretionary (BT 06)			\$ 12,200		\$ 3,000	\$ 37,714
Total	13.67	\$ 1,150,882	\$ 254,149	\$ -	\$ 16,949	\$ 37,714

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)	1.67	\$ 137,005	\$ 12,900		\$ 8,019	
Self-Sustaining Funds (BT 10, 11)	12.00	\$ 1,054,330	\$ 236,308		\$ 3,651	
Grants & Contracts (BT 05)		\$ 54,392			\$ 2,698	
Philanthropy, or Gifts & Discretionary (BT 06)			\$ 12,566		\$ 3,090	\$ 38,845
Total	13.67	\$ 1,245,727	\$ 261,774	\$ -	\$ 17,458	\$ 38,845

For FY17 and FY18, there will be approximately 45 temporary/fee-based and 80 hourly employees within our Unit, in addition to 13 permanent staff. Expenses in the 'Other Category' reflects scholarship money to be given out.

Updated Carryover Usage Plan - Administrative 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" (Columns C-F). Instead, please provide updated numbers under "Updated Plan" (Columns H-K). If you have new line items, please add rows, as needed.

For any updates, please provide a brief description of the change (Column L). 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 into				Est. Carryover											
Unit:	PREVIOUS PLAN (Do Not Update)				FY16:				UPDATED PLAN (Please Complete)				into FY17:			
Undergraduate Academic Affairs					\$ 600,599								\$ 906,349 *			
Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates							
Unit's Reserve (10% of permanent ABB budget)	FY17	1	\$ 707,244	\$ 707,244	FY18	1	\$ 748,003	\$ 748,003								
	Total Unit's Reserve: \$ 707,244				Total Unit's Reserve: \$ 748,003											
Central Commitments				\$ -	<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>		\$ -								
				\$ -				\$ -								
<i>Add more lines as needed</i>				\$ -				\$ -								
	Total Central Commitments: \$ -				Total Central Commitments: \$ -											
"Spending Plan" Permanent Costs & Other Projects					<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>										
A. Perm expenditures funded with temp funds					FY17	1	\$ 38,876	\$ 38,873								
Student peer advisors (ATAS)					FY17	1	27,195	15,300								
Honors Director - supplement				\$ -				\$ -								
B. Possible multi-year commitments					FY17	1	27,800	27,800								
Writer in residence (Honors Program)					FY17	2	\$ 9,082	\$ 18,164								
Graduate students (Honors Program)				\$ -	FY17	1	46,338	46,338								
Dream Project director				\$ -				\$ -								
C. Immediate, current year use					FY17	1	\$ 11,871	\$ 11,871								
Operational support for Safety of Minors Prog.				\$ -				\$ -								
				\$ -				\$ -								
				\$ -				\$ -								
				\$ -				\$ -								
	Total Permanent Costs & Other Projects: \$ -				Total Permanent Costs & Other Projects: \$ 158,346											
PRIOR PLAN TOTAL: \$ 707,244				UPDATED PLAN TOTAL: \$ 906,349 **												

* 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.

Provost Reinvestment Fund Request(s)

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

One Sentence Explanation:	1.0 FTE staff and operations budget for the Office for Youth Programs Development and Support (YPDS) to support the safety of minors.				
Requested PRF (per year):	\$	150,000			
Number of years needed:		2			
Starting In:		FY18			
Unit Match/Contribution:					
Full Explanation of Request:	Over the past year, Undergraduate Academic Affairs (UAA) assumed responsibility for establishing, at the recommendation of the University's Safety of Minors Committee and with temporary support from the Provost, the Office for Youth Programs Development and Support (YPDS). Over the past nine months, the foundation for YPDS has been established: a Director has been hired, environmental scans have been conducted, educational resources have been compiled and/or produced and made available via a new website, and networks/learning communities have been launched. The work of ensuring the safety of minors through University-affiliated programs and initiatives is paramount.				
Connection To Other Units:	The Office for Youth Programs Development and Support (YPDS) supports the work of programs and units throughout the University. First and foremost, YPDS provides consultative and educational support to staff and faculty whose responsibilities include (a) direct interaction with minors on- or off-campus and/or (b) facilitation of programs/services that involve direct interaction with minors on- or off-campus. The contributions of YPDS are explicitly intended to add value where needed, avoiding duplication of efforts, and mitigate duplication of efforts through building and convening networks of people whose work requires attention to ensuring the safety of minors. YPDS's educational orientation complements the policy orientation of UW's Compliance Services.				
FTES and Expenditures	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
Job Title	FTE	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Director</i>	<i>1</i>	<i>\$119,000</i>		<i>\$119,000</i>	<i>full time salary projected with 4% increase and benefits at current rate</i>
Other Expenditures	n/a	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Goods & services</i>		<i>\$31,000</i>		<i>\$31,000</i>	<i>goods & services includes operational costs as well as travel, conferences, room rentals for meetings</i>