

**Administrative Unit Name:**

**University of Washington, Bothell**

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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- ❖ *Engagement of Campus community in growth plan development – The development of a rolling 5 year growth plan has been a key initiative for FY 2016. This presented an opportunity to engage the campus community in the process in efforts to foster joint communication and participation across campus. The goal is to receive feedback and identify priorities as well as create a sense of individual ownership of the growth trajectory the University is embarking on. Every unit, department, group, council or committee has been targeted and approached to participate with the goal of receiving direct feedback and input from all levels and perspectives within the University.*
  - ❖ *Improve service and streamline processes while containing costs or redeploying funds*
  - ❖ *Collaborative environment –*
    - *Beardslee Crossing office space is a framework for how inter-departmental units can co-locate in an open work space environment. This environment opens new communication and collaborative channels that benefit the entire campus community. The success of this working environment will continue to be fostered and adapted to other campus work places.*
  - ❖ *Shared Services*
    - *Establish a process that clearly defines all obligations and financial arrangements for providing services. Clearly outline how costs and revenues will be accounted for.*
    - *Evaluate methodology and establish documented process to review and assess overlaps in our operations*

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

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- ❖ *Plan to identify areas where centralized services and functions would enhance efficiency and effectiveness across campus. This will include identifying stress points of existing staff in areas such as fiscal support or system maintenance. Potential collaboration between units or joint investment in solutions will benefit all campus functions and support sustainable growth trajectories.*

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.

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- *Space – According to OFM space comparison information, University of Washington Bothell has the highest campus density of 4 year public universities in Washington. Current space usage is therefore already stretched while the campus community will continue to grow. The space constraint impacts classroom availability, staff and faculty office space and parking. Therefore, there will be additional focus needed on classroom utilization practices, office space optimization and continual investment in parking mitigation initiatives and parking infrastructure.*

*In addition, current residence hall and dining facilities are inadequate to accommodate the current and future growth. Having dining facilities on campus is imperative to support a student-centered environment by engaging students and campus partners in structured activities that contribute to the development of the overall programs.*

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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- *Tuition generated from increase of Student enrollment will be allocated to cover the additional funds needed for 3% merit increases in FY17.*

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.

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*As described last year, UW Bothell Fund Balance represents fund balance for the entire UWB campus. For this current year, it includes the recommended and necessary reserve of \$4,000,000 to cover potential shortcomings on debt service, lease obligations, and other unforeseen events.*

*A significant portion of the fund balance was preserved and since used for investments associated with funding new School of STEM and opening of a new science building (Discovery Hall). Specifically, \$2,000,000 has been allocated for purchase of additional new lab equipment and supplies for Discovery Hall and \$650,000 was used to fund STEM faculty startup packages. Another significant portion of the fund balance is used for space alteration and repurposing of existing space both on campus and for a new leased space totaling \$3,700,000 of investment in the projects. The remainder of the balance has been fully allocated in 2015-17 biennium across a variety of areas associated with campus growth and infrastructure needs, advancement and external relations efforts (165,000), Information Technology equipment replacement (\$500,000), additional faculty search expenses and startup packages (\$1,070,000), student hourly staff funding (\$800,000), Office of Research staffing and operation (\$200,000), and contribution of \$4,500,000 towards UW Bothell growth plan.*

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.

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Title	Funding	FY	P/T	Years Needed (If Temp)
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*Academic Unit Name: University of Washington, Bothell*

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In addition to the questions in this document, academic units will be asked to provide information about anticipated growth or contraction over the next five years. These materials, however, will not be distributed to academic units until October 30 and will not be due until Wednesday, December 23. In order to ensure some consistency and common information across responses, academic units will be given templates with projections of student growth. Units will be asked to review these growth trajectories and provide detailed notes about any planned deviation(s).

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1. Since the Washington state legislature reduced resident undergraduate tuition rates for the 2015-16 and 2016-17 academic years, we are giving academic units an opportunity to revisit and, if needed, revise tuition rate recommendations for 2016-17 (FY17).

**Please review the FY17 tuition rate(s) previously recommended by your unit** – copies are available at the [FY16 Unit Budget Submissions webpage](#) – and please **either confirm your previous recommendation or provide a new recommendation with accompanying justification** for the change.

**If you have a new recommendation, please use the “Tuition Rec Worksheet” tab** of the “FY17 Academic Budget Worksheets & References” [Excel workbook](#) to identify your new proposal.

As always, **if your recommendation involves creating a new tuition category**, please be sure to identify the original tuition category, the proposed category and a suggested tuition rate for FY17. 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.

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No changes from what was previously submitted.

5. **Please confirm that faculty councils – and, to whatever extent may be possible, student leaders – within your unit/campus have been consulted** as part of this budget planning exercise and given the opportunity to provide input. To confirm this, please do one of the following:
- a. Briefly describe who was consulted and when, and provide a point of contact for your faculty council.
- OR**
- b. Include a signed letter from your faculty council chair (a scanned PDF is fine) when you submit the rest of your materials.
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FY 2017 budget has been adopted by the Chancellor's Cabinet as part of our 5 year growth plan during the summer retreat. UW Bothell adopted a growth plan endorsed by the Chancellor's Cabinet as part of the 21st Century Campus initiatives.

The Chancellor's Cabinet includes General Faculty Chair and Vice Chair, Student Government President, and faculty, student and staff representatives. During the course of the fall quarter we consulted with multiple groups, which included GFO, GSO, ASUWB, Council of the Deans, and other leadership from across campus regarding our 5 year growth plan and FY2017. UW Bothell budgeting process is based on active participation and collaboration across the campus. Please see the following contact information.

**CHAIR, COUNCIL OF ACADEMIC DEANS**

Scott, Elaine

Title: Dean, and Professor of Engineering

Department: School of STEM Engineering and Mathematics Division

scottep@uw.edu

**CHAIR, GENERAL FACULTY ORGANIZATION**

Erdly, Bill

Title: Associate Professor

Department: School of STEM Computing and Software Systems Division

erdlyww@uw.edu

**ASUWB, PRESIDENT**

Juarez, Dominick

Title: President

asuwbprs@uw.edu

## 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.

<b>Administrative Unit Name:</b>	<b>UW Bothell</b>
<b>Carryover Balance going into FY16:</b>	<b>\$ 22,588,515</b>

Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals
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<b>Unit's Reserve (10%)</b>				
	FY17	1	\$ 4,000,000	\$ 4,000,000
<b>Total Unit's Reserve:</b>				<b>\$ 4,000,000</b>

<b>Central Commitments</b>	<i>e.g. FY17, FY18</i>	<i>e.g. 2</i>		
1. (description)		0		\$ -
2. (description)			\$ -	\$ -
<i>Add more lines as needed</i>			\$ -	\$ -
<b>Total Central Commitments:</b>				<b>\$ -</b>

<b>"Spending Plan" Permanent Costs &amp; Other Projects</b>	<i>e.g. FY17, FY18</i>	<i>e.g. 2</i>		
<b>A. Permanent expenditures funded with temporary funds</b>				
1. Office of Research Staffing and Operations	FY 17-18	2	\$ 100,000	\$ 200,000
2. Student Hourly staff	FY 17-18	2	\$ 400,000	\$ 800,000
<b>B. Possible multi-year commitments</b>				
1. Faculty startup packages	FY 17-18	2	\$ 500,000	\$ 1,000,000
2. (description)			\$ -	\$ -
<b>C. Immediate, current year use</b>				
1. Discovery Hall Equipment Purchase	FY 17	1	\$ 2,000,000	\$ 2,000,000
2. Founders Hall Space Improvement	FY 17	1	\$ 2,500,000	\$ 2,500,000
3. STEM Faculty Startup Packages	FY 17	1	\$ 650,000	\$ 650,000
4. Information Technology equipment replacement	FY 17	1	\$ 500,000	\$ 500,000
5. Chancellor's Strategic Initiatives	FY 17-18	2	\$ 250,000	\$ 500,000
6. Vice Chancellor of Academic Affairs Strategic Initiatives	FY 17-18	2	\$ 1,000,000	\$ 2,000,000
7. Vice Chancellor of Administration, Planning & Finance Strategic Initiatives	FY 17-18	2	\$ 1,000,000	\$ 2,000,000
8. Vice Chancellor of Advancement & External Relations Strategic Initiatives	FY 17-18	2	\$ 80,000	\$ 160,000
9. Beardslee Crossing Space Improvement	FY 17	1	\$ 1,200,000	\$ 1,200,000
10. Summer quarter return to schools for strategic investments	FY 17-18	2	\$ 1,500,000	\$ 3,000,000
11. 5% Reserve in UW Bothell schools	FY 17	1	\$ 1,400,000	\$ 1,400,000
12. Faculty search expenses	FY 17-18	2	\$ 35,000	\$ 70,000
13. Support research initiatives in Schools	FY17	1	600,000	\$ 600,000
<b>Total Permanent Costs &amp; Other Projects:</b>				<b>\$ 18,580,000</b>

<b>TOTAL CARRYOVER USAGE PLAN</b>	<b>\$ 22,580,000</b>
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