# VPGC

Print Form

Save Form

Western Oregon UNIVERSITY

# WOU STRATEGIC BUDGET PROPOSAL FOR INSTITUTIONAL PRIORITIES

## I. PROPOSAL OVERVIEW

| | | |
|---|---|---|
| Title<br>General Counsel/Employment Capacity | | |
| Department<br>General Counsel's Office | Requestor<br>Ryan J. Hagemann | |
| Requestor Email<br>hagemannr@wou.edu | Requestor Phone<br>503-838-8809 | Request Date<br>11/22/17 |

## II. TIMEFRAME

| | | | | |
|---|---|---|---|---|
| **Proposed Dates** | Start | 07/01/18 | End | 06/30/19 |

## III. PROPOSAL SUMMARY

*Make your summary **concise** and compelling. Avoid jargon and acronyms. A limit of 100 words is recommended.*

This is base request, even though the form required an "end date." For purposes of the request, I used the last day of the fiscal year. With independence and the significant increase in regulatory and compliance duties facing the university--ranging from investigations, employment-related matters, and legislative requirements--the one-person General Counsel's office simply is not staffed to confront these legal requirements on a daily and annual basis. Without additional capacity to discharge these duties, sharpened by the fact that the institution is now a separate legal entity with no Oregon University System or State Board of Higher Education, the risk profile of the institution is increased.

## IV. PROPOSAL SCOPE

Describe the proposal and the expected outcomes if approved. Additional space available on the next page.

The request to add a person to the General Counsel's Office. The employee would need to be adaptable and able to discharge various duties that are necessary in a small General Counsel's office. The person--whether it be a senior paralegal or an assistant general counsel--could not be a specialist. Among the duties that the employee would discharge include:

(1) Investigations, other than Title IX investigations, which would remain with the Title IX coordinator;
(2) HI-B Visas and immigration matters for employees;
(3) Public records requests and other data requests, such as for discovery or collective bargaining;
(4) Research for all board statements, policies, or procedures amended or promulgated by General Counsel;
(5) Contract review for any contracts assigned to the General Counsel's Office;
(6) Initial research for proposed legislation that could affect the institution;
(7) Assist Human Resources with necessary and required reports, such as pay equity or affirmative action;
(8) Assist with affirmative action compliance and duties with all search conducted by the institution;
(9) Work with all tort claim notices, complaints, lawsuits, and other initial matters necessary for claims management in conjunction with Director of Public Safety, Risk Management and Emergency Preparedness;
(10) Manage a risk-conscious training program in concert with Human Resource and Risk Management;
(11) Assist VPGC with meetings, deadlines, and research associated with Legislature and HECC;

***Proposal Scope continued***

(12) Assist General Counsel with PURMIT (risk insurance trust) duties;

(13) Assist VPGC/Board Secretary with Board preparation, in particular the July board meeting focused on evaluation, compliance, and enterprise risk management.

## V. STRATEGIC ALIGNMENT

Describe the proposal's linkage to the university Strategic Plan.

An accountable and transparent enterprise is at the core of the university's strategic plan. The increased capacity in the General Counsel's Office upholds the strategic plan in the following manner:

(1) Values: Accountability: Evidence-based decision making, integrity, and ethical transparency.

(2) Values: Community. Trustworthy, caring, safe environment for the cultivation of peace, civility, and social justice; connections extending beyond the classroom, across campus and into our local and global communities.

## VI. ADDITIONAL INFORMATION

Please include the following: implementation plan, assessment plan and the plan to sunset proposal if assessed objectives are not met in the timeframe outlined.

| **VII. BUDGET** Select all sources that will fund this proposal and complete form A (below) for each source. (Additional copies on pages 6-8.) | | | |
|---|---|---|---|
| Education & General ☑ | Grant ☐ | Self-Support Academic ☐ | Self-Support Non-Academic ☐ |

| **A. Funding Source** | Education & General ☑ | | Grant ☐ | Self-Support Academic ☐ | | Self-Support Non-Academic ☐ |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | 134,014.00 |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | 1.00 |
| **Salaries** | | | | | | 85,000.00 |
| **Benefits** | | | | | | 44,014.00 |
| **Materials & Supplies** | | | | | | 2,000.00 |
| **Travel** | | | | | | 3,000.00 |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134,014.00 |

| VIII. PROPOSAL SIGNATURES | | |
|---|---|---|
| Department Head | Name | Signature |
| Division Head | Name | Signature |
| Vice President | Name Ryan Hagemann | Signature |

| IX. ACTION | | |
|---|---|---|
| **Recommended by UBC** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Recommended by President** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Final Approval** | Yes ☐ No ☐ | Date |
| Comments: | | |

# HR

Print Form

Save Form

Western Oregon UNIVERSITY

# WOU STRATEGIC BUDGET PROPOSAL FOR INSTITUTIONAL PRIORITIES

## I. PROPOSAL OVERVIEW

| | | |
|---|---|---|
| Title<br>Human Resources Capacity | | |
| Department<br>Human Resources | Requestor<br>Ryan J. Hagemann | |
| Requestor Email<br>hagemannr@wou.edu | Requestor Phone<br>503-838-8809 | Request Date<br>11/22/17 |

## II. TIMEFRAME

| | | | | |
|---|---|---|---|---|
| **Proposed Dates** | Start | 01/01/18 | End | 06/30/18 |

## III. PROPOSAL SUMMARY

*Make your summary **concise** and compelling. Avoid jargon and acronyms. A limit of 100 words is recommended.*

This is a base request, even though the form required an "end date." For purposes of the request, I used the last day of the fiscal year. With independence and the increasing regulatory burden on Human Resources, additional capacity is necessary in order to discharge legal and compliance obligations satisfactorily. There will substantial work in Human Resources over the next five years, minimum, to convert systems inherited from the dissolved Oregon University System. This is in addition to the regulatory and compliance burdens the unit already faces. Currently, HR employs two 0.49 FTE employees that assist managers with recruitment and benefits respectively. This budget request ask for both employees to move to 0.75 FTE to increase capacity for employees that are already familiar with WOU HR and university systems.

## IV. PROPOSAL SCOPE

Describe the proposal and the expected outcomes if approved. Additional space available on the next page.

The proposal is straightforward and described substantially at Section III of this form. Because of the increased regulatory and compliance burden of discharging recruitment and benefits duties within the HR unit, more capacity is necessary to ensure that the duties are completed in a legal and satisfactory manner. HR already employs two people at 0.49 FTE and they are aware of WOU HR and systems. The increased capacity would also assist greatly with the effort to review all inherited policies and procedures from the Oregon University System and update all work flows, procedures, forms and other basic requirements of the HR function. This capacity would, in turn, permit other employees in the unit to focus on other pressing regulatory requirements such as anti-discrimination compliance, training, collective bargaining, investigation, affirmative action requirements, data requests, and reports.

***Proposal Scope continued***

## V. STRATEGIC ALIGNMENT

Describe the proposal's linkage to the university Strategic Plan.

An accountable and transparent enterprise is at the core of the university's new strategic plan. The increased capacity in Human Resources to discharge fundamental responsibilities upholds the strategic plan in the following manner:

(1) Vision: supporting the inclusion of, respect for, and appreciation of all communities of students, faculty and staff.

(2) Vision: promoting the well-being of students, employees, and the environment.

(3) Values: Accountability: evidence-based decision-making, integrity, and ethical transparency.

(4) Values: Community: trustworthy, caring, safe environment for the cultivation of peace, civility, and social justice; connections extending beyond the classroom, across campus and into our local and global communities.

(5) Institutional Priorities: II.2.1: Attract and retain faculty who reflect the diversity of our students and are excellent teachers and leaders in scholarly and creative pursuits within their respective fields.

(6) Institutional Priorities: II.3.1: Attract and retain staff members who reflect the diversity of our students, excel in their areas of expertise and support academic excellence.

(7) Institutional Priorities: II.3.4: Increase support for professional development for staff to provide culturally and linguistically responsive services.

(8) Institutional Priorities: III.4.2: Provide professional development to improve institutional climate and personal commitment to, and understanding of, cultural competencies.

(9) Institutional Priorities: III.4.3: Recognize that knowledge of, and experience in, diversity-related topics are professional competencies that are expected of all employees.

(10) Institutional Priorities: V.6: Enlist the talents of faculty and staff to increase workplace satisfaction and develop a superior workforce.

## VI. ADDITIONAL INFORMATION

Please include the following: implementation plan, assessment plan and the plan to sunset proposal if assessed objectives are not met in the timeframe outlined.

**VII. BUDGET** Select all sources that will fund this proposal and complete form A (below) for each source. (Additional copies on pages 6-8.)

| Education & General | ☑ | Grant | ☐ | Self-Support Academic | ☐ | Self-Support Non-Academic | ☐ |
|---|---|---|---|---|---|---|---|

| A. Funding Source | Education & General ☑ | | Grant ☐ | Self-Support Academic ☐ | | Self-Support Non-Academic ☐ |
|---|---|---|---|---|---|---|
| | One-Time Funding | | | Base (3-yr Recurring) Funding | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | 0.52 | 0.52 |
| **Salaries** | | | | | 8,396.00 | 17,758.00 |
| **Benefits** | | | | | 19,139.00 | 39,425.00 |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 27,535.00 | 57,183.00 |

| VIII. PROPOSAL SIGNATURES | | |
|---|---|---|
| Department Head | Name | Signature |
| Division Head | Name | Signature |
| Vice President | Name Ryan Hagemann | Signature |

| IX. ACTION | | |
|---|---|---|
| **Recommended by UBC** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Recommended by President** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Final Approval** | Yes ☐ No ☐ | Date |
| Comments: | | |

# IR

Print Form

Save Form

Western Oregon UNIVERSITY

# WOU STRATEGIC BUDGET PROPOSAL FOR INSTITUTIONAL PRIORITIES

## I. PROPOSAL OVERVIEW

| | | |
|---|---|---|
| Title<br>Institutional Research & Effectiveness Capacity | | |
| Department<br>Office of Institutional Research & Effectiveness | Requestor<br>Ryan J. Hagemann | |
| Requestor Email<br>hagemannr@wou.edu | Requestor Phone<br>503-838-8809 | Request Date<br>11/22/17 |

## II. TIMEFRAME

| | | | | |
|---|---|---|---|---|
| **Proposed Dates** | Start | 07/01/18 | End | 06/30/19 |

## III. PROPOSAL SUMMARY

*Make your summary **concise** and compelling. Avoid jargon and acronyms. A limit of 100 words is recommended.*

This is a base request, even though the form required an "end date." For purposes of the request, I used the last day of the fiscal year. Earlier this year, WOU hired Dr. Abdus Shahid to create a new Institutional Research & Effectiveness function in order to ensure an evidence-based, data-driven decision-making culture on the campus. This request for additional capacity in that function ensures that Dr. Shadid's office can succeed and deliver on the requests and expectations of the president and the Board of Trustees with regard to dashboards, measures, trend analysis, and accurate data. Without additional capacity in Institutional Research & Effectiveness, it is doubtful that priority requests will be completed when the president and Board need accurate data and analysis.

## IV. PROPOSAL SCOPE

Describe the proposal and the expected outcomes if approved. Additional space available on the next page.

The budget proposal comes in two parts. First, Institutional Research & Effectiveness requests a second position in the office to support Dr. Shadid and the yet-to-be-formed Data Integrity Work Group. The work group will include stakeholders from major units across campus responsible for the use of large groups of data, such as Registrar, Business Services, Human Resources, and Academic Effectiveness. These major units will work with Dr. Shahid and the new position--a Research Analyst or similar title--to ensure the data needs of the campus are met in an accurate, efficient, and compliant manner. It is likely the second position will work closely with the work group to ensure that Dr. Shahid, as director, has the data and information that he needs in order to discharge requests and obligations from the president and the Board.

Second, the requests asks for an increase in the S&S budget in order to (1) support a second employee, (2) ensure that Dr. Shahid and the second employee have sufficient professional development in order to construct a new office, and (3) permit some flexibility to purchase new software licenses or hardware, if the current state proves insufficient. It is already possible that SAS is not adequate and that IR will need to purchase a Tableux license in order to discharge duties effectively. The request is for $7,500 annually, which is in addition to the $5,000 already budgeted for the Institutional Research & Effectiveness Office.

***Proposal Scope continued***

## V. STRATEGIC ALIGNMENT

Describe the proposal's linkage to the university Strategic Plan.

An evidence-based, accountable, and transparent enterprise is at the core of the university's new strategic plan. The increased capacity in Institutional Research & Effectiveness to discharge fundamental responsibilities upholds the strategic plan in the following manner:

(1) Vision: Adapting to the changing world through continuous institutional improvement, evolving pedagogies and expertise, sustained scholarly and creative activities, and delivery of critical and innovative programs.

(2) Values: Accountability: Evidence-based decision making, integrity, and ethical transparency.

(3) Institutional Priorities: I.3.2. Improve curriculum based on effective assessment of student learning outcomes.

(4) Institutional Priorities: IV.1.1. Develop and implement a transparent, evidence-based budget model that supports institutional priorities.

(5) Institutional Priorities: IV.2. Operate in a manner that supports the university's values and continuous improvement, including develop institutional research capacity (2.1), use institutional data to inform decisions, address program outcomes and meet strategic goals and accreditation standards (2.2), and promote culture of evidence-based decision making and accountability (2.3).

## VI. ADDITIONAL INFORMATION

Please include the following: implementation plan, assessment plan and the plan to sunset proposal if assessed objectives are not met in the timeframe outlined.

| **VII. BUDGET** Select all sources that will fund this proposal and complete form A (below) for each source. (Additional copies on pages 6-8.) | | | |
|---|---|---|---|
| Education & General ☑ | Grant ☐ | Self-Support Academic ☐ | Self-Support Non-Academic ☐ |

| **A. Funding Source** | Education & General ☑ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | 109,825.00 |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | 1.00 |
| **Salaries** | | | | | | 65,000.00 |
| **Benefits** | | | | | | 37,325.00 |
| **Materials & Supplies** | | | | | | 7,500.00 |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 109,825.00 |

| VIII. PROPOSAL SIGNATURES | | |
|---|---|---|
| Department Head | Name | Signature |
| Division Head | Name | Signature |
| Vice President | Name Ryan Hagemann | Signature |

| IX. ACTION | | |
|---|---|---|
| **Recommended by UBC** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Recommended by President** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Final Approval** | Yes ☐ No ☐ | Date |
| Comments: | | |