

*University of Washington Bothell*

# ***Administrative Services***

***Annual Report  
2005-2006***

# UNIVERSITY OF WASHINGTON BOTHELL

## MISSION

## VISION

## GOALS

### MISSION

*The University of Washington Bothell holds the student-faculty relationship to be paramount. We provide access to excellence in higher education through innovative and creative curricula, interdisciplinary teaching and research, and a dynamic community of multicultural learning.*

### VISION

The University of Washington Bothell will be a transformational learning community and a catalyst for enhanced quality of life throughout our region.

Our culture of learning, committed to disciplined inquiry and responsible service, will be woven into our organizational and operational life. We will be noted for scholarship and research that is respected in the academy and valued in the community because of its relevance and innovative bridging of academic disciplines. Our success will attract a highly motivated and diverse student population and a faculty and staff of exceptional ability and dedication.

### GOALS

- Serve college-age and established adult students, as well as the community at large, by providing access to a premier institution of higher education.
- Emphasize and develop critical thinking, writing, and information literacy, in order to graduate students with life-long learning skills.
- Actively recruit and support outstanding faculty scholars with a passion for communication.
- Build an inclusive and supportive community of learning and incorporate multicultural content and diverse perspectives on ethnic and racial groups, gender, sexual orientation, social class, and special needs.
- Encourage and support collaborative, interdisciplinary, and cross-program initiatives.
- Provide quality curricula by making use of the best of educational technology in support of teaching and learning.
- Attract and support an internationally diverse student body and a nationally recognized faculty and staff.
- Create and support excellence in student services, academic services such as library, writing center, computing services, and physical facilities.
- Foster productive relationships with the employment community and promote a strong public service commitment.
- The University of Washington Bothell is committed to achieving this mission and promote the on-going review of our outcomes, organizational structures, and processes that support this mission and these goals.

## *FROM ADMINISTRATIVE SERVICES*

This is the sixth annual report from the Office of Administrative Services. When the first report was released at the end of fiscal year 2000-01, we were looking forward to fully implementing services that had been in development for the 'new' campus, and we were enthusiastically anticipating the opportunities and challenges associated with being part of a co-located campus. Along with our campus partner, Cascadia Community College, we have attempted to complete the delivery of a full range of joint services to keep our campus accessible, safe, clean, and efficient.

During this past year, the Administrative Services units witnessed a number of changes, including staff turnover. Some of those who have separated were with us for only a short period of time while others were long serving employees and provided tremendous input to who we are as a campus and an institution as a whole. Despite these changes, the collective units have been successful in maintaining quality service to the campus community with minimal disruption. The remaining staff have continued on in their daily efforts with a positive attitude and professional zeal. In response, the UWB community has demonstrated significant support and good humor; it is the hallmark of the UWB community to respond in such a manner.

On behalf of the staff of Administrative Services, we wish to thank the University community for their generous support. We also want to thank each of the staff in the Administrative Services units: Finance and Administration, Human Resources, Physical Plant (Custodial, Grounds, Maintenance), and Campus Security for their continued dedication and persistent good work.

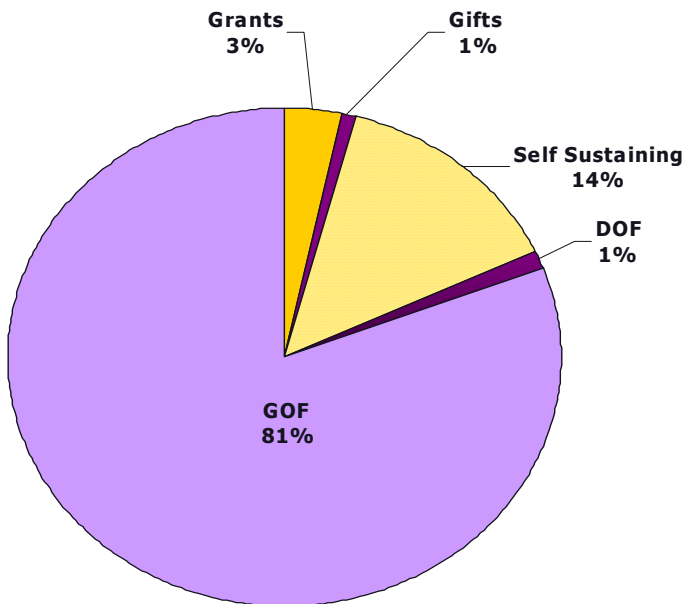
*~ The Administrative Services Leadership Team*

# University of Washington Bothell

## EXPENDITURES

July 1, 2005 - June 30, 2006

Revenue Source	Expenditures	% Distribution
General Operating Funds (GOF) – <i>Tuition</i>	\$7,273,660	28.03%
General Operating Funds (GOF) – <i>State Tax Support</i>	\$12,555,465	48.38%
<b>TOTAL GOF</b>	<b>\$19,829,125</b>	<b>76.41%</b>
Grants and Contracts	\$1,414,260	5.45%
Gifts	\$208,803	0.80%
Self Sustaining Operations (Auxiliary)	\$2,693,750	10.38%
Designated Operating Funds (DOF)	\$1,804,784	6.95%
<b>TOTAL OTHER</b>	<b>\$6,121,597</b>	<b>23.59%</b>
<b>TOTAL OPERATIONS</b>	<b>\$25,950,722</b>	<b>100%</b>

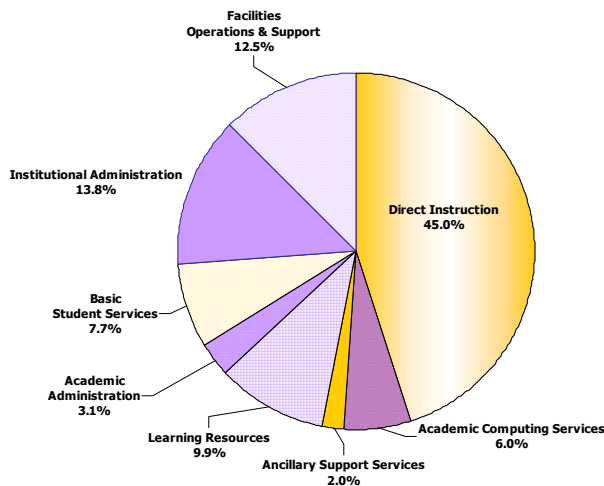


**Total Expenditures  
by Revenue Source**

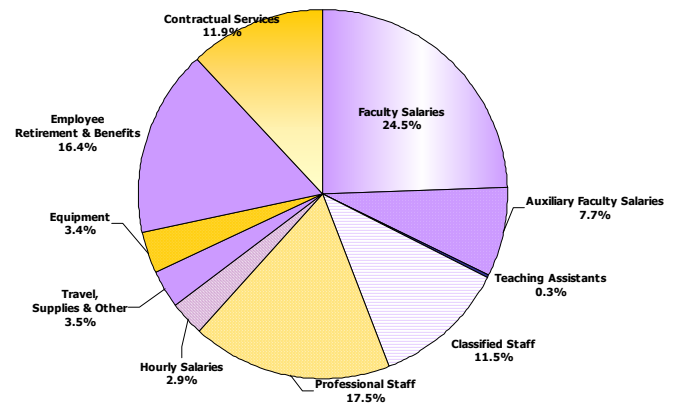
## GOF Expenditures by Program

Program Category	Expenditures	% Distribution
General Instruction (011)	\$7,888,858	39.78%
Health Sciences Instruction (012)	\$1,035,415	5.22%
Academic Computing Services (041)	\$1,192,761	6.02%
Ancillary Support Services (042)	\$401,157	2.02%
Academic Administration (043)	\$621,557	3.13%
Learning Resources (051)	\$1,968,464	9.93%
Basic Student Services (061)	\$1,517,401	7.65%
Institutional Services (08X)	\$2,734,197	13.79%
Building & Utility Operations (09X)	\$2,469,315	12.45%
<b>TOTAL EXPENDITURES by PROGRAM</b>	<b>\$19,829,125</b>	<b>100%</b>

**GOF Expenditures  
by Program**



**GOF Expenditures  
by Object**



## GOF Expenditures by Object

Program Category	Expenditures	% Distribution
Faculty Salaries	\$4,867,394	24.5%
Auxiliary Faculty Salaries	\$1,531,269	7.7%
Teaching/Research Assistants	\$64,300	0.3%
Classified Staff	\$2,285,065	11.5%
Professional Staff	\$3,488,526	17.6%
Hourly Salaries	\$579,744	3%
Employee Benefits	\$3,264,644	16.5%
<b>TOTAL PERSONNEL RELATED COSTS</b>	<b>\$16,080,942</b>	<b>81.1%</b>
Personnel Contractual Services	\$42,021	0.21%
Other Contractual Services	\$2,328,631	11.74%
Travel	\$136,621	0.69%
Supplies/Materials	\$566,190	2.86%
Equipment	\$674,720	3.40%
<b>TOTAL NON-PERSONNEL RELATED COSTS</b>	<b>\$3,748,183</b>	<b>18.90%</b>
<b>TOTAL EXPENDITURES by OBJECT</b>	<b>\$19,829,125</b>	<b>100%</b>

# FINANCE & ADMINISTRATION

**Mission:** Finance and Administration is dedicated to supporting the needs of the University of Washington Bothell in its delivery of financial services in an ethical and professional environment, develop and implement clear policies, simple procedures, and efficient work processes, and to provide F&A resources and services in compliance with governmental regulations.

In addition to the services listed in this section, Finance & Administration (F&A) offers many services to the UW Bothell community including budget monitoring and reporting; cashier services; copier and printer services; general accounting; mailroom distribution; phone request processing; parking permit and U-PASS sales.

## GRANTS & CONTRACTS

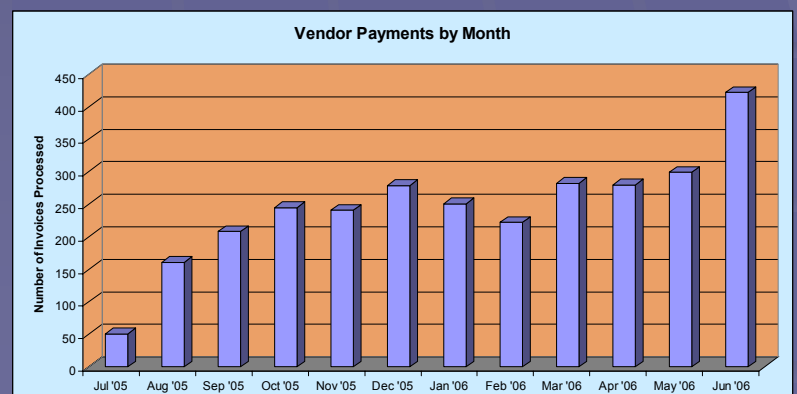
During fiscal year 2005-06, F&A staff processed approximately 16 new grant applications. These applications include all academic divisions within UWB, as well as Academic Support. The new proposals total \$3,842,584 in direct costs, and \$910,086 in indirect costs for total applications submitted of \$4,752,665. The grant applications range from \$15,278 for a federal grant with U.S. Fish and Wildlife Service to \$2,000,277 for a federal grant with U.S. Department of Education. The largest dollar volume of grants submitted was to the U.S. Department of Education.

## PAYROLL

F&A staff process semi-monthly payroll for approximately 375 faculty, staff, and hourly employees during the academic year, including full-time, part-time, temporary, and permanent positions (excluding Library positions, which are processed by University Libraries in Seattle). The total number of paychecks/direct deposit transactions processed for 2005-06 was approximately 8,381.

## ACCOUNTS PAYABLE

F&A staff process accounts payable for all disbursement requests campus-wide. F&A staff processed 2,941 total payments against purchase orders, travel expense vouchers (TEV), and petty cash vouchers in 2005-06.

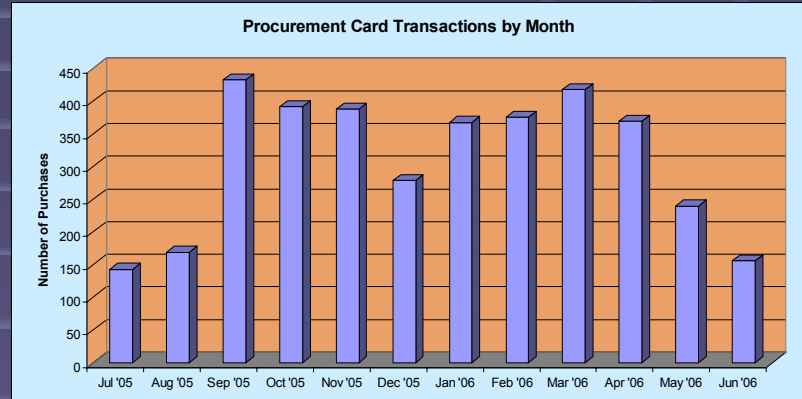


## PURCHASING

F&A purchasing staff act as the liaison between departments and purchasing in Seattle to secure needed items, and insure compliance with state and university purchasing regulations. During 2005-06, F&A issued 790 purchase orders, including confirming orders (under \$3,000), non-confirming orders (over \$3,000), travel expense vouchers, and blanket purchase orders, for a total dollar value of \$3,031,672.

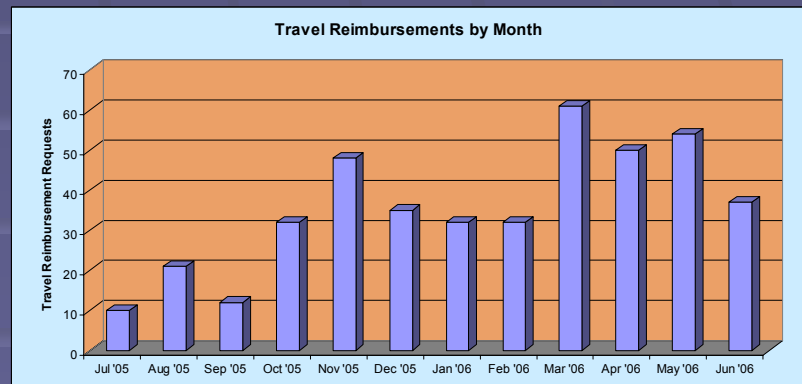
## PROCUREMENT CARD PROCESSING

In addition to the issuance of purchase orders, F&A staff review and reconcile all procurement card transactions campus-wide. The volume of procurement card activity has consistently grown from year to year, and is resulting in fewer purchase order issuances below \$2,000, which is the maximum dollar amount for procurement card purchases. The total number of procurement card transactions for 2005-06 was 3,732 for a total dollar value of \$633,152 in procurement card purchases.



## TRAVEL PROCESSING

F&A staff audit all travel expense vouchers for compliance with state and university regulations, provide timely reimbursement of travel expenses to employees, and provide education and training to employees on the travel regulations. During 2005-06, F&A staff processed 424 separate TEV reimbursements with a total dollar value of \$312,814.



## COMMON GROUNDS COFFEE SHOP

Administrative Services assumed responsibility for operation of the Common Grounds Coffee Shop effective July 1, 2004, with the coffee shop manager reporting to the F&A manager. The coffee shop was previously managed by the Student Affairs office. At the time of transition to Administrative Services, there were no other food alternatives on campus. There was a lack of food service provider until April 2005. The coffee shop realized a significant increase in revenue compared to the previous year due not only to the lack of other food service options, but also because of several menu additions, the purchase of additional equipment to allow for more product, and initiation of catering services beyond just coffee and tea service. Sales for fiscal year 2005-06 were \$184,833, compared to \$171,789 from the prior year.

# ***FACILITY SERVICES***

***Mission: To provide campus facilities oversight, design consistency, and coordination between campus administration, general administration, vendors, and construction personnel to ensure standards in construction excellence and monitoring all construction activities.***

**Thanks to our great staff! Many projects have been completed, and the buildings and grounds are in great shape! The staff of the Facility Services Department appreciates serving the co-located campus and we take great pride in the buildings, grounds, and systems.**



**We are committed to provide you with a comfortable, clean, and safe environment. This year we added many flowers to our campus including the big “W” between UWI and UW2. We also implemented our newest web accessible -computerized maintenance work order system- Megamations’ Direct Line.**

**We are happy to report that we had fewer power outages, rainstorms, windstorms, and snowstorms this year, therefore were able to focus more of our effort on our first priority of regular, preventative maintenance.**

## **Front Office Staff**

**We would like to acknowledge our front office staff for their great work throughout the year. All of the phone calls, emails, radio transmissions for service and repair, contractors, vendors, parts and supplies, lost and found are coordinated through our dispatch and office area. Our front office staffs are the hub between you, our customers, and the work that needs to be done. We all rely on their quick decision making skills, to know when to call out to maintenance staff when there is an emergency on the campus.**

## Custodial

The custodians work day and night to make sure all our buildings are neat and clean. There is one custodian during the day, four at swing shift, and 6.5 custodians during the graveyard shift. Some of the tasks they do during their workday are: vacuum & clean lights, walls, paneling, blinds & shades, cove base, hard flooring or carpet, furniture, all horizontal surfaces, all cabinets, cupboards and shelving, stairways/railings, stairs, elevators and stairwells, all items attached to walls, all vending areas, and all walk-off matting; clean and fill sanitary napkin dispensers, baby changing stations, clean all garbage & recycle containers. They are always ready to help other FS departments whether it is rolling up the metal doors after a power outage to shoveling snow during the winter. We truly appreciate their dedication!



## Grounds Team

Campus Grounds is responsible for the comprehensive routine upkeep / maintenance of the landscaping on the UWB/CCC campus grounds, wetlands, regional trail, sidewalks, promenade roads, wooded areas, parking lots and garages. There are five FTE's and one to five hourly employees that care for the campus grounds. Activities they do are: mowing, weeding/ planting beds, clearing wooded areas, snow removal and sanding during the winter, tree maintenance, exterior trash pickup, cleaning of light poles throughout campus, pressure washing and sweeping street / roads, walkways, promenade, regional trail and sidewalks. As of July 2006 we have stopped applying herbicides to the campus grounds. We continue to use our home grown vermicompost and create a compost tea which the crew applies to our campus flowers and plants.

## Engineering Department

The engineering department is made up of 6 FTE and one hourly person during the evenings and weekends. They take care of all heating, ventilation and air conditioning systems, as well as all of the lighting, electrical and chilled water systems. They maintain all fire, life and safety systems. They install all shelves, pictures, panels, put together furniture, paint walls and the list goes on and on.

They also have many systems/items that need preventative maintenance. This includes, hundreds of fire extinguishers, hundreds of light bulbs both on the street and in the buildings, the entire fire system, all the doors on campus, over 1000 air conditioning filters which need to be changed quarterly or yearly, hundreds of pumps, thirteen heating system boilers, eight domestic hot water boilers, two chillers, fifty two backflow preventers, three cooling towers, all the building roof gutters on campus, storm drains and all of our vehicles.

# ***FACILITY SERVICES***

## **Restoring the Wetlands**

Facility Services has the responsibility to continue restoring the campus wetlands back to its original state. We have one full-time grounds person and one to four hourly staff working in the wetlands daily. They continually weed / extract exotic plant species and weeds. They also plant trees and maintain the native plants throughout the year. BBL Sciences is under contract to provide maintenance direction and instruction to campus Facility Services' staff and insure that the campus is on track with its restoration efforts. The trees are growing rapidly; we have seen beavers, deer, eagles, hawks, bees, snakes, salmon and an owl.



Professors, researchers, students, and public visit, study and monitor the wetlands throughout the year. A few of the visitors we had this year are: CCC faculty and students, UWB faculty and students, UW Seattle faculty and students and Seattle University faculty and students.

We understand what a wonderful and sensitive area the wetlands are so we take great care and enjoyment in its restoration.

## **Facility Event Coordination and Set Up**

In an attempt to improve response time to customers and increase efficiency of work completed by all Administrative Services staff, the new full-time Facility Use Program Coordinator is now full-time and was moved to Facility Services in February 2006. The Facilities Use Program Coordinator has begun developing marketing material appropriate for advertising event space on campus to internal (UWB) and external customers. This position is also responsible for developing contacts in the business community to provide additional equipment requested by customers such as catering equipment, additional or special use tables and chairs, and other equipment and services.

We coordinate and assist with hundreds of events each year whether they are UWB events, externally sponsored, large or small. Event set up can include clean up, electrical hookup, setting up the barbeque, heating and air conditioning, setting up the stage, banners, tables, lighting, chairs, dance floor or all of the above!

## **Community Relations**

The Facilities Services department continues to develop relationships and nourish existing relationships within the Bothell community.

We interact with neighbors in the nearby residences whether they are enjoying a nice walk or run around the campus or smelling the roses at the at the Boone / Truly Ranch House.

## City of Bothell Departments Provide Great Service to Campus

We can call on the City of Bothell when we have questions whether it is the building department, public works or the fire department, they are always ready to help, listen and provide feedback.

## City of Bothell Department Directors /Staff Involved in Campus Capital Projects

City of Bothell employees are members of the campus' South Access Committee. We know we can call on the City of Bothell when we have questions whether it is the building department, public works, or the fire department, and they are always ready to listen, help, and provide feedback so we can better serve the campus community. We look forward to another great year with our neighbors! We truly appreciate the City of Bothell's assistance during our newest tenant improvement creating the C.U.S.P space in UW2-030.

The City of Bothell holds three of its major events on the UWB/CCC campus grounds, the 4th of July Parade, the recycling event, and the Summits of Bothell bicycle ride.

## City of Bothell 4th of July Parade

Campus Facility Services is pleased to work with the City of Bothell each year on the 4th of July Parade. The participants of the parade, floats, bikes, cars, bands etc.. set up and begin in the campus' upper lot and head down toward Main Street. Each year FS works with the City of Bothell employees setting up the event. The City of Bothell has always been there till the end to clean up the last streamer, cup and piece of paper that was left by the parade participants. Our parking lot looks great after the event!

## City of Bothell Spring and Fall Recycling and Clean up Events

The City of Bothell holds two Recycling and Cleanup Events each year.



<http://www.ci.bothell.wa.us/dept/pw/capitalimprov/recycle.html> The items that city residents are allowed to drop off are Brush and Stumps, Clean Green (yard clippings), Scrap Metals, Construction Debris, Wood, Bricks, Rocks, and Asphalt . Things that are not allowed are household hazardous materials such as paints, thinners and pesticides. Other items that aren't allowed are computer monitors, TV's or refrigerators. The City does a great job with traffic control and cleaning up after the event.

## UWB/CCC Offers Campus Buildings & Grounds for City of Bothell Training, Events & Meetings

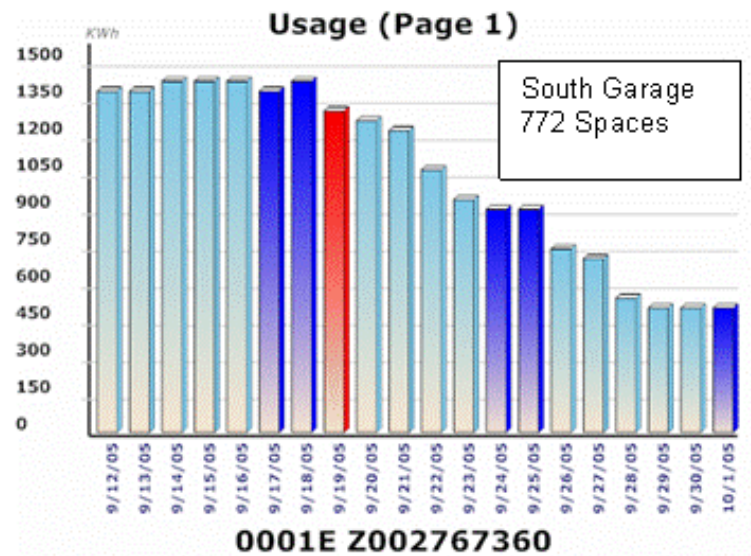
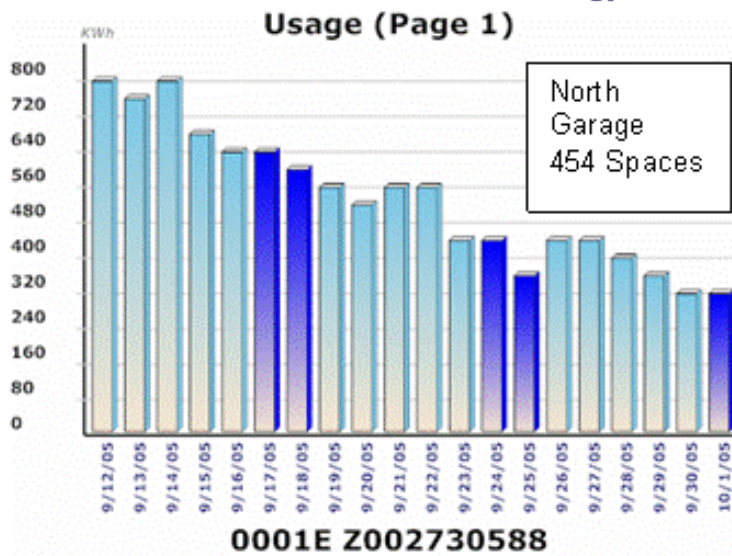
The Campus has provided event space and assistance in the setup for some of their great events. The City of Bothell has held many first aid, CPR classes on campus as well as the City's Holiday party which is held in the North Creek Events Center.

The campus provides its buildings and grounds to the fire and police department. Facility Services appreciates that these departments use our buildings so that if there is an emergency, Fire and Police are familiar with the campus.

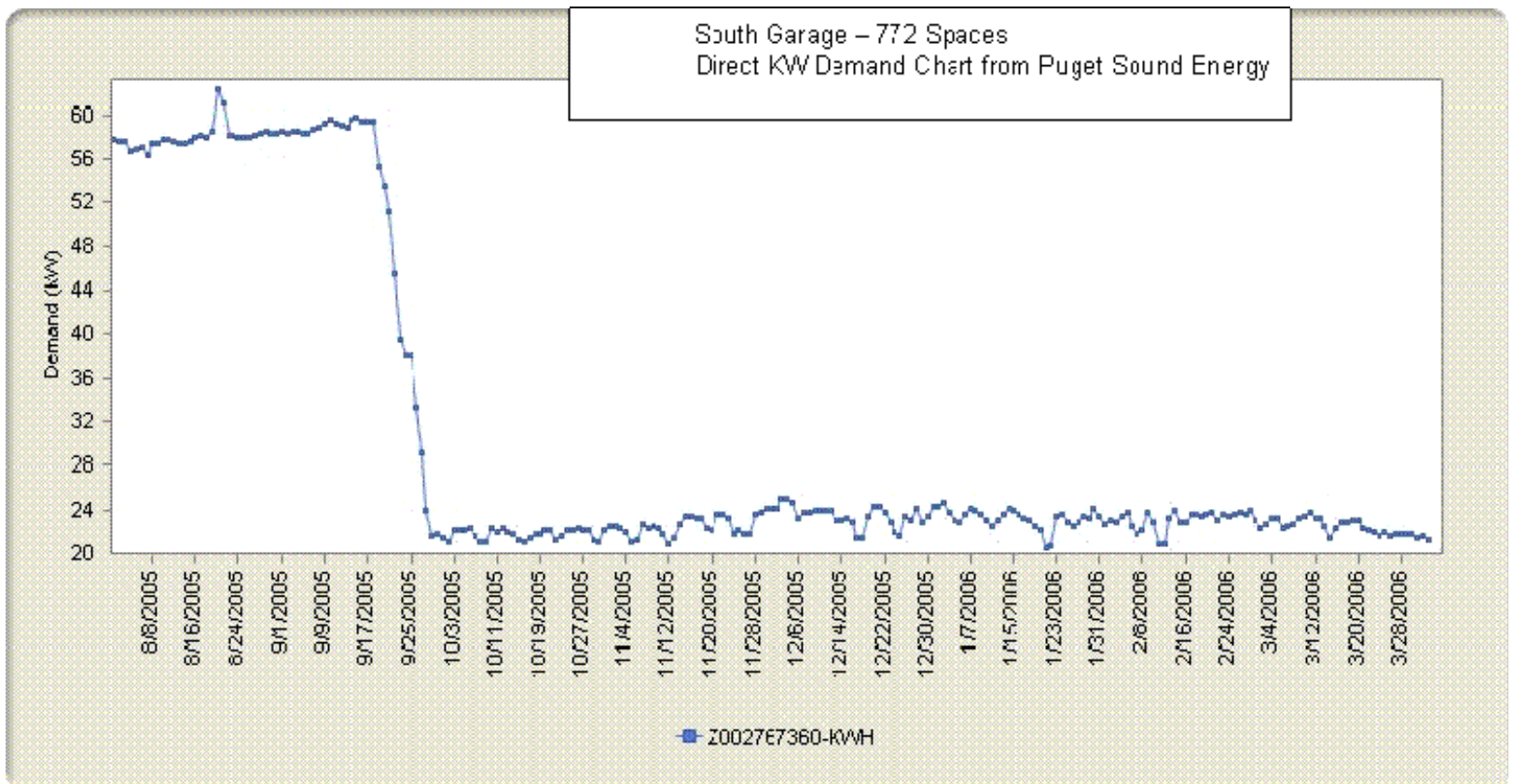
# FACILITY SERVICES

## UWB/CCC Campus Garage Lighting Retrofit

University of Washington Bothell and Cascadia Community College Facilities Services completed the electrical lighting retrofit in the north and south garages in October 2005. An electrical contractor removed 502 of the existing 175 watt metal halide lighting fixtures. The contractor installed 502 new, two lamp, 4 foot fluorescent fixtures. Per, Puget Sound Energy (PSE) this retrofit will save an annual \$37,564 dollars on our electrical bill and better yet, the cost of this retrofit was shared with PSE. Total Cost for the project was \$50,000 and PSE gave us a rebate check for half the cost of the retrofit! The UW and Cascadia only paid \$13K each. Here are graphs that PSE provided showing the reductions as we were changing the lighting fixtures from metal halide to fluorescent. Out total energy use reduction was 62%.



Below is a chart from PSE that shows our savings in electricity in the South Garage.



## Copy Services

The campus Copy Center opened by Administrative Services in September 2004, was closed in July 2006. The Copy Center provided a convenient on-site copy/print solution to the campus, but the revenues were not sufficient to sustain its operation. The decision to close the Copy Center was made at the recommendation of Administrative Services, with the concurrence of the Chancellor's Cabinet.

Departmental copy equipment leases were renewed with upgraded equipment in January 2006. The new equipment improves quality, production, and reliability for both copy and print functions.

Departments are encouraged to utilize their departmental copy machines for smaller jobs, and UW Publication Services or an off-campus vendor for larger print jobs, publications, or specialty production.

## Facilities Use

UW Bothell and Cascadia Community College share Washington State's only co-located higher education campus. The co-location agreement provides that the institutions have dedicated and joint building spaces. To govern the operation of joint building spaces, UW Bothell and Cascadia CC successfully concluded new rule making in 2006 that allows the institutions to improve the efficiency and effectiveness of campus space use. The UW Bothell rule is filed as Washington Administrative Code 478-137; an identical rule for Cascadia CC is filed as Washington Administrative Code 132Z-141. A new joint campus committee has been named to implement these rules and set the groundwork for availability of the North Creek Café to our broader eastside community.



UW Bothell hired a full-time staff member in 2006 to manage the continuing demand for academic, administrative, and non-curricular use of dedicated UW Bothell facilities and new joint space use implementation.

Facilities Use processes more than 600 requests per year for dedicated UW Bothell facilities.

## Risk Management

Administrative Services is responsible for coordinating with the UW Office of Risk Management and UW Environmental Health & Safety to control the risks to which the UW Bothell campus is exposed. Property and equipment insurances are reviewed on an annual basis to protect the University in case of loss. UW Bothell and Cascadia Community College equally share responsibility for joint building spaces and campus grounds. Accident and incidents reports are reviewed as received for potential resolution. The Director of Finance & Auxiliary Services has an ex-officio role on the UWB Health & Safety Committee for responsibility of a safe and healthy campus environment.

# ***HUMAN RESOURCES***

***Mission: To support the mission, vision and goals of the University of Washington, Bothell through positive and equitable recruitment, retention, advising and professional development of staff, administrators, faculty, students, and applicants.***

## **EMPLOYMENT AND RECRUITMENT**

- Continued process improvements were made to the new UWHires applicant tracking system so hiring managers could use the system more effectively.

## **TRAINING**

- Successful third annual Staff-Faculty Training and Professional Development Program, including such topics as “Hiring Do’s and Dont’s” team taught by UWB HR Director.
- “Success Signals—Communication Styles” course was taught by the UWB HR Director for the UWB Student Affairs staff retreat and at the UW Tacoma campus.
- A well-attended staff retreat day for the General Staff Organization (GSO) was organized
- Monthly New Staff Orientations were taught for 33 new staff

## **LABOR RELATIONS**

- In May began the weekly management team participation on UW WFSE Bargaining Table, responsible for negotiating the new UW labor contract which will go into effect on July 1, 2007.

## **OTHER**

- Successful coordination and implementation of fifth annual Staff Appreciation event attending by approximately 135 UWB staff members.
- Began and continued work with various UWB and UW Seattle committees, including the President’s Leadership, Community and Value Initiative (LCVI, phase 2)
- Began training Fiscal Technician III on her new Human Resources responsibilities

# CAMPUS SECURITY

*Mission: To create and maintain a sense and feel of safety and security to enhance the teaching and learning environment for the campus community.*

## TRAINING

All officers completed the two-week WACLEA (Western Association of Campus Law Enforcement Administrators) Security Officer Academy in August 2005. In this coming year UW Bothell Security and Campus Safety will work with UWPD, UWT, UWMC, and Harborview to design and present a new, specialized Security Officer Academy.

## CLERY ACT COMPLIANCE

Ongoing compliance by the Security and Campus Safety Department includes production of an Annual Campus Security Report (found at [www.uwb.edu/safety](http://www.uwb.edu/safety)), posting of a Quarterly Crime Log (also at [www.uwb.edu/safety](http://www.uwb.edu/safety)), and posting of Timely Warnings around the campus in the event of a safety issue that may affect the campus.

## EMERGENCY PREPAREDNESS

The Security and Campus Safety Department conducted a first-time-ever earthquake drill at UW Bothell. The drill taught our campus community to take cover until the shaking stops, and then to evacuate. It also provided a live training scenario for our Floor and Building Wardens. We plan to continue these drills in the future.

## HAIL AND FAREWELL

Our longtime friend and colleague, Danny Cage, departed for an exciting new position, and our friend and weekend colleague, Getachew Emmanuel, retired and returned to Ethiopia. We also welcomed new Dispatchers Raoul Evans-Ramos and Tracy Caldwell.

## INCIDENT TRACKING

Public Safety has a Incident Tracking System which provides this department the ability to track a variety of incidents, identifies trends, problem areas and times, thus giving Security the ability to adjust service and concentrate in these areas in order to reduce illegal activity.

### Incident Loss by Category

Category	Total Loss	Amount Recovered	Net Loss	Net Loss	
Administration	\$0.00	\$0.00	\$0.00	0	188
Citizen Assist	\$0.00	\$0.00	\$0.00	0	4
Emergency	\$1,500.00	\$0.00	\$1,500.00	1	12
Felony	\$7,500.65	\$0.00	\$7,500.65	11	12
Haz Mat	\$0.00	\$0.00	\$0.00	0	1
Misdemeanor	\$930.28	\$0.00	\$930.28	1	27
Panic Alarm	\$0.00	\$0.00	\$0.00	0	0
Safety	\$950.00	\$0.00	\$950.00	2	138
Security	\$0.00	\$0.00	\$0.00	0	93
Traffic	\$0.00	\$0.00	\$0.00	0	384
<b>TOTALS</b>	<b>\$10,880.93</b>	<b>\$0.00</b>	<b>\$10,880.93</b>	<b>15</b>	<b>859</b>

**Yearly Incident Report  
(Incidents Occurred from Oct 01, 2005 to Sept 30, 2006)**

**Incident Summary**

<b>Category</b>	<b>Subcategory</b>	<b>Type</b>	<b>Number of Incidents</b>
<b>Administration</b>	Lock/Unlock	Area	20
		Classroom	45
		Personal Office	12
		Suite	93
			2
	Lost and Found		1
		Meeting	2
	Projects	On Campus	1
			1
	Safety/Security Presentation	Special Assignment	5
			1
		Security System Issue	1
		Student Notification	1
		Vendor/Contractor Issue	1
			1
		1	
<b>Citizen Assist</b>	Community Service	1	
	Information/Directions	3	
<b>Emergency</b>	Fire		1
			1
	Medical	Over \$1000	1
		Level 1 - Hospital	3
Level 2 - EMT		4	
<b>Felony</b>	Auto Theft	Level 3 - Basic	4
			1
			2
			1
			2
	Hit and Run	1st Degree	1
			2
			1
	Malicious Mischief		2
			1
Narcotics		1	
		2	
Theft		1	
		2	
Vehicle Prowling	1st Degree	3	
		2	
		3	
		5	
		6	
<b>Haz Mat</b>	Building	1	
	Malicious Mischief		4
			9
	Theft	3rd Degree	1
			10
Vehicle Prowling	3rd Degree	3	
		1	
<b>Safety</b>	Animal Control	1	
	Panic Alarm	2	
	Promenade Escort	3	
	Property Damage - Non criminal	5	
	Traffic Control Detail	129	
<b>Security</b>	Abandoned Vehicle	1	
	Abnormal Behavior		1
			3
			2
	Assist Other Agency	Conduct Code Issue	1
		Protection Detail	1
			1
	Escort		7
		Money Run	55
	<b>Traffic</b>	Security Alarm False	Unknown
Suspicious Circumstances			14
Suspicious Person			4
Suspicious Vehicle			1
Threatening Behavior			1
Blocking Traffic			1
Directing Traffic			38
Driving Against Traffic			5
Failure to stop			129
Failure to Stop when Requested			2
Failure to Yield to Pedestrians			1
Hit and Run			2
Non-injury Collision			1
Occupying more than One Stall			6
Parking in a Prohibited Area			4
Parking in a Restricted Area			51
Parking in Handicap Space			6
Parking with No Valid Permit		1	
Speeding		97	
Warning		40	

# TRANSPORTATION SERVICES



*Mission: To deliver programming to assist in the reduction of drive-alone commuting to the University of Washington Bothell campus by encouraging employees and students to use transportation alternatives.*

Transportation Services continues to support commute trip reduction and is actively promoting commute alternatives on campus to encourage alternative modes of transportation. UWB participates in the University's award winning transit program, U-PASS, which is a highly-subsidized transit pass offering students, faculty and staff free rides on the region's transit providers, as well as discounts on purchases at an array of local merchants. The campus' Employee Transportation Coordinator promotes many modes of transportation including biking, walking, carpools and vanpools, and transit through transportation information stations, posters, brochures, newsletter articles, and email communications.

This year's accomplishments are in continuation of efforts made over the last several years to enhance transportation programming with an improved awareness of alternative commuting options. Some highlights from 2005-2006 include:

- Developed and distributed informational materials on transportation options for faculty, staff and students of UW Bothell and Cascadia Community College.
- Maintained transportation information centers for UW1, UW2, the Library and Physical Plant.
- Participated in local transit agency promotions including Wheel Options, Rideshare Weeks, and Bike to Work Day.
- Received recognition for continuing to meet the State's Commute Trip Reduction (CTR) goals.
- Continued programming through the \$190K grant received from King County Metro to encourage alternative transportation to campus. Programming includes subsidized U-PASS, discounted bike locker rentals, and increased resources for promotions.
- Created a Transportation Advisory Committee charged to discuss the various elements of a program that would best serve this unique campus, including awareness, subsidies, promotions and participation incentives.
- Active member of the Employee Transportation Coordinator Committee, a consortium of Bothell employers representing area businesses.
- Serve as the campus representative on the City of Bothell's Downtown Transportation Analysis Technical Advisory Committee. This committee's objective is to review the transportation impacts of potential downtown Bothell development scenarios and to provide advice and direction on potential transportation solutions.
- Met jointly with KC Metro and Community Transit to discuss vanpool/carpool options for the campus.