



B O T H E L L

---

U N I V E R S I T Y O F  
W A S H I N G T O N

## Administrative Services

Annual Report  
2001-2002

## Vice Chancellor's Letter

The role, function and responsibilities for Administrative Services have grown significantly since the relocation from the Canyon Park facility. What were once small roles with limited responsibilities have become much larger and more complex. With increased emphasis upon customer service, our staffs strive to meet today's challenges to enhance and support the continued success of the University of Washington, Bothell and its growing campus population.

This past year Finance and Administration reviewed and enhanced its services related to core functions of payroll and purchasing, and improving the information associated with expenditures and planning. Additional campus services such as grounds, custodial, maintenance, wetlands oversight, security and transportation management are new and performed on behalf of both UWB and Cascadia Community College. We continually evaluate all services to ensure they meet the campus co-location needs, and endeavor to enhance our facilities by implementing new and innovative processes.

This year, Physical Plant Services, will be entering a new phase of department development as we move out of the turnover and startup of new buildings and facilities, and towards the maintenance and renewal of our facilities. Wetlands, streets, sidewalks, parking lots and parking structure maintenance are just few examples of facility responsibilities that will require maintenance and renewal in addition to classrooms and offices. Security requirements encompass campus safety and patrol of approximately 850K square feet over 11 structures and 128 acres, as well as traffic and parking enforcement, building security and life safety systems.

This year promises many challenges and opportunities for the Administrative Services departments. Our staffs possess a wide range of expertise and skills required to meet the responsibilities, needs and challenges in support of the campus community.

On behalf of our team, we look forward serving the UWB community.

Respectfully submitted,

Bill Kelleher  
Vice Chancellor for Administrative Services

## ADMINISTRATIVE SERVICES

*Mission: To focus on the future through quality and service efficiencies, foster and implement policy and oversight of finance, facilities and administrative services, and facilitate the development and implementation of appropriate policy and procedures.*

### Accomplishments

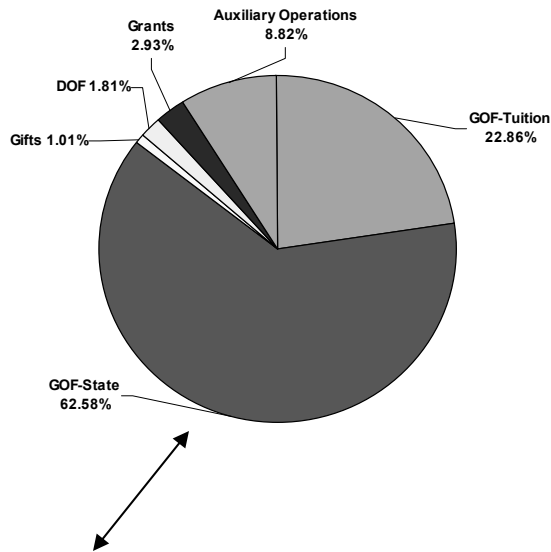
During the fiscal year 2001-2002 many new challenges were presented to the campus and to Administrative Services. Many of these required the development of new policies and procedures.

- During 2001-2002, Administrative Services successfully coordinated the development of the biennial 2003-2005 budget and enrollment plan through a series of budget and planning workshops that encompassed all academic and academic support units. This budget document represented the best overall plan for the campus to advance the enrollment and degree options available for students.
- Also during this year, through another series of budget workshops the campus was able to produce a plan that would allow for the reduction of funds mandated by the state legislature in response to the declining economic condition of the state. The plan allowed for a combination of revenue enhancement, reduction in future spending objectives and a reprioritization of current obligations. As a result the 5% reduction of state support concluded with no reduction to the academic and academic support budgets, and no reduction of staffing on campus.
- During 2001-2002, Administrative Services developed, in cooperation with Cascadia Community College, a series of parking and traffic rules. These allow UWB and CCC to enforce rules for traffic safety and parking compliance. These rules were adopted under the provisions of the Washington Administrative Code (WAC Chapter 478-117) and were presented to the University Board of Regents on March 15, 2002. These permanent rules replaced the temporary emergency rules in place and were unanimously approved by the Board of Regents for an effective start date of May 1, 2002. This represents the first UWB –specific WAC.
- Administrative Services developed the guidelines for parking options for persons with disabilities. These were established to provide accessible parking to people with short or long-term disabilities whose needs are not fulfilled by the state disabled parking stalls. State guidelines for designated parking often will not include definitions necessary to allow faculty, staff and students to park in an accessible location in order to reach work sites and classrooms. UWB options were developed in conjunction with UW Seattle, UW Tacoma, UW Medical Center and Harborview Medical Center to allow for seamless as possible options for persons who may be visiting each of these sites.

- Administrative Services coordinated the Copy, Print and Copy Center Task Force, which provided a draft plan for a joint campus copy center. This is to be the first step in defining the scope and need for UWB, which will be used for discussion with Cascadia Community College for the development of a future joint campus copy center.
- Administrative Services revised and enhanced the role of UWB in coordination with UW Environmental Health and Safety to monitor and manage the environmental and safety requirements for the new campus. Our new campus comes with new responsibilities of ownership that must be managed which include sidewalk and street safety, water quality and waste water runoff, lab and chemical safety, as well as many other issues related to workplace safety, environmental management and new rules now being developed in response to Homeland Security and other public safety issues.
- September 2001 opened the UW Bothell Building 2 (UW2), for the relocation of the Writing Center, Quantitative Skills Center, MAPS, and Education Program, as well as 20 faculty and 8 staff.
- Administrative Services launched its monthly newsletter providing information about departments and services available to UWB.
- The Administrative Services website continues to expand with valuable information added in the areas of Custodial Services, Wetlands, directional maps, map of the City of Bothell and surrounding community, and Transportation Services.

**University of Washington, Bothell**  
**Fiscal Year End June 30, 2002**  
**Expenditures**

Revenue Sources	Expenditure Amounts	Percent of Distribution	
General Operating Funds (GOF)–State	11,624,212	62.58%	<i>State Tax Support</i>
General Operating Funds (GOF)–Tuition	4,245,867	22.86%	<i>Student Operating Fees</i>
<i>Total GOF</i>	15,870,078	85.44%	
Designated Operating Funds (DOF)	335,791	1.81%	<i>Local Funds, Tools Projects</i>
Grants	543,867	2.93%	<i>Research and Service Grants</i>
Gifts	187,237	1.01%	<i>Scholarships and Other Gifts</i>
Auxiliary Operations	1,637,556	8.82%	<i>Parking/U-PASS, all Co-location Services</i>
<i>Total Other</i>	2,704,451	14.56%	
<b><i>Total Operations</i></b>	<b>18,574,530</b>	<b>100.00%</b>	



The General Operating Funds (GOF) were expended in the following manner:

Program Category Description	Program Category Code	Expenditure Amount		
General Instruction	011	6,399,650.90	40.33%	<u>44.46%</u>
Health Sciences Instruction	012	655,437.02	4.13%	
Academic Computer Services	041	819,220.35	5.16%	<u>18.34%</u>
Ancillary Support Services	042	372,430.30	2.35%	
Library/Media Services	051	1,718,970.29	10.83%	
Basic Student Services	061	1,182,016.79	7.45%	<u>7.45%</u>
Academic Administration	043	1,641,161.37	10.34%	<u>10.34%</u>
General Support Services	083	1,015,196.92	6.40%	<u>19.42%</u>
Utility & Other Fixed Costs	091	29,264.86	0.18%	
Bldg. & Utility Maintenance	092	1,344,834.06	8.47%	
Custodial & Grounds Services	093	217,218.91	1.37%	
Operations & Maintenance Support	094	474,676.65	2.99%	
<b><i>Total Annual Expend. GOF Funds</i></b>		<b>15,870,078.42</b>	<b>100.00%</b>	<b><u>100.00%</u></b>

## **FINANCE & ADMINISTRATION (F&A)**

*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.*

### **Accomplishments**

- 2001-2002 was a year of considerable transition. The Finance and Administration staff focused their efforts on building continuity, reviewing process, and addressing a myriad of issues that surfaced while establishing a new, co-located, campus. The best example of a new issue addressed by F&A is traffic and parking citation management. This process involved the development of a complex database, the building of a staffing structure that ensured strong checks and balances, and the coordination of both institutions, an outside vendor, and two administrative units within UWB – all while implementing sound financial controls and adhering to many legal guidelines.
- During 2001-2002, F&A reestablished quarterly budget meetings with program and unit directors, providing them comprehensive and up-to-date financial reporting. F&A offered more financial guidance to student government and student groups - a need highlighted by a growing enrollment and growing student fee funds. Fiscal activity resulting from the co-located campus arrangement became more systematic over the year, and F&A campus services expanded to include buildings opened during Phase 2 (UWB2 and LB2).

## HUMAN RESOURCES (HR)

*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.*

### Accomplishments

- HR assisted in the recruitment of 46 staff and 11 faculty position hires during fiscal year 01-02.
- Provided guidance and information on recruitment and retention, employee leave, job classification and compensation, workplace conflict, policies, evaluation and termination, benefits.
- Facilitated new training opportunities to UWB.
- Developed and initiated the first New Staff Orientation and Benefits Orientation to be offered monthly with the UWB emphasis. Additions and improvements were made during the year. Guest presenters include UW Benefits Office, Ombudsman's Office, Development, UWB Information Systems, Physical Plant, and Public Safety. 33 new staff participated in orientation since the program was implemented in August.
- Developed HR website which includes UWB job posting and information for staff, faculty and applicants.
- Continued to facilitate campus presentations from vendors in areas of health care and retirement services. Continued relationships established last year with vendors TIAA/CREF, SAFECO, and HomeStreet Bank.
- Established relationships with additional benefit vendors (Vanguard, Fidelity Investments, UW CareLink, two credit unions). All four UWPR and three out of four VIP retirement vendors came to UWB this year for individual counseling appointments and to present seminars on various investment topics.
- Worked with the Benefits office and UW Retirement Center to bring PERS 3 conversion classes and an Eldercare seminar to UWB.
- Successful First Annual UWB Benefits Fair with eight benefit vendors in attendance.
- Finished UW Training and Development Human Resources certification program.
- UW, Bothell Human Resources was nominated for two UW, Seattle HR Service awards.
- Participated in UW and UWB committees including Service Award, Workplace Violence, Sex Offender, Health and Safety, Visioning, Lecture/Concert Series, UWB Staff Appreciation.
- Staff Appreciation Luncheon and First Annual Staff Appreciation Award established.

## **PHYSICAL PLANT SERVICES (PPS)**

*Mission: To provide an outstanding physical environment to the campus community through responsive, efficient, resourceful and cost effective services.*

Building turnover and completion occurred fall of 2001, bringing a total of site buildings to eleven buildings. At the end of fall quarter the Chase House restoration was completed, (1000 square feet) and was turned over to campus management. Wetlands areas, the North Creek trail are in the soon to be completed mode with turnover expected this mid summer.

### **Accomplishments**

- Facilitated fall quarter start up of the final phase 2a buildings.
- Obtained a service rating for custodial of 98% via the survey process of Cascadia Community Colleges Accreditation.
- Received praise and compliments via the public exit interview of the reviewing accreditation team at Cascadia Community College for exceptionally well-kept buildings and grounds.
- Continued customer service survey review and improvements.
- Completion of a Quarterly review, demonstrating results, actions and activities performed during the start up of a new joint campus.
- Continuous skills training and upgrades.

## **FACILITIES, PLANNING, DESIGN & CONSTRUCTION (FPD&C)**

*Mission: To provide an outstanding physical environment to the campus community through responsive, efficient, resourceful and cost effective services.*

### **Accomplishments**

- Completion of Phase 2a
- Closeout of Phase 1 Warranty and Closeout activities
- Wetlands completion (July 2002)
- North Creek Trail Completion (Summer 2002)

## **PUBLIC SAFETY / SECURITY**

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

### **Accomplishments**

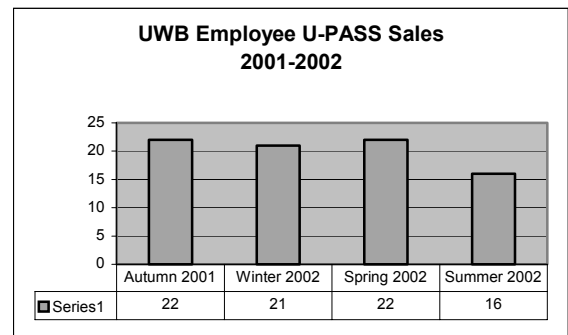
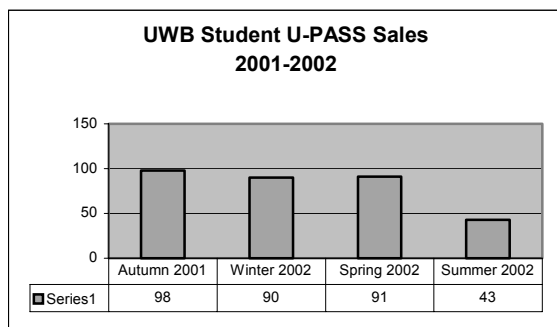
- Contributed information and assistance to Cascadia Community College's Accreditation Self Study.
- Security personnel attended and completed First Responder EMS training that enhances our capability to provide emergency medical care until higher-level emergency medical services are on scene.
- Continued to provide quality service in partnership with our community to create an environment that will aid and support the learning process.
- For fiscal year July 1, 2001 through June 30, 2002, the campus Public Safety Department responded to a total of 857 incidents including:
  - Emergency (examples: fire, medical, facilities)
  - Felony (examples: theft, auto theft, aggravated assault)
  - Misdemeanor (examples: malicious mischief, criminal trespass)
  - Safety (examples: animal control, traffic safety, property damage)
  - Security (examples: protection details, security alarms)
  - Traffic (examples: citations and warnings)

## TRANSPORTATION SERVICES

*Mission: To develop and implement a program designed to reduce drive-alone commuting to the University of Washington, Bothell campus by encouraging employees and students to use transportation alternatives.*

### Accomplishments

- Facilitated Transportation Fair for Fall 2001 that included representation from Metro, Community Transit and Sound Transit. Information was distributed on the U-PASS program, parking and transportation alternatives.
- Implemented policies and procedures for carpool and motorcycle parking.
- Coordinated development of informational transportation materials for faculty, staff and students with UWS.
- Member of the Employee Transportation Coordinator Committee, a consortium of Bothell employers representing area businesses.
- Established transportation information centers for UW1, UW2, and PPS.
- Distributed information to employees about commute alternatives.
- Reported annual progress toward meeting CTR goals to local transportation authority (City of Bothell).
- Transportation materials included in all new employee packets.
- Applied for and received grant for \$14,500 to purchase bike lockers for UWB. Grant received from Commuter Challenge.
- Bike lockers installed June 1, 2002.
- UWB was selected as a 2001 Commuter Challenge Pacesetter for its outstanding achievement and commitment to reducing commute trips. The awards were given by Commuter Challenge, a nonprofit organization that works to alleviate traffic congestion and promote alternatives to single occupancy vehicles. Pacesetters were selected by Commuter Challenge, a nonprofit organization that works to alleviate traffic congestion and promote alternatives to single occupancy vehicles. Nearly 600 King County work sites were considered for this recognition with only 100 organizations designated as "Pacesetters".
- Diamond Award nominee for 2001 for excellence in transportation program.
- Co-coordinator of Bike to Work Week at UWB, May, 2002.
- Transportation information updated for UWB website.
- Coordinated Community Transit April Pool's promotion for UWB faculty and staff to encourage commute alternatives.



# **University of Washington, Bothell**

## ***(Mission, Vision, and Goals)***

### **Mission Statement**

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 Statement**

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.