

ADMINISTRATION & PLANNING

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MARCH 2010



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BOTHELL

VICE CHANCELLOR'S MESSAGE

Administration AND Planning

The staff in Administration and Planning are dedicated to providing outstanding service to the campus community and to ensuring that we are moving forward in innovative ways. In addition to keeping our campus safe and well maintained, and our business operations and personnel services efficient and effective, we are also planning for the future. During the last several months we have worked with the campus community to significantly update the campus master plan and continue the design for UWB 3. Please see the current draft of the "Master Framework Plan" at; <http://www.uwb.edu/admin> in the "hot topics" section. In addition to an open house session in the Commons, we have presented this plan to numerous campus groups to keep the campus informed and provide opportunities for input.



This new vision for the future of the campus focuses on an east/west orientation for future development to optimize energy efficiency, and to create wonderful new open areas and gathering spaces for the campus. The site identified for UWB 3 is connected to the north end of UWB2 which will allow for the creation of a plaza between UWB1 and UWB2 while establishing the future east/west orientation for campus development.

Our HR team continues to provide work place training and informational programs to ensure that all faculty and staff can benefit fully from the services available to us as UW employees. These are great programs aimed at helping you take full advantage of employee services and benefits. This Wednesday HR, with the assistance of our student intern Aika Perez, will host a "Wellness Fair" in the Commons – please come and check it out!

We are also continuing to develop our campus auxiliary services, the services that are fully self-supporting, but critical to the overall support of the campus and campus life. This year we are planning to significantly expand the number of beds in our student housing program, develop long term plans for parking and transportation services, and of course provide more food options!

Please take a moment to review our Administration and Planning work plan progress and let us know if you have any questions or suggestions by emailing adminsvecs@uwb.edu. We want every transaction to be positive and we always welcome your feedback.

Administrative Services can be easily accessed through the web at <http://www.uwb.edu/admin/>.

Marilyn E. Cox
Vice Chancellor

CONGRATULATIONS, SHARENE PELTIER!
2009 FALL QUARTER
STAR AWARD RECIPIENT

Each quarter the campus community is invited to nominate an Administration & Planning employee for the Staff Achievement Recognition (STAR) Award. This award is for those who have made a noteworthy contribution to their unit or the campus, completed a project; or assisted co-workers in an exemplary manner.

Please join us in congratulating Sharene Peltier as the recipient of the Administration & Planning STAR Award for 2009 Summer Quarter!



Here are just a few things Sharene's colleagues had to say about her:

It is with great pleasure that I nominate Sharene Peltier for the STAR Award. Sharene has been a great addition to the UW Bothell family, she quickly came up to speed on all procedures and policies, familiarized herself with the campus community by assisting with all the campus events, and maintains HR information on the bulletin board, Sharene always makes sure everyone is in the "know" on new employment opportunities.

On behalf of the Administration & Planning Leadership Team, as well as her colleagues across campus, we thank Sharene for the valuable contributions she makes to UW Bothell every day.



UNIVERSITY OF WASHINGTON

ENVIRONMENTAL HEALTH & SAFETY

The Health & Safety Committee 2010 committee members:

Thank you to all of the members of the 2010 UW Bothell Health & Safety Committee for their important service to the UW Bothell community!

New Committee Members (Elected to a two-year term beginning January 2010):
Annie Brelsford – CUSP
Stephanie Greany – Enrollment Management
Clay Horton – Library
Chris Mangialardi – Facilities Services
Kai Martin – Advancement & External Relations
Tim Rhoades – Information Technology

Appointed Members:
Ken Jones – Security & Campus Safety
Barney Harvey – Facility Services
Elisabeth Goldstein – Physical Planning & Space Management
Dave Leonard – Ex Officio

Union Seats (Designated each term):
SEIU – Mike Steer
WFSE – TBD

Hourly Employee Update

Effective March 1, 2010, Budget & Planning will no longer send emails to your hourly employees reminding them to submit their timesheets, and would like to request your assistance in helping us also move away from sending reminders out to supervisors who approve time sheets in the near future. Any timesheets that are not submitted and approved by payroll cutoff will be processed with the following payroll. We will also be limiting our special check requests for only the most extenuating circumstances.

To ensure timely payments each pay day, timesheets should be submitted and approved on the first working day after the pay period ends. You can view the payroll schedule online at

<http://www.uwb.edu/finance/payroll>

New Employee Update

Chelsea Knodel-Handran

Administration and Planning is pleased to announce the appointment of Chelsea Knodel-Handran to the position Housing Program Coordinator in Auxiliary Services. Chelsea received her Bachelor of Arts in Interdisciplinary Studies from the University of Washington Bothell. After graduating, Chelsea was hired into the UW Bothell's Student Life department. She served as the first Recreation and Wellness Coordinator, organizing student sports, holistic wellness programming, and helped in the planning and opening of the student fitness center. Chelsea left the University in 2008 when her son was born, and is now thrilled to be back at UW Bothell serving the students in her new role.. We are thrilled to have her join us! She looks forward to helping expand the emerging housing program and enhancing the UW Bothell student life experience. Chelsea's position is a half-time, fixed duration appointment.

Natalie Mayfield

We would like to welcome our new budget analyst, Natalie Mayfield, to the Office of Budgeting and Planning. Natalie comes to us from the travel office over on the UW Seattle campus. Natalie has a degree in Management Science from the University of California San Diego and brings a great customer service approach to finance. She will be supporting budget analysis for all of the programs and operating budgets, as well as working with some of our expanding auxiliary budgets. Please stop by UW1 080 and welcome her to the campus.

Please join us in congratulating Chelsea and Natalie on their new positions!

Employee Move

Taraneh Guidry

Administration and Planning would like to announce that Taraneh Guidry, Campus Events Coordinator, has moved to the Office of Budget and Planning in UW1-080, and is reporting to Auxiliary Services Manager, John Shaheen. Taraneh was formerly officed in the Physical Plant Building. Taraneh's phone and email have not changed.



U-PASS rates

The current quarterly U-PASS rates (\$99 student and \$120 faculty/staff) are effective through June 30, 2010.

Proposed Service Changes – (Note proposed changes on CT 105/106 and 120/121 routes)
<http://www.commtrans.org/News/ServiceChange.cfm>.

Proposed Fare Increase
<http://www.commtrans.org/News/ServiceChange.cfm#FareSC>.

STAFF & FACULTY WELLNESS FAIR

The Commons
 Wednesday, March 3
 11 am – 2 pm

Save the date for UW Bothell's first faculty and staff Wellness Fair! This will be your chance to get to know more about the benefits that are available to you as a UW employee and to help you achieve your health and wellness goals. Mark your calendars and come to the UW Bothell Wellness Fair!

Some of the representatives at the Wellness Fair will be:

- ✔ Weight Watchers
- ✔ UW Dentists Faculty Practice
- ✔ UW CareLink
- ✔ UW Benefits Office
- ✔ American Heart Association
- ✔ 24 Hour Fitness
- ✔ LA Fitness, and more!

**Brown Bag
 Understanding Credit**

Wednesday, May 26
 12 pm – 1 pm
 UWI 361

Find out why credit history is important when buying a home and get tips on how to clean up your credit and fix errors. Plus, you get a free copy of your credit report.

To register, please call 206-628-0207 or email hthl@homestreet.com

Individual Retirement Counseling

TIAA-CREF

Tuesday, March 16
 8 am – 5 pm
 UWI 211B

A representative from TIAA-CREF is available to meet with you individually to provide general information about saving for retirement. You do not need to have an account with the fund sponsor to meet with a representative. If you have an account, the fund sponsor representative can review it with you at the time of your appointment.

To sign up for an individual appointment, please go online to www.tiaa-cref.org/moc/ or call 1-866-928-4221.

UW Hometown Home Loan Events

Tuesday, March 16
 10 am – 2 pm
 UWI 391

Interested in purchasing or refinancing a home soon? A Home-Street Bank Affinity Loan Officer will be conducting 30-minute pre-qualification/counseling appointments.

To sign up for an individual appointment, please contact the Affinity Lending Center at 206-628-0207 or email hthl@homestreet.com.

Individual Retirement Counseling

FIDELITY

Wednesday, April 14
 10 am – 3 pm
 LBA 304

A representative from Fidelity is available to meet with you individually to provide general information about saving for retirement. You do not need to have an account with Fidelity to meet with a representative. If you have an account the representative can review it with you at the time of your appointment.

To sign up for an individual appointment call 1-800-642-7131.

Contact Us!

UWI 261
Box 358526
Tel: 425.352.3637
Fax: 425.352.3414
<http://www.uwb.edu/hr>
hr@uwb.edu

Disaster tip of the month: Home hazard hunt

Editor's note: The Emergency Management Division of the Washington Military Department is offering a tip a month to help people get prepared for a disaster. University Week will carry these monthly tips. December's tip has to do with identifying potential hazards in your home. Washington state is vulnerable to earthquakes and the state Emergency Management Division recommends that you find and mitigate earthquake hazards in your home before disaster strikes.



Here are some of the things to check while inspecting your home:

- Is your water heater securely fastened to the wall studs with heavy-duty metal strapping, top and bottom?
- Does your water heater have flexible water and gas connectors?
- Are tall pieces of furniture in your home securely fastened to the wall?
- Have you moved heavy or breakable objects to lower shelves?
- Have you secured your computers, stereos, televisions, microwaves and other small appliances?
- Are hanging plants and lamps securely fastened?
- Have you secured mirrors, heavily-framed pictures and artwork to wall studs?
- Have you identified kitchen, bedroom and garage cabinets that need to be secured to keep their contents inside as the ground shakes?
- Is your home securely fastened to its foundations?
- Have you repaired loose bricks in your chimney?
- Have you moved poisons, toxics or solvents in breakable containers to an area where they will not spill during an earthquake?

To find additional information please go to the UW's Emergency Management Web site at <http://www.washington.edu/emergency/>.

CAMPUS TRAFFIC

Please see the following time blocks that currently have the most enrolled students:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:45-10:50	361	369	353	369
11:00-1:05	663	573	663	539
1:15-3:20	718	549	716	520
3:30-5:35	309	428	331	512
5:45-7:50	495	478	485	390

Adult Children of Alcoholics	206.722.6117
Al Anon Alateen (24 hours)	206.625.000
Alcohol and Drug 24 hour Help Line	800.562.1240
King County Crisis Clinic 24-hour Crisis Line	866.427.4747 206.461.3222
Domestic Violence Hotline	800.562.6025
Eastside Domestic Violence 800	425.827.8840 425.746.1940
King County Sexual Assault Resource Center	800.825.7273

Community Service Numbers

Campus safety involves far more than traffic enforcement: they monitor local and campus crime, report to you on security threats, offer a comprehensive plan for disaster preparedness and provide service numbers for personal health and safety issues, such as domestic violence. The service numbers (shown to the left) are also listed on the Security & Campus Safety website at <http://www.uwb.edu/safety>.

A New Commute Could Send You to Hawaii!

Can you feel that tropical breeze?

The Wheel Options spring campaign will be giving away a trip for two to Hawaii as the grand prize!

Participate in Wheel Options by choosing not to drive alone to work at least twice during **March 14-27**, and you'll be eligible for fantastic prizes including a trip for two to Hawaii!

Now is the time to plan your Wheel Option:

- Sharing the ride in a carpool or vanpool
- Riding the bus or train
- Bicycling or walking
- Working from home or
- Simply not commuting because of your compressed work week schedule

Detailed information: www.wheeloptions.org

Sponsored by:
Washington State Ridesharing Organization



MAY IS BIKE MONTH

Bicycling Events to plan for:

Group Health Commute Challenge
May 1-31

Information: <http://www.cbcef.org/btw/cc.html>

Snohomish County Commute Challenge
May 17 - June 18

Information: <https://www.communitytransit.org/Programs/BikeToWork.cfm>

Bike to Work Day
Friday, May 21

UW Bothell will again be cosponsoring a Celebration Station on the bike trail.

Come join in on the fun!

Comment period extended for SR 520 Bridge Project

The new deadline is April 15. The supplemental draft environmental impact statement (EIS), was first released Jan. 22 and is available online at <http://www.wsdot.wa.gov/Projects/SR520Bridge/SDEIS.htm>.

This week we shared details of the report and received public input at an environmental hearing and open house. If you missed the hearing or want to learn more, you can view the display boards and the supplemental draft EIS at <http://www.wsdot.wa.gov/Projects/SR520Bridge/Library/meeting.htm#OH>.

WSDOT will consider comments from the public before identifying a preferred Montlake interchange design in April.

How do I comment on the environmental document?

- Comment online at www.wsdot.wa.gov/projects/sr520bridge/sdeis
- E-mail comments to sr520bridge_SDEIS@wsdot.wa.gov.
- Mail comments to Jenifer Young, 600 Stewart St., Suite 520, Seattle, WA 98101.

Find information about the following on the Washington State Department of Transportation at <http://www.wsdot.wa.gov/>.

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| Auto Safety | Traffic Cameras |
| Ferry Schedules | Transportation Projects |
| Maps | Travel Alerts |
| Mountain Passes | Weather |
| Road Closures | Winter Driving Tips |

Contact Us

Ruth Honour, Transportation Coordinator
UWI 080
Tel: 425.352.5421
trans@uwb.edu
<http://www.uwb.edu/admin/transportation>