

University of Washington Bothell Administrative Services

Box 358520 • 425.352.5404

February 2008

In this issue:

- STAR Award (p. 1)
- SR522 Off-ramp (p. 2)
- W-2 Reminder (p. 3)
- Mileage Rates (p. 3)
- Spring Quarter Parking Permits (p. 3)
- eLearning (p. 4)
- Brown Bag Series (p. 4)
- Telephone Scams (p. 5)
- Ride in the Rain (p. 6)
- Wheels Options (p. 6)

February's Quote:

A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.

Department Highlights:

| | |
|-------------------|---|
| Facility Services | 2 |
| Finance & Admin | 3 |
| Human Resources | 4 |
| Security | 5 |
| Transportation | 6 |

CONGRATULATIONS TIM MAURER! STAR AWARD RECIPIENT FALL QUARTER 2007



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

Please help us in congratulating Tim Maurer, Gardener II for Facility Services, as the recipient of the Administrative Services STAR Award for Spring Quarter 2007! Tim receives a framed certificate, a desk decal, \$50 cash, and his name engraved on the STAR Award plaque.

Here are just a few things Tim's colleagues had to say about him:

"Tim through his quiet leadership and great love for the work he does is one of the lead members of the grounds maintenance crew who makes this into one of the most beautiful campuses in the Community College and University of Washington system. His passion for horticulture infuses those who work with him to want to meet and exceed the standards he sets."

"Whenever you run into Tim, whether it is 6am on a rainy day or on a cold fall afternoon, he has time to stop whatever he is doing and say hello and ask you how your day is going. You would never know from his unassuming demeanor that he had a life threatening heart attack just a few short months ago"

"Upon returning to work, Tim leaped right in and began preparing the grounds for the next season. His great enthusiasm for his work and positive outlook on life help make this a great place to work."

On behalf of the Administrative Services Management Team, as well as his colleagues across campus, we thank Tim for the valuable contributions he makes to UWB every day. His hard work and dedication do not go unrecognized.

CONGRATULATIONS, TIM!

WSDOT moves forward with construction on SR 522 near UW Bothell/ Cascadia Community College campus

SEATTLE – Construction near the UW Bothell/Cascadia Community College campus is finally moving forward. The Washington State Department of Transportation has just selected Mowat Construction Co. to build the SR 522 UW Bothell/Cascadia Community College South Campus Access project. This highly-anticipated project will allow the colleges to expand from 3,000 to 10,000 full-time students.

The state Office of Financial Management approved an additional \$6.8 million on Monday, Jan. 15, to fill a funding gap caused by design and environmental delays, along with associated rising costs of materials. Preliminary construction on the \$40 million project could begin as early as April 2008.

“This work will put the transportation infrastructure in place to allow the campus to grow,” said Paul Hammond, Secretary of Transportation. “Gov. Chris Gregoire made a personal commitment to resolve the funding issues and push this project into construction.

The work, originally slated for summer 2007, includes:

- widening SR 522 just west of I-405
- creating a new signalized entrance to the south-end of the campus from SR 522 (Bothell-Woodinville Highway) that is easily accessible to transit
- adding a new southbound lane to the I-405 off-ramp to westbound SR 522

“We are very excited by this announcement,” said UW Bothell Chancellor Kenyon Chan. “The new interchange will enable UW Bothell and Cascadia Community College to continue to grow and serve students in the north Puget sound and east side.

”Dr. William Christopher, President of Cascadia Community College added, “Thanks to support from state and local leaders, this very important project will make it possible for us to hasten our progress toward increasing access to higher and expanding program offerings to meet the needs of the students and communities we serve.”

The legislature earmarked funding for the project with the 2003 and 2005 gas tax. Funding sources also included the higher education fund, and federal funds. However, design and environmental issues along with materials costs drove the price tag up an additional \$6.8 million. The project could not move forward until that money was secured.

“This project is a win-win for everyone,” said Lorena Eng, WSDOT Regional Administrator. “We will widen and straighten SR 522, increasing safety and improving traffic flow and take a lot of traffic off those local city streets.”

For more information on this project, visit our project Web page: www.wsdot.wa.gov/Projects/SR522/UW



Aerial view of the projected off-ramp.



New Employee Spotlight

In January, Finance and Administration welcomed **Marie Figueredo** to its permanent staff in the position of UWB Payroll Coordinator. Marie began working for us on a temporary basis in October 2007, following the departure of Amie Kinsella. Marie has a degree in Systems Analysis from the University of Miami and also worked in payroll at Miami for five years. Before coming to UWB, Marie spent 3 years in Japan teaching English. She is currently studying Japanese and enjoys yoga and salsa dancing.

Lost or Missing your **W-2 Form**?

1. 2007 W-2 request form can be printed from [Employee Self Service](#)
2. All requests for Replacement W-2s **must be submitted in writing**.
3. Mail or fax the [Tax Form Replacement Request Form](#) to the Payroll Office. If you cannot download this form call the Tax Form Replacement Form notification line at (206)543-9214 and the request form will be mailed to you (This line is operational from February 1 through April 15).
4. A new W-2 form will be printed and mailed first class to the address of your choice **or** held at the University of Washington Payroll Office, 3903 Brooklyn Avenue NE to be picked up.
5. W-2's can **only** be picked up by the individual named on the W-2, with picture ID.

Mileage Rate Reimbursement Increased

Effective January 1, 2008 the POV mileage rate increased from \$.485 to \$.505.

The Travel Office website has been updated:

<http://www.washington.edu/admin/finserv/travel/mileage.html>

The TEV has also been updated with the current mileage rate of \$.505 as the default.

http://www.washington.edu/admin/finserv/travel/forms/tev_one_budget.pdf
http://www.washington.edu/admin/finserv/travel/forms/tev_shared_budget.pdf

Parking Permit and UPass

2008 Spring Quarter Parking Permits and UPasses will be available to purchase on Monday, March 17th.

Parking permits are sold at the Cashier, UW1 160. You will need to provide your vehicle license number at the time of purchase. For more parking information visit the website at <http://www.uwb.edu/admin/transportation/parking.xhtml>

If are looking for commute alternatives, please contact UWB Transportation Coordinator, Ruth Honour, for more information at 425-352-3640, trans@uwb.edu, or visit the website at <http://www.uwb.edu/admin/transportation/>



It's Available for free to All UWB Staff and Faculty!

SkillSoft's e-learning community has grown to more than 2,000 UW subscribers! The UW Professional and Organization Development department (POD) hopes faculty and staff are making the most out of this exciting benefit, sponsored by the UW Leadership, Community, and Values Initiative (LCVI).

Take advantage of over 1,000 online courses and the vast online knowledge database. SkillSoft e-Learning can help you improve your current skills and explore new opportunities for growth. To sign up, visit the website at:

<http://www.washington.edu/admin/hr/pod/elearning/index.html>

Administrative Services Second Tuesday Brown Bag Series

Managing Change and Transition

Tuesday, March 11
12:00 to 1:00pm
UW1 - 280 (Rose Room)

Presented by: Sue Covey, LCSW, CEAP, UW CareLink
No Registration Needed

While change has been with us from the beginning of time, the pace of change in both our personal and work lives has increased dramatically. This presentation is geared for organizations that are faced with new expectations, restructuring and reinventing issues, as well as for groups of people who have experienced a lot of change in general. This seminar is applicable to both supervisors, managers and employees who feel left behind, as well as, those who must pick up the workload with less support.

Retirement Seminar

Washington State Deferred Compensation Program (WSDCP)

Thursday, April 10
11:30am to 12:30pm
UW1 - 361

Are you looking for a way to defer some taxable income until retirement when you're more likely to be in a lower tax bracket? The Washington State Deferred Compensation program (WSDCP) offers tax-deferred savings and growth featuring dollar cost averaging, low fees, flexible and diverse investment choices, and more. This free seminar is presented by Department of Retirement Systems. Registration required.

To register, please send an email to HR@uwb.edu by April 2.

New Employee Spotlight

In January, the Human Resources Office welcomed their new HR Assistant Senior, **Sharene Peltier**. Sharene was previously employed by Edmonds Community College, where she worked in various HR roles (Benefits, Compensation, and Recruiting) since 2001. Before that she worked in non-HR positions at Microsoft for several years.

Please help us congratulate and welcome Sharene to UW Bothell!



Denise Rollin and Sharene photographed in front of their office.

Is That Phone Call For Real?

Police authorities have detected a telephone scam that could put at risk the personal information of victims who fall for it. Several residents in Illinois and Virginia have been hit by the scam.

The modus operandi usually works this way:

- A call comes in, which appears on caller identification as if it is coming from a prison. Once the resident answers the phone, the call shifts to a recording.
- The resident gets several automated instructions. Eventually, a live person takes the call and, in so many ways, gives the resident the impression that the caller is a police officer. The caller tells the resident that someone he or she knows (but cannot be identified) has been involved in an accident.
- The caller then says the call is being made to the resident because the phone number has been taken from the injured person's cell phone.
- More instructions are then given, and the call may later result in the caller (scammer) obtaining details about the (resident's or victim's) phone number and other personal information.

The scam sounds very straight forward and legitimate, and it is easy for residents to be fooled. Even a police officer was nearly duped; the officer received at least seven phone calls, and realized it was a scam when he finally answered the phone and talked to the caller.

Police do not exactly know how the scam works out. The speculation is that the scammer sells the phone numbers obtained to a third party or is somehow able to use the numbers in a fraudulent operation.

At this point, police say it may seem that a problem does not arise immediately just because you answer the call. However, something else may happen in the future so it is best to be careful.

In Virginia, the caller tells the resident he/she would receive \$500 checks monthly from Social Security. The caller asked for the resident's checking account number in order to facilitate the check transfers.

Safety Tips:

- Hang up the phone. Police say it is important that people who receive calls of the sort hang up immediately. It is possible that your phone will keep on ringing until you pick it up and answer.
- Inform police immediately. Keeping the police informed about possible scams enables them to assess the extent of the operation.
- Never give out personal information.
- Check your credit report regularly.

Transportation Services



Join
"Bothell Bikers"
UWB's Ride in the Rain Team
Contact Mike Stiber
stiber@u.washington.edu

Get soaked to the gills in March 2008!

Pedal around (or through) the puddles in competition with hundreds of fellow faculty, staff, and students in the 2008 (5th Annual) Ride in the Rain Challenge. For a fifth year, rain or shine, UW bike commuters will compete for Most Commute Trips, Most Rides in the Rain, Most New Riders, and Most Commuter Miles.

A total of 859 bike riders, 777 riders on 92 teams and 82 lone riders, participated in the 2007 Ride in the Rain Challenge. Potential new bike commuter? Come join in the fun!

The 2008 Ride in the Rain Challenge runs from March 2 through March 29.

Registration begins on February 1, 2008.

Register during February, and then on March 2, 2008 start tracking the number of one-way bike trips you make between school or work on campus and your home, making special note of when it is raining. Report your ride statistics on a weekly basis during the scheduled reporting periods, using a tracking form for a given week that will only be available during the scheduled reporting window for that week. Weekly results will be posted on the website during the week following the ride week.

Thanks for riding your bike!

Ride in the Rain Website: <http://www.washington.edu/commuterservices/riderain/>

Spring Wheel Options could have you saying, "Bonjour, Paris!"

When you participate in Options at least twice from March 9 - 22, you are eligible to win a **Trip to Paris for two**, including airfare, lodging and a Rick Steves Best of Paris Tour. Imagine in the treasures of the Louvre, strolling the banks of the Seine, enjoying the view from the Eiffel Tower, leisurely sipping your coffee at a real Parisian cafe. Who doesn't love Paris in the springtime?

Wheel Options are tres magnifique! They include:

- commuting by bus or train,
- biking, walking, carpooling or vanpooling to work,
- telecommuting or not commuting on a given day because of a compressed work week day off

All you need to do is log your commutes in our entry form after March 9th. Wheel Options est tres facile!

Wheel Options are part of the collective solution managing our state's roadways and reducing our impact on climate change.

Wheel Options is a statewide campaign presented by the Washington State Ridesharing Organization (WSRO). Volunteer members of WSRO have collaborated to bring this exciting promotion to you! Wheel Options promotions support the mission of WSRO by encouraging commuters to reduce their driving, which helps reduce air pollution, traffic congestion, and energy consumption.

Wheel Options Website: <http://www.wheeloptions.org/wheeloptions/index.php>

WIN A TRIP TO
PARIS AND A
RICK STEVES
TOUR

wheel
options

MARCH 9-22, 2008