



ADMINISTRATION & PLANNING

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UNIVERSITY of
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BOTHELL

VICE CHANCELLORS MESSAGE

Growth & Campus Planning

The beginning of the new biennium will also be the beginning of a new phase of campus planning and development activities. On Tuesday, May 19th Governor Gregoire signed ESHB 1244, approving the 2009-11 state budget which implements the budget reductions that you've heard so much about during the last several months, but it also confirms significant growth directives and funding allocations for UW Bothell. The budget bill directs that enrollments at UW Bothell should be "maintained and to the extent possible increased," and also allocates \$5 million in new state funds for the design of UW Bothell's third academic building, UWB3. These actions in the legislature are strong signals of support for our continued growth and for the development of our beautiful campus.

Here are some things that we have in the works in the campus planning arena:

- **UWB3 Design** - Architect selection is underway for the design firm for our new building. Our recommendations will go forward to the UW Architectural Commission on June 8th and to the Board of Regents for approval on June 11th.
- **Master Plan Update** - Our campus master plan was last updated in 2006 in association with Cascadia's GLA building however, there are many issues and opportunities that have arisen since that time that compel us to revisit the master plan as the first step in siting our new building.
- **Siting for UWB3** - The pre-design study (<http://www.uwb.edu/admin/>) discussed potential sites and site selection criteria, but did not confirm a final site for UWB3. Three sites will be considered; the two sites identified for development as part of phase 3 of the Master Plan (up the hill from UW2 and further up the hill south of the Truly house), and a third site east of Campus Drive adjacent to the wetlands buffer.
- **Student Activity Center** - ASUWB and ASCCC have each approved \$50,000 (\$100,000 total) in design funding for an interim student activity center. Siting of this facility will be done as part of the Master Plan update with design moving forward in parallel.
- **Physical Plant Services Yard** - We will select a permanent location for Facilities Services equipment and relocate materials currently stored in parking facilities.

We have put in motion this next phase of campus planning and development and are looking forward to engaging the campus community in the process!

Marilyn E. Cox
Vice Chancellor

CONGRATULATIONS, MARIE FIGUEREDO! 2009 WINTER 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 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 MARIE FIGUEREDO, Payroll Coordinator, as the recipient of the Administration & Planning STAR Award for 2009

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

"Marie has gone above and beyond what would be expected of her to help others learn and understand the payroll system at UWB. She puts things into perspective and explains details in such a way that anyone can understand."

"Marie is pleasant to everyone she speaks with by phone or in person. She goes out of her way to make sure that your question or problem is taken care of."

"Marie is extremely nice and friendly. She is definitely an asset to the university and I hope she is around for a long time."

On behalf of the Administration & Planning Leadership Team, as well as her colleagues across campus, we thank Marie for the valuable contributions she makes to UWB every day. Her hard work and dedication do not go unrecognized.

CONGRATULATIONS, MARIE!



"Marie has been working for months on completing OWLS audits for Student Affairs. Not only does she do her daily work but has the addition of auditing employees OWLS records. These audits are labor intensive and have included many changes. It truly shows her dedication, patience and attention to detail. She worked with each employee to make sure they understood every change that was made."



UW Bothell Posting Guidelines

DO Market your activity or event; include a contact name and phone number on the posted materials

DO Post on bulletin boards or display rails using push pins

DO Post on concrete surfaces using blue painters tape - it looks best if the tape is not visible but rolled back behind the poster

DO Remove materials when information becomes outdated

DO use hanging wires and boards to post large size materials, students only contact Colleen Quinn for access at 425-352-5264

DON'T Attach materials to painted surfaces - walls, window ledges, railings, etc.

DON'T Attach materials to or write on glass surfaces - doors or windows

DON'T Attach materials to or write on surfaces of walkways or roads, outdoor sign or lamp posts, waste receptacles, trees, landscape or stakes

DON'T Post materials in restrooms, elevators, or classrooms, including classroom whiteboards

DON'T Make posters larger than the background you hang them on

EASY FORMS!

For your convenience we have created a new web page for all the most commonly used forms.

Save to your favorites the following web address:
<http://www.uwb.edu/admin/Forms.xhtml>

Improving Conference Room Use NOW SCHEDULE ONLINE!

The conference rooms listed below are now online and located in Outlook under "All Public Folders"/"Conference Room Calendars". Everyone with a UW Bothell logon can access the calendars, they can also add, delete and edit their own meetings.

- UWI 103 - Student Affairs/DEM
- UWI 211B - Nursing
- UWI 260B - Chancellor's Office
- UWI 361 - Business
- UWI 370 - CSS
- UWI 391 - IAS
- UW2 030A - CUSP
- UW2 228 - TLC
- UW2 327 - Graduate Program

PUBLIC RECORDS REQUESTS & MEDIA CONTACTS

When you receive a public records request from the University of Washington's Office of Public Records and Open Public Meetings please follow these steps:

- Keep a copy for your records
- Send the original document to Therese Grant in Administration & Planning, Box 358520
- Send any background information or prior actions taken that were not part of the request

If you receive requests for interviews or information from the media please contact Elizabeth Fischtziur in the Public Relations Office at 352-3636 or efischtziur@uwb.edu.

Space Update

This Spring we are wrapping up a series of administrative office reconfigurations and relocations as we continue to create additional space in our capacity filled buildings. An additional 27 staff workstations and new meeting rooms are being created through these efforts. I would like to thank the staff of all the departments who were involved in this project.

Administrative Office Reconfigurations/Relocations:

- Department of Enrollment Management/Student Affairs Advancement Office Reconfiguration (UWI 281)
- Chancellor's Office Reconfiguration (UWI 260)
- Library Media Collection Move (LB1 1st floor)
- IT-Media Department Merger Moves (LB2 and LBA 2nd floors)
- Student Life/ASUWB/Student Groups Move (UWI 070/011/007)
- Finance & Administration (UWI 080) – to be completed in June
- Academic Affairs (UWI 271) – to be completed in June

Amy Van Dyke, Director
Physical Planning & Space Management

BUILDING HOURS POLICY

Many processes and policies of the UW apply at all 3 campuses, however some operations are unique to each campus. UW Bothell is in the process of developing policies for those unique operations and will review these proposed policies at Cabinet, provide notice through our newsletter, then post on our web-site. At the May 7th Cabinet meeting the **Building Hours** policy was reviewed and is now posted on the web site (below) under *Facility Matters*.

<http://www.uwb.edu/admin/procedures.xhtml>

The **Campus Initiative Group (CIG)** is a standing committee that was formed in July 2008 to build and enhance programs that support student life on campus. Initiatives received from Students, Faculty and Staff are discussed and referred for appropriate action. Following are some of the initiatives that CIG has been working on:

- ATM
- Food Options
- Game area
- Sustainability

Please send your ideas and suggestions to adminsvecs@uwb.edu.

CURRENT GUIDELINES

TRAVEL:

- All out of state travel must be charged to a budget other than a GOF fund source until July 1, 2009.
- Effective that date we will return to the prior procedures requiring supervisor approval only.

PURCHASES:

- Purchases in excess of \$3,300 require approval by a Vice Chancellor.
- Purchases for food off GOF budgets require approval by a Vice Chancellor.


Fiscal Staff Workshop #4

Friday, June 5th

9:30-11:00am

Rose Room


There is an upcoming Fiscal Staff Workshop scheduled for all UW Bothell accounting and unit fiscal staff. These workshops are typically held every 2 to 3 months and will include a presentation on a specific topic, as well as time for networking and discussion. This week's workshop will include a discussion on purchasing under the new state and UW guidelines.



UNIVERSITY OF WASHINGTON

PROCARD LIMIT INCREASED

News for all procurement cardholders: The single transaction limit on Procurement Card has now been increased to \$3,300! That means that you can spend up to that amount on a single transaction—including tax and shipping, if any. (The Purchasing Department in Seattle will no longer allow purchase orders for \$3,300 or less without a special justification.) This is part of a big move by UWS toward eProcurement and ProCard to process purchases electronically. The fiscal staff workshop on June 5th will include a Procurement Services Forum where these topics will be discussed.



Paperless campus Initiative

UWB plans to acquire and implement a document imaging and workflow processing system. This project referred to as the paperless campus initiative would make it possible for the campus to greatly reduce the amount of paper used, photocopied and stored on a regular basis, in particular through its Student Affairs and Finance and Administration functions. In many cases, copies of original documents are made and stored in multiple locations for ease of access. This is expensive, inefficient, and not sustainable. The system will be implemented through the collaboration of Finance and Administration, Department of Enrollment Management and Information Systems. Planning for the system will begin this summer.

Biennium Close

The University is on a two-year state funding cycle, known as the biennium. June 30, 2009 is the end of the current biennium and with that comes special deadlines for transaction processing. A memo with the specific transactions and dates will be sent to all fiscal staff in the next few days. Any budget revisions or journal vouchers or RST's should be requested as soon as possible. Another thing that comes with biennium close is the closing out of all of our state budgets. That means that all state budgets must have a positive balance at the end of the year. Please review your budgets to identify and resolve any deficit balances.

Required Safety Training General Asbestos Awareness

Awareness of the hazards of asbestos is important and valuable information for everyone to know to avoid the risk of exposure. The Department of Labor and Industries **REQUIRES** all UW employees to take asbestos awareness training. Supervisors should make sure that all employees receive this training. Training is available online at <http://www.ehs.washington.edu/psotrain/onlineclass.shtm>.

UWB North & South Crosswalk Lighting

This project will install new automated crosswalk systems at both the North and South Parking Garages. The automated crosswalk systems will significantly improve pedestrian safety at these busy crosswalks. The lights will flash automatically when a pedestrian starts to cross.

The project will be completed this summer in time for the new academic year. You can already see some construction activity beginning, but the majority of the project will be done after June 15th.



UW Bothell/Cascadia CC SR 522 South Campus Access Project

Construction continues on schedule for completion of the South Campus Access project despite a colder and wetter winter than average. The new off-ramp will provide direct access to the UW Bothell and Cascadia campus from the south. There are eleven retaining walls on this project with the highest being approximately 85 feet. Work on these new walls is continuing and should be completed by the middle of July.



Other work currently underway includes the removal of forms from beneath the existing 522 bridge, a closure of the bridge next week. This closure will require a detour of traffic down Beardslee Boulevard for approximately one week. The contractor also intends to re-stripe the temporary markings next Thursday night. Soil preparation continues before paving can begin on the road that will allow vehicles to travel from I-405 to westbound SR 522. Thank you for your patience during construction and we'll provide information in the Fall regarding the ribbon-cutting!

Personal Use of University Computers and Equipment

It is good to periodically review University policies to ensure you and your department are in compliance. The UW Administrative Policy Statement 47.2 (<http://www.washington.edu/admin/rules/APS/47.02.html>) allows for limited personal use per WAC (<http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010>).

Personal use of state resources must not “undermine public trust and confidence.” Some of the key points from the policy statement are that personal computers and equipment use “is brief in duration, occurs infrequently, and is the most effective use of time and resources; the use does not interfere with the performance of the employee’s official duties; the use does not disrupt or distract from the conduct of state business due to volume or frequency.”

Current HR Guidelines

HIRING:

- All hiring of staff positions off of GOF and tuition fund sources is frozen until July 1, 2009.
- You may hire student workers off of GOF budgets and permanent staff positions off of grant and RCR budgets without preliminary approval from the Chancellor.

RECLASSIFICATIONS:

- Classified staff are eligible for position reclassifications per the terms of their union contract.
- Professional staff are not eligible to submit a request for position reclassifications until February 19, 2010.

SALARY INCREASES:

- Any increase to wages is frozen until February 19, 2010.

VANGUARD

Individual Retirement Counseling

Thursday, July 9th

10am to 2pm

UWI – 391

A representative from Vanguard 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: <http://www.meetvanguard.com/session.asp?InstitutionID=43> or call 1-800-662-0106, ext. 14500

HOMESTREET Pre-Quals

Tuesday, June 16th

10am to 2pm

UWI – 391

Get your mortgage questions answered! Free half-hour pre-qualification appointments, 10:00 a.m. - 2:00 p.m. Contact the Affinity Lending Center at 206-628-0207 to schedule an appointment.



Husky Re-Card

The University of Washington recently sent out approximately 12,000 new Husky Cards for employees whose cards were made prior to early 2002 and therefore encoded with their social security number instead of their EID number. Included in the letter that each person received explaining this process is the note that after the 27th of April, if they would like to get their husky card replaced with a new photo ID card (no charge, of course), they are more than welcome to.

To activate the new card for use at UW Bothell, please come to the Security and Campus Safety Office at LB2 005.

Any questions regarding these new cards and the process should be directed to the Husky Card Office at huskycrd@u.washington.edu (206) 543-7222 or UW Bothell Security and Campus Safety (425-352-5359), or refer to the FAQ page at http://www.hfs.washington.edu/husky_card/.

SAFETY PRECAUTION REMINDER

On Monday evening, April 6th, we were advised of two vehicles in the South Surface parking lot which had windows broken out and items stolen from within. Although this is an infrequent event on campus, it does happen and serves as a reminder to all that we can be the victims of crime, no matter where we happen to be.

In these particular instances, indications were that GPS units were being targeted. GPS units are a common item taken in our area. Other items of interest are generally electronic in nature, as well as anything which could have some “street value” and can be easily converted to cash. Try to remember to conceal items of value so that they are not easily seen from outside of the vehicle, and use a “Club” on the steering wheel if you have one. Remember that these “smash and grabs” are done very quickly and the perpetrators make quick “get-a-ways”.

For personal protection, it is always best to park in well-lighted areas and be aware of your surroundings while leaving your vehicle and returning to it. Walk with a friend if possible and remember that we provide security officer escorts to and from your vehicle upon request. Just contact us at **425-352-5359** anytime that classes are in session.

Bike to Work Day Friday, May 15, 2009 CELEBRATION STATION



UW Bothell, City of Bothell, Bicycles West, and Northshore YMCA sponsored a Celebration Station located on the bike trail east of campus on Bike to Work Day.

A large number of bicycle commuters participated in the event, stopping at the station for coffee, water, breakfast treats and giveaways, and to fill out a raffle ticket for prizes. The weather was perfect and proved to be a great day to commute to work and school.

Thanks to these businesses for their generous donations:
Fred Meyer, QFC, Applebee's, Grazilie Caffe Italiano, Bonefish Grill, Papa John's, Central Market and Starbucks.



Bothell 'n Back Let's Do Lunch!

Review the online Bus Schedules for convenient commute times to Bothell 'n Back for lunch



Community Transit 105/106 and 120
King County Metro 372 and Sound Transit 522

Community Transit:
<http://www.commtrans.org/>
King County Metro:
<http://transit.metrokc.gov/>
Sound Transit:
<http://www.soundtransit.org/>

Please give us 2 minutes of your time!



You will receive an email during the week of June 8th requesting you to complete the online Commute Trip Reduction (CTR) Survey. Complete this Survey and receive a free candy bar. Following completion your name will be added to a drawing for a \$25 University Book Store Gift Card. This survey is required by the State of Washington and is extremely important. Your response will remain anonymous.

The survey information will measure UW Bothell's progress toward meeting our commute trip reduction goals which were established in the Washington State CTR Law. For more information contact trans@uwb.edu or 425-352-5421.

Thank you for your participation!

Fleet Services Proposed Rates for 2009-2010

Fleet Services is continually improving its operations to better serve its customers. Over the past year we have increased the investment in the UCAR program. We have also introduced more fuel-efficient vehicles that include both hybrid and electric vehicles. In the current economic climate, and faced with a reduced fleet size, Fleet Services has been working hard to contain any rate increases, lessen the impact on departments, and respond to changing needs.

This letter outlines the proposed changes to Fleet Services that may affect your department. The proposed rates will take effect July 1, 2009.

Changes and additions to the current rate structure proposed for 2009/2010

- To reduce depreciation costs Fleet Services will extend the depreciation cycle.
 - a. Hybrids will increase from 7 to 10 years.
 - b. All other Fleet Services vehicles will be extended by one year.
- There will be no new vehicle replacements.
- Non Fleet Services UW vehicles will be charged at a higher hourly rate to recover some overhead costs.
- An administrative fee of \$5 will be charged for coordinating external agency rentals, eg. Croft and Enterprise.
- External agency rentals will be charged at cost if Fleet Services doesn't have enough vehicles to meet demand.

Click [HERE](#) to view the new rate proposal.