



University of Washington Bothell Administration & Planning

<http://www.uwb.edu/admin/>
425.352.5404VM

October 2008

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Vice Chancellor's Message



Moving Forward

You can feel the excitement on campus this fall as we enjoy the energy of our highest ever enrollment levels, including almost 250 new freshmen! We are celebrating our success in achieving these enrollment goals, and we are also moving forward on space plans and budget discussions to meet the needs of our growing campus community.

Later this fall we will remodel the Student Affairs suite, extending the staff space into the entry lobby at UWI. The remodeled space will have a reception and service area to greet students and visitors and will increase the number of staff work stations. This project is scheduled for completion by the end of December. We are also planning to bring administrative uses together in UWI which will improve work efficiencies and free up space for academic program growth. This project is primarily a move of people, not a remodeling project, so we are planning to complete this project by January. We will keep you posted as these plans evolve.

In President Emmert's Annual Address last week, we were reminded of the importance of keeping our eyes on the horizon and planning strategically for the future. While we recognize the challenges presented by current national and state economic issues, we remain committed to planning for the long term and moving forward with our 21st Century Campus Initiative priorities. As we build a sustainable, resourceful budget for the next biennium, we will be discussing key questions with the campus community, such as:

- *What are the key investments we need to make in the next 2 years? In the next 4 years?*
- *What level of funding will be required to support these investments?*
- *How will we achieve the funding level we require?*
- *How will we move from incremental budgeting to more comprehensive budgeting?*
- *What information do we need to have to support the budget discussion?*
- *How should we approach any budget reductions that may be mandated by the state?*

Last month we shared with you the proposed Administration and Planning Work Plan for fall 2008 to summer 2009. This work plan is now posted on our Web site in our new "Hot Topics" highlights box.

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

Please let me know if you have comments or additional ideas for our Administration and Planning work plan. We'll be checking off our list as we continue to move forward to provide the best possible services to the campus community.

Marilyn E. Cox
Vice Chancellor



CONGRATULATIONS, RUTH HONOUR! 2008 SUMMER 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 **RUTH HONOUR**, Transportation Coordinator, as the recipient of the Administration & Planning STAR Award for 2008 Summer Quarter! Ruth receives a framed certificate, a desk decal, \$50 cash, and her name engraved on the STAR Award plaque.

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

"Ruth not only continued her usual consistently capable services of providing information to the campus community regarding transportation options and events, but also responded to the Governor's spending directives with quick and positive action."

"Ruth has been very successful in finding creative ways to keep the campus informed about environmentally and economically preferred travel options. She has also been instrumental in the campus' recent receipt of the Commute Trip Reduction state agency leadership award from the Governor."

"Ruth and UW Bothell were also honored by the Bothell City Council in a recognition event at the October 14th council meeting."

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

CONGRATULATIONS, RUTH!

Campus Projects News

UWB PHASE 3

Thanks to all of you who participated in the UW Bothell Building 3 Predesign Open House on September 30 and October 1. The Predesign Programming Committee has gathered a long list of comments from the open house that will be reviewed and used throughout the predesign and design process. We appreciate all of your feedback.

Predesign Programming Committee activities leading up to the open house included:

- Committee review of supporting campus documentation: *The 21st Century Campus Initiative, Final Report of the STEM Task Force, Preliminary Academic Plan for the UW North Sound Campus, UW3 Project Request, Campus Facilities Master Plan, UWB 2707 Proposal*, Final draft of *Phase 2b* program, and organization of relevant statements for MoSCoW analysis (Must, Could, Should, Want/Wish).
- Faculty Focus Group for Technology, Engineering and Math
- Faculty Focus Group for Science
- Information Technology Focus Group
- ASUWB Focus Group
- Local site visits to UW Seattle and Northwest University in Kirkland
- Project presentation at the Fall Retreat on September 17

We are in the process of developing UWB3 project content to be shared on the UW Bothell Web site, including the culminating Predesign Report being submitted to the state in November to support project funding for design and construction phases.

Please contact Amy Van Dyke in Administration & Planning if you have questions about the UW Bothell Building 3 Predesign project.

Phone: 425-352-5261

Email: avandyke@uwb.edu

CAMPUS IMPROVEMENTS

The Office of Administration and Planning would like you to be aware of the following improvements and changes to facilities made during Summer 2008.

UW1 - 061

This room was converted from the Student Games Room to a general use classroom as part of a project to install a Student Fitness Center.

UW2 - 040

This room was converted from a general use classroom to the new Student Fitness Center. The addition of the fitness center is a major accomplishment in meeting strategic goals for student life on campus. The Student Fitness Center houses both cardio and strength equipment. Because of its funding base and size (700 sq. ft.), the Center will be limited to current registered students with swipe card access.

UW1 - 251

Reassigned for faculty research function; please check with academic program offices for meeting room space available through reservation or on a first come first served basis.

Games tables

The pool table from UW1- 061 is now located in the UW1 Lower Level Vista. Other games tables have been removed.

Vending machines

New Coca-Cola beverage machines and snack machines were added to breakout areas in UW1 levels 1, 2 and 3, UW2 lower and 2nd levels, and the first floor of the Library. Cash and credit card payment are accepted at the Coca-Cola machines.

Student Supply Stations and Computer Kiosks



The stations and kiosks were relocated from UW1 vistas on levels 1, 2, and 3 to the breakout areas near the vending machines.



2008 Combined Fund Drive
Silent Auction: **November 17-19**
Main Event: **November 20**
North Creek Events Center

It is that time of year again—the Combined Fund Drive (CFD) campaign is gearing up for another successful fundraising year at UW Bothell!

As the Combined Fund Drive (CFD) campaign gears up for yet another successful fundraising year, UW Bothell is also gearing up for their annual event to raise awareness for this campaign. We are excited to be a part of this campaign and to announce that there will be a Silent Auction again this year leading up to the main event with food and prizes. We will be accepting donation items for the auction very soon so please think of a way you can donate to this great cause. Further details of both events coming soon.

CFD information can be viewed at <http://www.washington.edu/uwcf/>.

If you have any questions please contact Sharene Peltier at 352-3637 or SPeltier@uwb.edu.

FULL CIRCLE FARM



AT UW BOTHELL

The University of Washington Bothell campus recently became a host site for Full Circle Farm. The Full Circle Farm community supported agriculture program provides their members with organic vegetables, fruit, eggs, coffee, and honey on a regular basis (weekly or twice a month plan). You can customize your pick-up schedule, box size, and contents at any time. The boxes are delivered to the Commons near the Common Grounds Cafe for pick-up. Please contact Georgia Kalasountas at 352-3313 if you have questions regarding location.

Membership is available to all members of the campus community and is handled directly by Full Circle Farm. Please go to the Full Circle Farm Web site at <http://fullcirclefarm.com/> for more information on prices and membership.

Receive \$15 off your first box of produce
Offer valid for new member only
Code: CARROTS

UCARS ARRIVE AT UWB

Thanks to a partnership between UW Bothell Administration and Planning and UW Fleet Services, three Toyota Hybrid Priuses were delivered to campus on Thursday, September 25 to begin the UW Bothell UCAR Program. These vehicles are available for your use for University business.

The UCAR program is dedicated to supporting the transportation needs of the UW community for education, research, outreach and business. Any UW member with a valid UWNet ID and driver's license will be able to reserve and access the UCAR 24/7. Trip tracking occurs automatically and billing is charged directly to a UW budget number. A copy of the receipt is sent to the reservation contact and department billing contact via email. Reservations will be made through the UW Fleet Services Web site.

You will need to set up a UCAR account in advance so it's advisable to do this well before you make a reservation. An online form is available: <http://www.washington.edu/facilities/transportation/fleetservices/forms/ucarform.php>.

If you already have a UCAR account and would like to set up a reservation, please visit the Fleet Services Reservation page: http://www.washington.edu/facilities/transportation/fleetservices/rent_vehicle/menu.php.

If you have questions on the UCAR program, you may review the program online at <http://www.washington.edu/facilities/transportation/fleetservices/ucar/programprocedure.pdf> or contact UW Fleet Services at (206) 221-3594 or the Facility Services Help Desk at (425) 352-5466.

There are detailed illustrated instructions located in the glove compartment of each vehicle and an instruction manual comes attached to the confirmation email that you will receive when you set up your account.

Association for the Advancement of



Sustainability in Higher Education

The University of Washington Bothell is a member of the Association for the Advancement of Sustainability in Higher Education (AASHE). As part of this membership all of the UWB Faculty and Staff are eligible to receive the services listed below. Please go to their web site at <http://www.aashe.org/index.php> to sign up.

AASHE is an association of colleges and universities in the U.S. and Canada working to create a sustainable future. AASHE aims to advance the efforts of the entire campus sustainability community by uniting diverse initiatives and connecting practitioners to resources and professional development opportunities. The association also provides a professional home for campus sustainability coordinators and directors.

Services include:

- Biennial North American conference
- Professional development, including workshops and trainings
- Free weekly e-bulletin with top campus sustainability news stories
- Resource center with specialized online resources and directories
- Interest groups and topical discussion lists
- Partnership projects with other associations and organizations

Our activities are designed to:

- Make sustainable practices mainstream within higher education
- Facilitate member efforts to integrate sustainability into teaching, research, and operations.
- Disseminate knowledge and best practices and promote resource sharing.
- Support all sectors of campus in shaping sustainability initiatives.
- Increase collaboration among individuals, institutions, and external partners to speed the adoption of sustainability practices.
- Influence local, state, and national education policy so that sustainability is a focus.

Fiscal Staff Workshops

One of the goals of Finance & Administration for this academic year is to strengthen communication and connections with units for support and consistency. To that end, we are holding periodic workshops with accounting staff and UW Bothell unit fiscal staff. The first workshop on petty cash policies and procedures was held on October 3rd and was well attended with 24 participants. At the workshop we announced that we now have a cash fund, so that petty cash reimbursements of \$50 or less can be paid in cash at the Cashier's window, without having to wait for a check. With the lower volume of petty cash checks that will be paid, we expect to run checks once a week.

At the next workshop we will discuss eThORITY, UW Bothell's new financial reporting system. It will be held on November 21st. Other topics coming up this year are budget reconciliation, travel and biennium close.

If you have any questions regarding these workshops please contact Nancy Corning at 352-3688 or ncorning@uwb.edu.

Procurement Guide for Goods & Services

Purchasing Services is pleased to announce the Procurement Guide for Goods & Services (link: <http://www.washington.edu/admin/purchstores/purchtrix>).

At BizTech earlier this year, our customers asked for a guide to buying commonly-purchased commodities, and we listened! Please share this link with your staff who place orders, or anyone you think may benefit from this information.

Comments or questions? Contact Purchasing Services at purweb@u.washington.edu.

Business Diversity Program

The Business Diversity Program (BDP) is responsible for the effective implementation of the University of Washington's business diversity initiative. The BDP provides functional guidance, direction and support to the UW Schools and Colleges and Administrative Departments concerning their understanding and activities with the UW's business diversity initiative. Additionally, the BDP seeks to improve communication through strategic business relations with the broader minority and women's business community. The BDP reports to the Office of Strategy Management in Finance and Facilities.

If you would like more information about this program please go to the Administration & Planning Web page at <http://www.uwb.edu/admin/> in the "Hot Topics" section.

F&A Directory of Services

Access to administrative systems	Brian Miller	425-352-3547
Billing	Laura Land	425-352-3640
Budget planning and analysis	Nancy Corning	425-352-3688
Catering and desserts	Georgia Kalasountas	425-352-3313
Espresso and coffee service	Georgia Kalasountas	425-352-3313
Financial reporting	Brian Miller	425-352-3547
Food approval forms	Nancy Corning	425-352-3688
General questions & referral	Maria Jimenez	425-352-5235
Grants and contracts	Jim Pilon	425-352-5260
Mail service	George Michael	425-352-5491
Payroll and leave records	Marie Figueredo	425-352-5423
Procurement card	Laura Land	425-352-3640
Purchasing	Jim Pilon	425-352-5260
Transportation program	Ruth Honour	425-352-5421
Travel	Maria Jimenez	425-352-5235
UWB Cashier:	Lisa Robertson	425-352-5489
Student account payments	Kimba Steffa	425-352-3246
Parking permits/U-Pass sales		
Traffic/parking fines and petitions		
Petty cash reimbursement		
Revolving fund purchases		
Parking pay station collections		

ANNUAL MEDICAL/DENTAL OPEN ENROLLMENT

The annual medical/dental open enrollment runs October 27 through November 30, 2008. Changes made during this time will be effective on January 1, 2009. If after reviewing the information you do not want/need to make any changes to your medical or dental plans, you do not need to do anything. Please take the time to review the Web sites or mailed materials.

You must make changes online during open enrollment if:

- You want/need to choose a different medical and/or dental plan
- You want to remove dependent(s) from your coverage
- You want to reinstate previously waived medical/dental coverage for dependents who were waived in the past

The UW Open Enrollment Web site:

www.washington.edu/admin/hr/benefits/insure/fac-staff-lib/meddent/open-enroll.html

Summary of Changes for 2009:

www.pebb.hca.wa.gov/changes.html

Medical Premiums for 2009:

www.washington.edu/admin/hr/benefits/insure/fac-staff-lib/meddent/premiums.html

Governor's Budget Directives


The hiring freeze affects all positions funded by General Operations Funds (or "GOF"). Any new hires funded from GOF funds, even temporary hourly staff, require written exemption from the Chancellor. Student workers, including work-study students, hourly student staff, and graduate students are exempt from the hiring freeze.

Please note that the freeze does not apply to positions funded on self-sustaining or grant and contract budgets, and positions funded from temporary funds, also referred to as "Designated Operating Funds" (or "DOF").

Please work with Denise Rollin or Sharene Peltier in Human Resources if you have questions about hiring staff, and Peggy Frazier in the Office of the Vice Chancellor for Academic Affairs if you have questions about hiring faculty.

We continue to be energetically focused on our goals and on fulfilling the objectives of the 21st Century Campus Initiative and look forward to your collaboration as we work together to grow.


Administration & Planning Second Tuesday Brown Bag Series



A Comfortable Balance: Work and Home
Presented by UW CareLink
Thursday, October 30
12pm – 1pm
Rose Room

Open Enrollment: Summary of Changes and Q & A
Wednesday, November 5
12pm – 1pm
Rose Room

Flu Shots



For UW Bothell staff and faculty only
(must provide employee ID number at check-in)

Thursday, October 30
10:00 am – 1:00 pm
Location: UW2 – 140
Cost is \$25
(please bring EXACT CHANGE)



INCLEMENT WEATHER

With the inclement weather months upon us, it is important that we are prepared for weather-related emergencies including wind, snow and ice. We urge departments to prepare for such occurrences by establishing an internal departmental communication plan.

You can find the Inclement Weather/Suspension of Operations policy online at www.uwb.edu/operations.pdf.

What can you do to prepare for possible suspension of campus operations?

- Keep your department telephone listing current and establish a telephone tree to contact each other when operations are suspended.
- Keep your list of students and daily class schedules current.
- If someone in your department is designated as “essential personnel” and must report to work regardless of suspension, refresh that designation with your staff members. If you need to know who is “essential personnel” please contact Denise Rollin at drollin@uwb.edu.
- If your department is planning a special event on a day that may be subject to a campus closure, please remember to keep a list of attendees, caterers, and other participants with you so you may properly cancel the event.

Why Wait to Find Out?

Want the easiest and quickest way to find out if UWB classes, services, activities or operations will be delayed or cancelled? Try one of the following options **after 6:00AM**:

- UW Bothell Information Line: 425-352-3333
- UW Bothell Web site Homepage: www.uwb.edu
- Public School Emergency Communication System: www.SchoolReport.org
- UW Alert System: sign up for text message alerts on your cell phone <http://www.washington.edu/alert>
- UW Seattle Information Line: 206-897-4636
- UW Seattle Web site Homepage: www.washington.edu
- Local television and radio media outlets

TRAFFIC SAFETY

With Autumn Quarter in full swing and traffic congestion on the rise you may have noticed our Campus Safety staff facilitating traffic flow during peak hours. Security and Campus Safety would like to encourage you to keep it slow and safe while driving on campus. To assist you, the schedule (shown below) reflects specific time blocks with the highest number of students enrolled.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:45am - 10:50am	302	283	292	283
11:00am - 1:05pm	603	435	603	421
1:15pm - 3:20pm	529	433	529	433
3:30pm - 5:35pm	378	152	378	159
5:45pm - 7:50pm	452	346	452	346

UWB RIDESHARE TRANSPORTATION FAIR

Wednesday, October 29, 2008

11:00 am – 1:00 pm

UWI - First Floor Vista

Interested in finding a commute partner to campus? Come to our UWB Rideshare Transportation Fair. Get all of your commute questions answered by representatives from King County Metro and Community Transit. Learn about carpooling, vanpooling and vansharing.

Enjoy pizza and beverages as you find out about your commute options and ridesharing.

Please contact Transportation Services at 425.352.5421 or trans@uwb.edu for additional information.

Wheel Options: Your Trip, Your Way.



Talk about a Green Commute!

Wheel Options is going to reward one lucky commuter who uses a green commute option with **\$2,500 in cash!** Why not you?

You can be eligible for that green cash prize - or one of many other rewarding prizes - if you use one of the following green commute options twice during the two week promotion:

- commute by bus or train,
- bike, walk, carpool or vanpool to work,
- telecommute or do not commute on a given day because of a compressed work week day off

It's easy change!

And it's a change that can pay off for you and for the environment. Don't wait a moment longer. Explore your [green commute options](#) and get ready to log your commutes and win green!

Sponsored by:
[Washington State Ridesharing Organization](#) (WSRO).

Wheel Options Website: <http://wheeldb.cssnw.com/>

OCT. 12-25, 2008

wheel
Options

EASY CHANGE

Change your commute
and you could win
\$2,500 CASH!

