

# ADMINISTRATION & PLANNING

## CONTENTS

### NOVEMBER 2010

- 1 | Vice Chancellor's Message  
STAR Award
- 2 | A&P Web Site  
Combined Fund Drive  
Campus Copiers
- 3 | 2010/11 Parking Rates  
Bastyr Food Service  
Smart Commuter
- 4 | Visiting Scholar from China  
Petty Cash  
OBP Transition
- 5 | Staff Appreciation Event  
Open Enrollment  
Training & Development
- 6 | Inclement Weather  
Safe Campus Update  
CPR Training

## VICE CHANCELLOR'S MESSAGE

### More efficient AND more effective!

UW Bothell Administration and Planning is committed to a culture of continuous process improvement in all areas of administrative services. This winter Denise Rollin will be facilitating discussions with various staff groups to help brainstorm ideas for focusing on work that is critical to our mission and assessing ways to reduce, consolidate, or eliminate tasks that are no longer critical or important to our core mission. Our 2010-11 Administration and Planning Work Plan reflects specific goals for increasing fiscal efficiencies and implementing administrative process improvements <http://www.uwb.edu/getattachment/admin/2010-11-Workplan.pdf>. The Administration Team is also contributing to the Provost's "Two Years to Two Decades 2y/2d" initiative through benchmarking and reporting on our process improvements so that we can share our success stories across the University of Washington campuses and to our external community. In this spirit of operational efficiency, our next newsletter will reflect a streamlined format that will rely more heavily on web based information, including the Administration and Planning "Hot Topics". As always, thank you for your support!

*Marie E. Cox*  
Vice Chancellor

### Congratulations to **MARIA JIMENEZ** Winter Quarter 2010 STAR Award recipient!

Please join us in congratulating MARIA JIMENEZ, as the recipient of the Administration & Planning STAR Award for 2009 Summer Quarter!

Maria has been a very stable influence during a period of great change in OBP. She works unselfishly and cheerfully to facilitate all kinds of needs for the OBP staff. In addition, she is quick to assist other departments and with special events such as the Staff Appreciation Event.

Maria's customer service skills are excellent, she greets everyone who walks into OBP with courtesy and helps them in every possible way. She helps with several office functions and is constantly taking on new tasks to meet the needs of our growing campus. She accepts these tasks without hesitation and always performs them in an exemplary manner.

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



## STAR Award Update

Administration & Planning would like to continue recognizing employees for their exemplary service during the current spending restriction period, so it was decided to start a new tradition. The STAR Award will be a traveling award, each quarter the recipient will get to sport a STAR Trophy on his/her desk, they will also receive a certificate and a STAR magnet. We will begin the new process Autumn Quarter 2010 and a call for nominations will go out in January 2011.

## Administration & Planning Web Site Updates

### Administration & Planning:

The HOT TOPICS section on the Administration & Planning main page has been recently updated, you will find the following information on <http://www.uwb.edu/admin>

- 2010 Inclement Weather Procedure
- 2010-11 Work Plan
- Master Plan Report (draft)
- Master Framework Image
- UWB3 Predesign Study
- Full Circle Farms
- November Newsletter
- Current Spending Restrictions

### HR:

In an effort to improve processes in hiring new employees the Strategic Workforce Advisory Team (SWAT) created a new appointment checklist for Classified and Professional Staff positions. You can find this form on the Administration & Planning forms web page; <http://www.uwb.edu/admin/forms>

### Auxiliary Services:

Expanding food services on campus is always good news, and with changes like that we have to keep the information current on our web pages. The new food services page has been renovated, go check out the weekly menu! <http://www.uwb.edu/admin/auxiliary-services/food>

### Transportation:

Go check out the newly renovated Transportation web page at <http://www.uwb.edu/admin/transportation>. You will find the following new links under the hot topics section:

- Zimride
- How to ride the bus
- Cost Calculator



## UW BOTHELL COMBINED FUND DRIVE

**SILENT AUCTION & EVENT**  
North Creek Events Center  
Thursday, December 2nd  
9:00 am-3:45 pm

Please come view and bid on your favorite donated item starting at 9:00am in the North Creek Events Center. Deserts will be served at 2:30pm, all cash donations received will go to the CFD. The Program will begin at 3:00pm, with a presentation from two charities, then the count down of the silent auction items. You can view the donation items on the UWB CFD Facebook page:

<http://www.facebook.com/pages/UW-Bothell-Combined-Fund-Drive/133234213394836?v=wall>

For UW employees, our greatest source of funds come from employee payroll deductions. This is perhaps the greatest and most efficient contribution you can make. DON'T WAIT! Pledge today: <http://www.washington.edu/uwcfid/give.html>

Thank you for all your support to this campaign!

## Campus Copier Moves

Copy equipment in faculty suites were relocated to the east and west hallways of UW1 prior to the start of Fall Quarter 2010.

UW1 1st Floor:  
UW1-1East-Ricoh 5000  
UW1-1West-Ricoh 2550

UW1 2nd Floor:  
UW1-2East-Ricoh 5000  
UW1-2West-Ricoh 2550

UW1 3rd Floor:  
UW1-3East-Ricoh 5000  
UW1-3West-Ricoh 2550

Contact Amy Van Dyke at 352-5461 if you have any questions or concerns.

**Parking & Transportation Services**

**2010/2011 Parking and UPASS Rates**

Annual Permit	\$505
Quarterly	\$126
Quarterly 3 Day	\$96
Quarterly 2 Day	\$72
Q<50 FTE Staff	\$72
Motorcycle	\$48
Carpool	\$55
10-Pack	\$40
Daily Rate	\$4
Hourly Rate (Meter)	\$1.50
UPASS	\$72



**UW Bothell Student Housing Program Welcomes the 2010-11 Residents!**

The UW Bothell Student Housing Program now in it's 2nd year is home to 71 students including 58 freshman residents, 14 international student residents, and 4 out of state students! We are working on increasing our capacity for Fall 2011.

We look forward to a fantastic year of students living and learning together within our emerging Student Housing Program at UW Bothell!

**PARKING ENFORCEMENT POLICY REMINDER**

Parking spaces are often scarce on the Bothell campus, and with anticipated growth in enrollment, this condition is likely to get worse before it gets better. The policy described below is intended to make sure we're able to use all spaces effectively.

This is to remind you that a vehicle must be parked completely within the lines of a parking space. If a vehicle has ANY PORTION of a tire on the painted line where another parking space is adjacent to it, the vehicle is subject to citation for "occupying more than one stall or space." The fine for this violation is \$20.

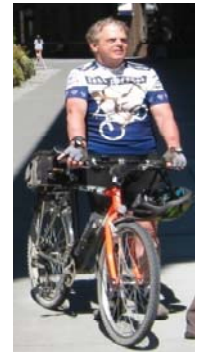


Hot Lunch is now available **Monday through Thursday from 11:00am to 2:00pm at the Commons.** Please bookmark <http://www.uwb.edu/admin/auxiliary-services/food> for weekly menu updates.

**Community Transit Recognizes Arnie Berger as a SMART Commuter!**

Congratulations to Arnie Berger, Associate Professor, who has been named SMART Commuter of the 2nd Quarter by Community Transit.

Why did Arnie receive this award? He has been a bicycle commuter for 39 years and estimates that the total of all of his recreational and commuting miles is about 80,000! He has been commuting 17 miles to UW Bothell for the past ten years.



Arnie's bicycle commuting experiences in six different states literally exposed him to all kinds of challenging weather conditions: rain, sleet, snow and heat. Summer in Austin, Texas offered blast furnace temperatures of 110 degrees at 5:30pm upon leaving his 65 degree air conditioned building. In Illinois he once dodged a tornado getting home.

Arnie participates in the Fall and Winter Wheel Options Campaigns and took part in last year's UW Bothell Commute Pledge Campaign. He also takes advantage of the UW Bothell Guaranteed Ride Home Program as a registered participant. In addition, he is a subscriber to UW-cyclists, our UW Bothell email subscriber list. He is one of the first to respond to our requests for bicycle commuting information.

The SMART commuter of the Quarter receives a gift card and is honored at Community Transit's Annual Visionary Awards Luncheon and is in the running for the SMART Commuter of the Year Award.

Join us in congratulating Arnie!

**UW Bothell and Cascadia Community College have joined the Zimride ridesharing network!**

**What is Zimride?**

Fastest growing rideshare community in the US:

- ✔ 300,000 users
- ✔ Integrated with Facebook & Twitter & Zipcar
- ✔ Fun Way to Save Money and Support the Environment

Different from traditional carpool bulletin boards:

- ✔ Social Network Based Solution
- ✔ Trusted
- ✔ Extensive Marketing Support
- ✔ Deliver a Critical Mass of Users
- ✔ Measure Results



**Visiting Administrator from Sun-Yat-Sen University**

UW Bothell is privileged to have Robert Wu with us as a visiting administrator from Sun Yat-Sen University in Guangzhou, China. Robert received a fellowship to study university budgeting and planning here under the direction of Vice Chancellor Marilyn Cox.



Please join us in welcoming Robert to UW Bothell.

**POLICY CHANGE**  
**Petty Cash Requests on Grant (and non-grant) Budgets**

Due to the strict reporting requirements for grants, we will no longer be able to process reimbursements paid on a grant budget through petty cash. Because of the way the petty cash funds are managed and processed, expenses paid on the petty cash revolving fund do not get charged to the budgets for at least 30 days after the transaction, and can often stretch to 60 days or more. As grant expenses must be recorded no later than 90 days after the date of transaction, we are experiencing instances of non-compliance with grant reporting requirements when transactions are paid via petty cash. Therefore, starting immediately, all reimbursements charged to grant budgets will no longer be made through the UWB Cashier's Office; reimbursements will be processed by Seattle via Check Request.

To request reimbursement on grant budgets please complete the Check Request Form and have the person who will be receiving the reimbursement sign the form in the vendor's certificate section. The approver may be anyone who has spending authority on the budget, as long as it is not the person receiving the reimbursement. Attach all receipts to the form and forward to the Budget and Planning Office, Box 358525.

For more information about the check request process, please see the check request information page on the UWS Finance and Facilities site. If you have any questions regarding this process or completing the check request form, please do not hesitate to contact either Judy (jmcmillian@uwb.edu) or myself. (lland@uwb.edu)

**Attn: Budget Coordinators**

Please contact Lane McKittrick if you have any ideas for trainings needed in your areas in the areas of budgeting and fiscal services.

**New Employee**

We are happy to report that Kendra Yoshimoto will be joining us on December 6th as the new Budget and Fiscal Services Manager. Kendra has been with the UW Seattle Internal Audit department for over 10 years and we are excited to welcome her to our team. Kendra will be overseeing all budget and fiscal services areas as well as helping with budget forecasting.

**W-4 Paper Forms to be Discontinued**

As of September 13, 2010 we no longer accepted paper W-4 Forms for U.S. Citizens and Permanent Residents. Only Non-Resident Aliens will need to complete the paper W-4 Form, if applicable.

All new-hires (U.S. Citizens and Permanent Residents) must complete their W-4 Form online after they have been entered into the payroll system. Once we enter a new employee into the payroll system, we will send them an email with instructions on how to complete their W-4 form online through ESS (Employee Self-Service), just as we send them instructions on how to sign up for direct deposit. For existing employees, changes to W-4 Forms can be entered at any time through Employee Self-Service.

Non-Resident Aliens are unable to complete the W-4 Form online at this time, so we must continue to give them a paper form.

We are implementing this new process as part of UW-Bothell's 21st Century Campus Initiative for Sustainability (paper reduction) and also as part of the University of Washington's Social Security Initiative Project. The W-4 Form includes an employee's social security number, and we need to minimize, if not completely eliminate, the forms that are routed throughout our campus that include a social security number. This is to protect the privacy and confidentiality of our employees, and also to minimize our risk. Unauthorized release (intentional or not) of a SSN by the UW exposes an individual to identity theft and fraud, and brings financial and reputational harm to the UW.

**Cell Phone Purchases now made via Procurement Card**

Cell phone orders shall be placed directly with the vendor via any of the wireless carrier's websites. Our preferred vendors are AT&T and T-Mobile. Our campus has been given access to the wireless carrier's website. Only a University of Washington Procurement Card (UW ProCard) may be used to place any orders for cell phones and monthly cellular service. Contact Jim Pilon if you have any questions.

**Budget & Planning Transition**

The Office of Budget and Fiscal Services (aka Office of Budget and Planning) has been making some changes to help provide better customer service to the campus. As such, we are assigning budget/fiscal staff based upon service areas. Not only is this change going to help provide better service to our customers but it will help us cross train in many areas to provide more depth in the office. Please see contact information for specific fiscal services provided by our Staff at; <http://www.uwb.edu/finance>.

We are also happy to report that the cashier's office is getting a much needed remodel in December. Please watch for more information regarding handling of cashier office duties during construction.

Thank you for your patience in these times of transition and we welcome your feedback as we try to meet the needs of our growing campus.

**STAFF WORKLOAD**

Chancellor Chan has asked Denise Rollin to facilitate discussions on the campus with various groups of staff to define four categories of work:

- To identify the work that is critical to our mission
- To identify work which is important and must be accomplished
- To identify the work we do that is important but may not be essential
- To brainstorm ways to reduce our workload, consolidate or automate work, or stop doing work that is no longer critical or important, and identify (and prioritize) ideas for further study and potential action

By getting together to brainstorm ideas, we will be able to find ways to create capacity in our work, so we can spend more time working on the things that are truly critical and important. We can look at ways to perhaps consolidate, automate, or eliminate those things we are spending our time on that may no longer be essential. Even with our limited resources, it is the goal of the Administration to add some new staff positions, and our brainstorming activities will help plan strategically for those additions.

These facilitated conversations are being scheduled now and will begin in early December, so please watch for your invitation. It is very exciting that staff workload issues are being recognized as something that must be addressed, and that we have been given this opportunity to make recommendations.

**Medical and Dental  
OPEN ENROLLMENT**

As a UW employee who is eligible for Public Employee Benefits Board (PEBB) benefits, you can make changes to your medical and dental plans during the annual open enrollment period, which runs from **November 1 through November 30, 2010**. In addition, you may also choose to enroll in a flexible spending account (FSA) and/or the Dependent Care Assistance, Program (DCAP), both optional pre-tax savings programs available to you. All changes made during this period are effective January 1, 2011.

**Open Enrollment** web site:

[www.uw.edu/admin/hr/benefits/insure/fac-staff-lib/meddent/open-enroll.html](http://www.uw.edu/admin/hr/benefits/insure/fac-staff-lib/meddent/open-enroll.html)

In addition, a summary of all PEBB-approved changes is available online at:

[www.pebb.hca.wa.gov/documents/2011changes.pdf](http://www.pebb.hca.wa.gov/documents/2011changes.pdf)

**2010 STAFF APPRECIATION  
EVENT**

Congratulations to the 2010 Chancellor's Staff Appreciation Award Recipient:

**LISA WALKER**



Thanks to all staff members who dressed up for the "2010—A Space Odyssey" theme. Congratulations to the winners for the "Best Dressed According to Theme" contest. The contest was won by Georgia Kalasountas, Common Grounds, who won a \$50 University Book Store gift card; and Tim Humes, Student Affairs, who came in second and won a \$40 gift card for dinner at Country Inn and Suites. Upcoming Workshops!

Many people worked very hard this year to put on this fun event! Special thanks to my Staff Appreciation Committee Members: Carolyn Brennan, Therese Grant, Maria Jimenez, Ken Jones, Georgia Kalasountas, Judy Lynn, Kai Martin, Kyle Modenese, Sharene Peltier, Robyn Smidley, Cheryl Smith, and Dan Sullivan.

Special thanks to our wonderful emcees, Temo Madrigal, Dani Dutro, and David Brown!

Thanks to Papa's Place Restaurant in Country Village for catering the event with their usual great food. Thanks to the companies for door prizes: BECU; Country Inn & Suites by Carlson; Curves of Mill Creek; EMP; Main Street Alehouse; Pacific Science Center; Papa's Place Restaurant & Catering; School Employees Credit Union of Washington; Steve's Café; TIAA-CREF; University Book Store.



**Training  
&  
Development**

**Excel I & II**

December 1 and 8  
1:30 to 3:30 pm  
UWI 121

Are you using Excel or is it using you? Let's get back together and reacquaint yourself with Excel's tools, tips, and tricks.

To register, please email [hr@uwb.edu](mailto:hr@uwb.edu) by Wednesday, November 17.

Presented by Debbie Amble, Assistant Director of Professional Development, Cascadia Community College

**Brown Bag  
Stress Management**

December 15, 2010  
11:30 am – 12:30 pm  
Rose Room (UWI 280)

Presented by UW CareLink

**TIAA-CREF**

Individual Retirement Counseling

December 2, 2010  
8:00 am to 5:00 pm  
LBA – 304

Let TIAA-CREF help you make financial decisions that are right for you. Schedule an appointment today with a TIAA-CREF consultant who will be available to answer questions about your financial matters. Let TIAA-CREF help you:

- Develop long-term strategies
- Find the right allocation mix for you
- Develop your own strategy
- Learn about TIAA-CREF retirement income flexibility

To schedule an appointment, please call 206-529-2601 from 8 am to 5 pm.

**UW Bothell Human Resources**

UWI 261B  
Box 358526  
425-352-5462

## INCLEMENT WEATHER

With the cold winter 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 <http://www.uwb.edu/admin/emergency/weather>, or from the UW Bothell home page, click on the "Alerts" tab and then link to the file.

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 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 can 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 Website Homepage: [www.uwb.edu](http://www.uwb.edu)
- Public School Emergency System: [www.SchoolReport.org](http://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 Website Homepage: [www.washington.edu](http://www.washington.edu)
- Local television and radio media outlets

Visit the Security & Campus Safety Website today to look at the services we offer: <http://www.uwb.edu/safety>

Security & Campus Safety Department  
18325 Campus Way NE  
LB2 005  
**Emergency Dispatch: 425-352-5222**  
Non-Emergency: 425-352-5359

### New CPR technique

The new CPR technique is much simpler, and certification is not required!

Please click on the link below to view a video regarding the latest CPR procedure. Watch and forward to your friends and family. You never know, a life may be saved utilizing this new procedure.

<http://tinyurl.com/2fx8r59>

## Safe Campus Training

Safe Campus training has begun for Faculty and Staff. If your department has not been trained or if you have any questions please contact Denise Rollin at [drollin@uwb.edu](mailto:drollin@uwb.edu) or Ken Jones at [kjones@uwb.edu](mailto:kjones@uwb.edu).

Preventing violence is a shared responsibility in which everyone at the UW plays a part. The Safe Campus website provides information on counseling and safety resources, University policies, and violence reporting requirements that help us maintain a safe personal, work, and learning environment.

<http://depts.washington.edu/uwhr/uwb-safecampus/index.shtml>



### ALWAYS CALL 911

If you or others may be in danger



### REPORT THREATS

425-352-SAFE (7233)  
For advice and resources



### DONT WALK ALONE

425-352-5359  
Safety Escort Program