

# ADMINISTRATION & PLANNING

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## VICE CHANCELLOR'S MESSAGE

### Service Is Our Goal

Please take a few minutes to review our quarterly Administration and Planning Newsletter to see what's new from the master plan and the design for our new building, to mobile food vendors, staff appreciation, and wellness programs. We are continuing to make progress on our annual work plan <http://www.bothell.washington.edu/getattachment/admin/2009-10-work-plan-final.pdf> and have added a number of additional milestones during the course of the year, primarily related to campus growth. We have expanded our student housing program capacity, started planning for a proposed multi-purpose sports field and expanded food service facilities, and are in the process of securing leased expansion space in the local community to allow for campus "decompression" and growth in the research enterprise. As a young institution we are also continuing to develop specific UW Bothell processes and procedures for our operations, such as the new food approval form described in the newsletter. As our mission statement says, "Administration and Planning is dedicated to building and maintaining an administrative infrastructure that supports and facilitates the ongoing operations, services, and growth of UW Bothell." Your Administration and Planning leadership team members are always available to discuss any suggestions or questions you might have about our services. It's an honor to be part of the UW Bothell community and our continued goal is to provide outstanding service and to make every transaction positive.



Vice Chancellor

### STAR Award

Please join us in congratulating Omar Amador as the recipient of the Administration & Planning STAR Award for 2009 Autumn Quarter!

The Office of Student Life nominated Omar for his exceptional work in supporting the multiple events and programs that they sponsor as well as everything he does for the UW Bothell Campus.

Omar works hard to set up events exactly as requested and helps make any last minute changes. He always stops by prior to an event to make sure our student groups have a positive experience.

Omar has been with the university for over 22 years and at UW Bothell since campus opened. He is always there to provide a smile along with all his hard work!

On behalf of the Administration & Planning Leadership Team, as well as his colleagues across campus, we thank Omar for his valuable contributions.



## Parking & Transportation Services

Based on recommendations from the Parking and Transportation Task Force (PTTF), the Board of Regents has approved new parking rates for UW Bothell.

- Bothell Campus PTTF established March 2010 includes UWB/CCC faculty, staff and students
- Purpose is to develop policies and make recommendations on:
  - ✓ transportation options
  - ✓ sustainable transportation practices
  - ✓ commute trip reduction
  - ✓ transportation & parking demand management
- Here are some facts to consider:
  - ✓ Parking and transportation programs must be financially self-supporting
  - ✓ Parking on the Bothell campus is approaching capacity
  - ✓ Currently it costs more to ride the bus than it does for a parking permit to drive alone
- As we grow we need to plan to reduce demand and expand capacity
- New rates have been approved for FY 2011 that will:
  - ✓ Increase daily and long-term permit prices
  - ✓ Reduce the UPASS cost
  - ✓ Build reserves for future maintenance and construction
- Long-term planning will continue during the 2010/2011 academic year
  - ✓ Many ideas and alternatives being considered.

	Current	New	Monthly Increase
Description	FY 2010	FY 2011	FY 2011
Annual	\$380	\$505	\$10.45
Quarterly	\$95	\$126	\$10.45
Qrtly 2 day	\$54	\$72	\$5.94
Qrtly 3day	\$72	\$96	\$7.92
Q<50FTE Staff	\$54	\$72	\$5.94
Motor cycle	\$36	\$48	\$3.96
Carpool	\$41	\$55	\$4.51
Daily Rate	\$3	\$4	
Hourly Rate	\$1	\$1.50	
UPASS	\$120/\$99	\$72.00	

### PARKING ENFORCEMENT POLICY CHANGE

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 change described below is intended to make sure we're able to use all spaces effectively.

Beginning Spring quarter, 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. FIRST TIME violations will be issued a warning ticket.

### TRANSPORTATION SERVICES NBALL REDUCTION PROGRAM

WSDOT offers subscribers almost 200 specialized e-mail alerts, including news releases, information for freight haulers, traffic alerts, construction updates from all around the state and timely reports of mountain pass conditions. Visit the web page for details on how to subscribe:

[https://service.govdelivery.com/service/multi\\_subscribe.html?code=WADOT](https://service.govdelivery.com/service/multi_subscribe.html?code=WADOT)

Subscribe to only the lists you are interested in to reduce NBalls!

### Community Transit June Schedule Changes

Most Community Transit customers will be impacted by the major route and schedule changes that take effect on June 13. For a summary of changes, please see Community Transit Service Changes at: <http://www.communitytransit.org/News/ServiceChange.cfm>

Fo Rider Alerts see:

<http://www.commtrans.org/News/RiderAlerts.cfm>

### Mobile Food Vendor Maximus Minimus



Come and enjoy their pulled pork and vegetarian sandwiches! Just look for the large aluminum PIG on the promenade during various times throughout the school year.

### HOUSING PROGRAM

The student housing program began in the Fall of 2009 with the Campus View Apartments. Student housing at UW Bothell has continued to grow and demand for Fall 2010 student housing has more than doubled from 2009!

Our newest student housing building, Chapman Manor, will be open for Autumn Quarter 2010 with an additional 28 beds. These spacious two bedroom, 1.5 bath apartments are located a few short blocks from Campus View and will offer its residents easy access to campus and the downtown Bothell community. With the expansion to 70 beds, the Student Housing Program continues to focus on long term planning for housing. We appreciate the positive support shown by UW Bothell faculty and staff for this important component of university life at UW Bothell!



**New Employee**

The Office of Budget and Planning would like to welcome our new grant analyst, Judy McMillan. Judy comes to us most recently from the Gastroenterology Department over on the V.A. campus. She has also worked in Otolaryngology, Transplant, and Pediatrics. Judy has a degree in International Studies from the University of Washington and has a wide range of experience working with grants, particularly in post-award. She will be supporting our expanding grant base here on our campus in some pre-award budget setup and primarily in the post-award setup, tracking, reporting, and compliance analysis of grant budgets. Judy reports to our Budget manager, Ryan Fisher, and her office is located in UW1 080.

Please help us give a UW Bothell welcome to Judy!

**UWB Food Approval**

I wanted to take a moment to introduce the new UWB Food Approval Cover sheet. The purpose of this form is to protect the campus against future scrutiny from auditors and I hope you'll find it helpful. This form is **not** intended to replace the existing Food Approval Form required by the UW but to supplement it. **Both forms are required from now on.**

Following is the link to the UW Food Policy on our website. I recommend spending a few minutes to review this policy.

[http://www.uwb.edu/getattachment/admin/procedures/mealspolicy-\(1\).pdf](http://www.uwb.edu/getattachment/admin/procedures/mealspolicy-(1).pdf)

The link to both the UW Food Approval Form and the UWB Food Approval Cover Sheet is as follows:

<http://www.uwb.edu/getattachment/admin/forms/foodapprovalformandcover.pdf>

A few general reminders on food approval:

1. Please try to be judicious in the use of this policy. In these difficult economic times, we face additional scrutiny.
2. Please submit your food approval requests PRIOR to your event/meeting and allow me enough time to review your requests.
3. I am here to help and can be a resource. I have already met with a few departments to talk in detail about the events/meetings they have planned for the next year and am happy to do that for more departments.
4. The UW food policy, although not new, is complex and can be had to interpret at times. Again, I am here to help.

Please let me know if you have any questions or I can help in any way.

Lane McKittrick  
 Manager, Business Services

**Who are you going to call?!**

**OBP DIRECTORY OF SERVICES**

Access to Administrative Systems	Lane McKittrick	425-352-3547
Billing	Laura Land	425-352-3640
Budget planning and analysis	Ryan Fisher	425-352-5295
Campus events coordination	Taraneh Guidry	425-352-3556
Common Grounds	Georgia Kalasountas	425-352-3313
Copier service	George Michael	425-352-5491
Equipment Inventory/Insurance	Jim Pilon	425-352-5260
Financial reporting	Ryan Fisher	425-352-5295
Food approval forms	Lane McKittrick	425-352-3547
General questions & referral	Maria Jimenez	425-352-5235
Grants and contracts	Judy McMillan	425-352-3827
Housing program	Chelsea Handran	425-352-3839
Mail service	George Michael	425-352-5491
Parking program	John Shaheen	425-352-3763
Payments to non-UW individuals	Jim Pilon	425-352-5260
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		

**Common Grounds  
 New Catering Form**

You can find the new catering form on the following website:

<http://www.uwb.edu/admin/auxiliary-services/common-grounds>



## “ESCO” Energy Savings Projects

### ESCO PROJECT = 22% ENERGY SAVINGS = SAVING MONEY=REDUCED CARBON FOOTPRINT!!!!

As part of our 2009-10 Administration and Planning Work Plan, our Facilities Services staff have worked with Johnson Controls to evaluate all of our buildings and develop a list of energy saving measures. The term “ESCO” refers to Energy Services Companies that develop such energy saving programs using technology, systems, or adjustments to existing facilities. The costs for implementing these measures are paid for by the savings in the energy bill. One of the significant benefits of ESCO projects is that the ESCO company, in our case Johnson Controls, does the work, measures, monitors, verifies, and guarantees the energy savings. The campus puts little or no money into these improvements and the improvements pay for themselves in about seven years. After the approximately seven year payback period, the campus realizes the energy savings from that time forward. There are many small improvements and some more sizeable improvements included in our campus ESCO project, but here are a few we thought you might like to know about:

- Add destratification fans in the UW2 Commons to bring warm air down during winter months.
- Recommissioning tune-ups for our existing Heating Ventilation & Air Conditioning (HVAC) to ensure all systems are running optimally.
- Add a digital dashboard to display our real time energy usage.
- Replace existing water meters to the buildings to save on our monthly water bill without affecting usage.
- Purchase software to power down our 1600 UW3 computers during the evenings while allowing them to wake up if you log on remotely.
- Placing energy saving film on campus windows to reduce summer heat gain.

**Window Film Preview** – The campus community is invited to review the sample window films that have been displayed in the Library reading room. We are planning to use the film labelled #3 which is the least reflective.

These are just a few of the exciting facility improvements that will be underway this summer. The full ESCO project is planned to reduce our campus energy consumption by 22% and reduce our carbon footprint by 921.9 tons!

## COPIER PROGRAM

The campus copier program was upgraded in February 2010 with new equipment and more features.

Copy, Print, Scan, and Fax functions are available on the new copy equipment. Copy codes are required to operate equipment. Copies and prints are charged back to the department budgets.

Central copy locations:

UW1 143	UW2 030
UW1 243	UW2 204/206
UW1 343	UW2 315

The Chancellor’s Office copier in UW1 260 was recently upgraded for color copying. This copier is available to faculty and staff for special color copying projects during Chancellor Office business hours, 8am-5pm, Monday through Friday. Please be aware that the cost per copy for color is \$0.15 per impression compared to \$0.05 per impression for black and white.



## CAMPUS PLANNING

The **Master Plan Update** was recently presented at the Open House event on the promenade on Earth Day, Thursday, April 22nd and was displayed during the 20th Year Celebration Event on Saturday, May 15th. A final public comment period with review of the Master Plan Update Report will occur in early June. The Master Framework Plan is also on display in the Library, and available on the Administration and Planning website under “Hot Topics”.

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

The **UWB3 Building Committee** includes Bill Erdly (chair), Warren Buck, Christy Cherrier, Marilyn Cox, Hung Dang, Amira Davis, Tony Guerrero, Andrea Kovalesky, Betsy Tippens, Amy Van Dyke, and Catherine Vogt from UW Seattle. The committee spent this past year confirming the site, program, and budget with the help of many in the campus community who participated on a variety of focus groups. This summer the committee will work with THA architects on the detailed building design. Focus groups will be gathered next fall to confirm important designs for specific building spaces.

The UWB3 building is proposed for construction funding of \$62,850,000 as part of the University of Washington’s State Capital Request for 2011-13.

## CAMPUS WHITEBOARD MAINTENANCE

Facility Services recommends using EXPO Chisel Tip Dry Erase Marker (available in black, blue, green, orange, brown, yellow, and purple) on campus whiteboards.

Standard black dry erase markers erase easily, even after sitting for 3 hours, while all low-odor and red colored markers are extremely difficult to remove and can cause damage to the whiteboards. It is for this reason that our custodial teams may remove markers that cause whiteboard damage.

Facility Services also monitors and replaces erasers and periodically cleans boards with an approved sustainable general purpose cleaner. Attempts to clean whiteboards with Clorox Disinfecting Wipes will damage whiteboards.

We appreciate your cooperation in helping us maintain our beautiful campus. If you have any questions, please contact Facility Services Dispatch at 425-352-5466.

**SAVE THE DATE!**

**Annual Staff Appreciation Event**

Friday, June 18  
12 – 2pm  
North Creek Events Center

The theme for this year is “2010...A Space Odyssey”. UW Bothell staff members will be honored for years of service and other awards, and the recipient of the 2010 Staff Appreciation Award will be announced! More information will follow so look for future emails soon!

**UNDERSTANDING CREDIT**

Wednesday, May 26  
UWI-361  
12 – 1pm

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.

**Use of Compensatory Time for Classified Staff**

Departments are reminded that compensatory time earned by eligible classified staff members during the 2009 -2010 fiscal year must be used or paid no later than June 30.

Written requests for exceptions to the June 30 deadline for use of compensatory time should be submitted in advance and directed to the supervisor who will then send to Denise Rollin, HR Director. Requests must identify the work circumstances that preclude the use of all accrued compensatory time by June 30th and identify a plan to use remaining compensatory time in the near future.

Overtime eligible professional staff (level 1) employees have until December 31 to use compensatory time.

**USING HOME EQUITY AND REFINANCING**

Wednesday, August 25  
UWI-361  
12 – 1pm

Get advice on when to refinance plus learn more about cash back refinances, home equity loans and lines of credit and how to avoid or consolidate consumer debt.

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

**CALVERT – INDIVIDUAL RETIREMENT COUNSELING**

Thursday, May 27  
LBA-304  
8 – 5pm

A representative from Calvert 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. To sign up for an individual appointment, please register online at [www.calvert.com/meetcalvert.html](http://www.calvert.com/meetcalvert.html) or call 1-800-327-2109.

**SOCIALLY RESPONSIBLE INVESTING**

Thursday, May 27  
UWI-280  
11:30 – 12:30pm

Are you interested in achieving financial security while helping to build a sustainable world and protect our quality of life? If so, socially responsible investing (SRI) may be for you. Learn more at this workshop about SRI and the role SRI funds can play in your personal investment and retirement planning. Presented by Calvert.

**SUCCESS SIGNALS COMMUNICATION STYLES**

Wednesday, June 23  
UWI-280  
1 – 4:30pm

This course provides powerful and practical tools for better relationships at work (and in other parts of your life). Learn to understand communication styles: how they affect others, and ways they can build trust and achieve goals. Gain techniques to develop relationships and influence others without using manipulation or pressure tactics. Watch for registration information.

**BEST PRACTICES FOR MANAGING EMAIL**

Wednesday, June 30  
UWI-280  
1 – 2:30pm

Records Management Services is offering training on the recently released Best Practices for Managing Email. This training will cover how long emails must be retained, deleting email, recommended ways for managing the inbox flow, and what to do with emails of former employees. Join us to learn how to manage email painlessly and efficiently. To register, please email [hr@uw.edu](mailto:hr@uw.edu).

**WELLNESS FAIR RECAP**

Thank you to those of you who attended the first annual Wellness Fair on March 3 in The Commons. The Wellness Fair featured health information, assistance programs, free toothbrushes, a fitness demonstration, and door prizes.

Participating at the Wellness Fair were: Weight Watchers, UW Dentists Faculty Practice, UW CareLink, UW Benefits Office, UW WorkLife, American Heart Association, American Cancer Society, 24 Hour Fitness, YMCA, UW Bothell Bike to Work Program from UW Bothell Transportation Services and UW Environmental Health & Safety, Ergonomics.

**Weight Watchers on Campus**

As a result of the Wellness Fair, we found there was much interest in having Weight Watchers on our campus. We are happy to announce we started a 12-week Weight Watchers at Work program. It's not too late to join, new members are welcome!

Tuesdays – UWI 361  
April 6 – June 22

Session cost: \$12 per week  
Leader: Wendy Woodside  
Weigh-in: 12:15pm  
Meeting: 12:30 – 1pm

\*For more information, please email [hr@uw.edu](mailto:hr@uw.edu)

**TIAA-CREF INDIVIDUAL RETIREMENT COUNSELING**

(Two summer sessions)  
Wednesday, June 23  
Wednesday, August 25  
UWI-211B, 8 – 5pm

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

**VANGUARD INDIVIDUAL RETIREMENT COUNSELING**

Wednesday, July 7  
LBA-304  
8 – 5pm

A representative from Vanguard is available to meet with you individually to provide general information about saving for retirement. To sign up for an individual appointment, please call 1-800-662-0106, ext. 14500.

## Are you familiar with the different types of EMERGENCY PHONES on campus?



**Emergency Blue Phones  
go directly to the  
City of Bothell Police**



**Emergency button on  
bottom right goes directly  
to Security & Campus Safety**



**Garage Phones  
go directly to the  
City of Bothell Police**

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

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

### HOW TO REDUCE THE DRIVER "BLIND SPOT"

Before you drive, particularly if someone else has been driving the car, properly adjust your side view mirrors in order to make passing, merging, and changing lanes safer. Looking over your shoulder can take your eyes off the road for 100 feet!

To position your side mirrors:

- Driver-side mirror: Place the left side of your face against the inside driver's window until the side of your car appears on the inside edge of the mirror.
- Passenger-side mirror: Lean your head toward the center of the vehicle until the right side of the car appears on the inside edge of the mirror.

Sitting in your normal driving position, test the adjustments. Passing vehicles should appear in the outside mirror before leaving the rear view mirror. They should also be in your peripheral vision before leaving the outside mirror.

*Blind spots won't be completely eliminated, but properly adjusted mirrors will help make driving safer.*

### BEWARE OF DEER

An estimated 1.5 million deer-vehicle collisions happen annually in the United States, causing more than 150 fatalities and \$1.1 billion in property damage.

Deer populations are growing and deer habitat is being displaced by development, making it a deadly combination.

Tips to help avoid deer-vehicle collisions:

- Watch for posted deer crossing signs, which indicate active deer crossing areas.
- Use your high-beam headlights at night as much as possible in order to illuminate the side of the road where deer can linger.
- Be aware that deer move together so another might not be far away.
- Do not rely on car-mounted "deer whistles." Studies indicate that they may not work.
- If a collision seems inevitable, it may be best not to swerve. The risk of personal injury is greatly increased by swerving, which can place you in the path of oncoming traffic, or on the soft shoulder or ditch.

## New Employee Spotlight

Security and Campus Safety is proud to announce the hiring of our new Public Safety Officer, **Michael Bettis**. Mike comes to us from private security, most recently at Stevens Hospital in Edmonds. He has been with the University of Washington in the past as part of the UW Medical Center staff. Mike has been training with Terry Rauch on the swing shift, and is learning every nook and cranny on the campus, as well as all of the staff faces.

Mike lives with his family in North Seattle, and is excited about the opportunity to return as a UW employee and feels that he has found a "home" here at UW Bothell.

Please help us in welcoming Mike to UW Bothell!

Dear UW Bothell,

Our fifth graders recently toured the worm bins and wetlands under the direction of Tyson Kemper, Chris Mangalardi, and Richard Klein. We just want to thank all concerned for a wonderful, instructive visit.

Because the UW Bothell campus is in the service area for our public school, we walked down the hill and toured on foot. The three classes of fifth graders each visited on three successive mornings to keep the group size very intimate, which really aided in the learning of our 75 students. Carol Kubota shared photos of the campus to prepare students before our tours, so the students came ready to be taught.

Thank you for providing the opportunity for our students to see sustainable practices and to visit an inspirational site for future advanced studies. We applaud the UW Bothell's interaction with the Bothell community and hope to visit again in coming years!

Sincerely,  
Laura White  
Maywood Hills Elementary

Dear Tony,

I just wanted to send a quick note to commend your staff for their support and effort at the Spring Garden Fair everyone was fabulous. In particular I would like to extend my appreciation to Richard and Chris for their work in being great ambassadors of our campus.

In Advancement we find that one of the primary benchmarks in a individuals decision to support a program or initiative is not just the program itself but the way they are treated when they interact with staff and not just advancement staff but everyone from the campus coffee shop barista to the Chancellors and Deans. Richard and Chris did a phenomenal job of stewarding relationships last Saturday. They were both gracious and courteous to all of the individuals even when some of the guests were a little sharp or long winded. They both offered their time and expertise above and beyond what was needed to answer questions.

Donors are everywhere, so I appreciate your staff's assistance in making our job easier and the reputation of this Campus flourish.

Melissa S. Arias  
Associate Director of Advancement  
University of Washington Bothell

## Our Facilities Director is Certified and Green!!!

The Administration and Planning Office would like to acknowledge and celebrate the recent accomplishments of **Tony Guerrero, Director of Facilities Services.**

Tony successfully passed the national-level Certified Facilities Manager test. This test is globally recognized and some of the goals of this program include:

1. Assure professional excellence
2. Establish standards for global professional practice
3. Promote the added value of the profession
4. Influence the future direction of the profession

Tony was nominated for the Husky Green Award. Nominees were recognized for their demonstration of leadership, initiative and dedication to environmental stewardship and sustainability. Tony's major contributions and achievements related to environmental sustainability are too-numerous to describe, but include:

- ✔ Salmon-safe certification for the campus
- ✔ Featured in UW Week for "Goats on Campus"
- ✔ Water conservation policy posted on the AASHE website
- ✔ Awarded the Innovative Employee of King Co. for buying, using, and recommending recycled products
- ✔ Featured in magazine (Government Procurement) for closing the recycling loop
- ✔ Recognized by National Association of Counties with an Achievement Award for implementation of a worm bin recycling program

Please help us in congratulating Tony for his exemplary dedication and hard work!

Hello John,

I want to express to you my pleasure at the excellent service we in the Business Program have been experiencing from Georgia Kalasountas, of the Common Grounds shop.

In recent days, Georgia has gone above and beyond by being proactive in meeting our needs, and in allowing me to obtain much-needed items from her stock of drinks for a program meeting at the last minute, even when I was not able to pay up front and when she had in fact already closed up shop.

This is the kind of "family" approach we appreciate in the intimate setting of UWB campus, and I speak for the Bus Program in general when I say, Kudos to you, Georgia, and many thanks!

Leslie B. Joshi, MA  
Office Assistant III  
Business Program