



University of Washington Bothell Administrative Services

May 2008

In this issue:

- VC Message (p. 1)
- STAR Award (p. 2)
- Capital Projects (p. 3)
- Service Awards (p. 3)
- Salmon Cert (p. 4)
- FUAC Corner (p. 4)
- Travel Reimburse (p. 5)
- Restaurants (p. 5)
- Prof Development (p. 6)
- Brown Bag Series (p. 6)
- H&S Board (p. 7)
- Emergencies (p. 7)
- Wheels Option (p. 8)

Department Highlights:

Admin Services	2
Facility Services	3-4
Finance & Admin	5
Human Resources	6
Security	7
Transportation	8

Vice Chancellor's Message

I would like to start this message by extending special thanks to Craig Purkey for his outstanding service as Interim Vice Chancellor for Administrative Services during the past year and a half. Craig has agreed to assist with some special assignments during the next few months and is also looking forward to some very well deserved vacation time.



The past three months have been a time of considerable activity and change. Highlights for this first quarter include:

Budget Development – Program Directors and Vice Chancellors have submitted their narrative budget proposals for the next three years, including proposals for fiscal year 2008-09 allocations, as well as proposals for consideration in the overall University of Washington 2009-11 biennial state request). The Planning and Budget Committee will be meeting every other week during the spring to review and advise the Chancellor on these allocations and resource requests.

SR 522 South Campus Access Project – The long awaited south campus off ramp project is now moving forward. The project pre-construction meeting held on March 18, 2008 was attended by about 65 staff from five governmental agencies (UWB, CCC, WSDOT, GA, City of Bothell) and xx private contractors. The groundbreaking ceremony held on Friday April 4th was attended by representatives from both UWB and CCC as well as the other involved agencies, local legislators, and campus supporters. Official construction started on March 31, 2008. The project construction activities will access the campus from the south to avoid disruption to campus circulation. You can track the project progress and find further information at <http://www.wsdot.wa.gov/Projects/SR522/UW/>

UW Bothell 3 – The pre-design for UWB 3 has been initiated with the appointment of campus committees to select an architectural consultant, develop program needs information, and provide oversight. While it appears that the design funding for this next phase of campus development may be delayed for some time in the state budget, it is still important to document the facilities needed to continue to expand access and deliver our programs.

I look forward to meeting those that I haven't yet met, and to working with all of you. Spring is a time for new beginnings, and I am really delighted to be joining UW Bothell and beginning my role as Vice Chancellor for Administration and Planning!

Marilyn E. Cox
Vice Chancellor



CONGRATULATIONS, JUDY GUSTAFSON! STAR AWARD RECIPIENT 2008 WINTER QUARTER ACHIEVEMENT

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

Please help us in congratulating **JUDY GUSTAFSON**, Budget Analyst Lead for Finance & Administration, as the recipient of the Administrative Services STAR Award for 2008 Winter Quarter! Judy receives a framed certificate, a desk decal, \$50 cash, and her name engraved on the STAR Award plaque.

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

"I work with Judy on a regular basis regarding budget issues from basic to very complicated. She is always quick to help clarify policies, procedures, and gives thorough explanations. If she doesn't know all of the information, which is rare, she will research it and get back to me as soon as possible. Judy's knowledge of the UW budgeting procedures and financial systems is amazing. She gathers and enters data from a variety of on-line systems and is extremely adept at them. She creates spreadsheets that are easy to read and "make sense" for those of us who don't work as deeply with budgets."

"Judy goes beyond providing clarification or providing information. She thinks deeply about individual issues and suggests possible ways to improve a process and make it more efficient."

"I am continually amazed at Judy's incredible dedication and energy in handling the numerous financial issues in state budgets, and her willingness to offer her extensive knowledge to all levels of management. I can't think of anyone who puts more of her total heart and soul into her work. She's never hesitated to help me answer difficult financial and bureaucratic challenges and get them resolved. She's definitely one of the "go-to" persons here at UWB, and a real asset to our UWB community."

"We've had a number of office and staff changes here in Finance and Administration, and Judy's knowledge of UWB systems and budgets, as well as willingness to helping others beyond her normal duties really make her very deserving of the Star Award."

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

CONGRATULATIONS, JUDY!

Campus Projects Update:

- Pedestrian Buttons:Valley Electric, subcontracted by Kemper Electric, is installing pedestrian buttons.
- Traffic Cameras:A traffic camera will be installed at the intersection, which will tie in to the City of Bothell's traffic system.Valley Electric is scheduled to pull the DSL cable for the traffic camera this week.
- Traffic Lights:Valley Electric began installing traffic lights over Spring Break. Once the installation is completed, they will be customized by Snohomish County Maintenance to meet campus requirements, and will then be activated.
- Asphalt Patching: Kemper Construction has begun to set storm, electric, and sewer lids in the middle of the street and will complete the adjustments today.
- Street Striping & Crosswalk Painting: KBA is coordinating with campus staff on the layout of the street striping. KBA is waiting for Kemper Construction to submit the striping material for approval. Once the material is approved, the work will only take approximately two days to complete. Depending on weather conditions this is scheduled to be completed this week.
- Landscaping & Temporary Fencing: Kemper Construction is working on the landscaping this week. A handrail will be installed along the rocky area where the construction fencing was set up for safety. Kemper Construction will keep the silt fence along the trail intact until enough grass has grown to halt any erosion.

Please exercise caution when driving through the main entrance four-way stop and pay attention to signs (or traffic flaggers) redirecting traffic while the contractors are working in the area.



Omar Amador Sr.
**20 Years
of
Service**



Darin Miller
**25 Years
of
Service**

Omar started his career with the UW at the Mountlake Branch, Physical Plant & Plant Operations Building. He worked there as a custodian for 4 years providing services to multiple buildings. He then transferred to the Aerospace Building and worked as a custodian there for 8 years. During that time, Omar also covered Lead positions when needed. When our campus opened, Omar applied and was hired on as one of our Lead Custodians. He has been with us ever since that time providing outstanding customer service. We're going to keep Omar around as long as we can!

Congratulations and Thank You Omar!

Darin began his career with the UW at Harborview Medical Center. He worked there as a custodian for 8 years in the Environmental Services Department. After 8 years, Darin was promoted to Swing/Graveyard Lead and he held this position for 10 years. When our campus opened, Darin applied and was hired on as one of our Lead Custodians. Darin spends most of his time working in the Cascadia building providing excellent services to our neighbors and campus partners. We hope that Darin will be with us for another 25 years!

Congratulations and Thank You Darin!

Salmon Certification

University of Washington Bothell and Cascadia Community College received certification for their jointly managed 70-acre campus located along North Creek, a tributary to the Sammamish River. "As an educational institution that increasingly is incorporating sustainability in our research and teaching, we were interested in applying the latest watershed protection concepts in our own backyard," said UW Bothell Chancellor Kenyon S. Chan.

Salmon-Safe and its Seattle-based outreach partner The Network for Business Innovation and Sustainability (NBIS) announced that the Washington State Department of Ecology headquarters campus, Port of Seattle Parks, and the co-located campus of University of Washington Bothell and Cascadia Community College have become the first urban Washington sites to achieve Salmon-Safe certification.

Salmon-Safe certification means landowners go above and beyond regulations to adopt significant and specific measures that restore in-stream habitat, conserve water, protect streamside habitat and wetlands on site, reduce erosion and sedimentation, and reduce or eliminate the use of chemical pesticides through integrated pest management. Certification is awarded only after comprehensive on-site assessments by an independent team of environmental science and water quality experts based on Salmon-Safe's rigorous standards.



The Salmon Certification plaque is located in the Chancellor's Office.

FUAC Corner

UW Bothell Events

We had the wonderful opportunity to host a wide variety of events here at UW Bothell so far this school year. Some of these events have included:

- | | |
|-------------------------------------|--|
| Campus Tours | Freshman and Transfer Student Recruitment Events |
| Career Seminars, Clinics, and Fairs | Insurance Meetings |
| Children's Book Reviews | Live Concerts |
| Craft Sessions | Movies |
| Dance Performances | Poetry Readings |
| Disability Awareness Events | Religious Panel Discussions |
| European Travel Info Sessions | Weddings |
| Fitness & Nutrition Programs | |

We also had the honor of hosting a number of local dignitaries including: Senator Rosemary McAuliffe, Representative Mark Ericks, and Bothell Mayor Mark Lamb.

Our internal and external events over the last several months have brought more than 5000 outside visitors to campus. Thanks to all of the support staff that helped with these events from early mornings to late nights on the weekends, including- custodial, maintenance, grounds, security and media.

We are looking forward to hosting many more events in May and June!

Travel Reimbursement

Recently there was communication sent out to the campus regarding travel reimbursements. The following information may be helpful to those of you who missed the first announcement.

How to calculate mileage when you have a work related stop on your way to UWB or on your way home has been frequently asked. When that occurs, you may only be reimbursed mileage for the deviation from your normal commute (i.e. miles from home to a work related stop = 10, miles from there to UWB = 15, miles from home to UWB = 18; the reimbursable miles are 7 (10+15-18)). Also, please include Map Quest printouts for each leg of the trip.

The reimbursement of non-travel related meals is another area that has raised several questions. The following items address the main questions that have been raised:

- Any budget that is not pre-authorized for the purchase of food requires a prior approval (UW form 1798) for the purchase of food.
- For any non-discretionary budget, the cost per meal (including tax and tip) may not exceed the applicable travel per diem limit.
- The itemized receipt and the signed receipt that has the total plus tip need to be submitted together for reimbursement.
- There are restrictions to the use of discretionary funds (64-xxxx budgets). Please refer to the “Operating Policy Used to Administer Discretionary Fund Budgets”.

If you have any questions please contact Brian Miller at bmiller@uwb.edu .

“Restaurants on Campus” is celebrating



Monday, May 12th
11am to 2pm
North Creek Events Center

UW Bothell and Cascadia students are sponsoring the Spring Quarter “Restaurants on Campus”. La Palmera in Mill Creek will be the featured restaurant with a “Cinco de Mayo” theme. The luncheon is set for Monday, May 12th 11am to 2pm at the North Creek Events Center. Students, Faculty and Staff can purchase subsidized tickets at a cost of \$5.00 at the Commons, UWB Cashier or at the door the day of the event.

Come and enjoy great food and conversation!

Watch your emails for the second in the series – set for Tuesday, June 3rd.

Stop by the HR Office
and check out their new
Employment Board!



The Ethics Law and the U

Tuesday, May 13, 2008

2:00 to 5:00 p.m.

Location TBD

Presented by Amy Hawkins

UW Professional and Organizational Development

To Register, please send an email to hr@uwb.edu by 12 noon on Thursday, May 7.

This course teaches a principled approach to ethics in public service. Participants gain an understanding of the Ethics in Public Service Act and what it covers; learn to comprehend basic standards for public service; and identify common rationalizations and intervention techniques. The course is strongly recommended training for all staff and faculty.



Administrative Services Second Tuesday Brown Bag Series

Communication Skills for the Workplace

Tuesday, May 13, 2008

12:00pm to 1:00pm

UWI 280

Presented by: Alex Smith, UW CareLink

No Registration Needed

- Review and Understand the Communication Process Including Disruptive Factors to Effective Communication
- Learn to Send Clear and Consistent Messages
- Develop Skills in Communicating with Integrity

The Elements to be covered:

- Creating a message
- Seeking to understand the message
- Reacting to the message through feedback
- Five levels of listening and how to be a good listener

Health & Safety Committee Bulletin Board

Chancellor Chan recently approved a bulletin board for postings from the Health & Safety Committee. The board is located right outside the Chancellor's Office. You will find the following notices posted to this board:

"Health and safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted.



The health and safety bulletin boards must, at a minimum, contain the three WISHA posters ("Your Rights as a Non-agricultural Worker", "Job Safety and Health Protection", and "Notice to Employees") and the University's "UW Hazard Communication" poster."

WHAT TO DO IN CASE OF A MEDICAL EMERGENCY

Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.

- 1. Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first, and then return and assist the person to the best of your ability (see below). After calling 9-1-1 call Security and Campus Safety 2-5222.
- 2. When calling 9-1-1, give the operator as much information as possible,** i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
- 3. Do not move the victim.**
 - a. If the victim is unconscious:**

CALL: Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.

BLOW: Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.

PUMP: If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.

CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES

NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.
 - b. If the victim is choking:**

Make sure they are coughing and getting air.

If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
 - c. If the victim is bleeding:**

Use rubber gloves (contained in the first aid kit) and apply pressure to the area.

If possible, elevate bleeding area above level of the heart.
- 4. There is a First Aid and CPR guide located in all first aid kits.** These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.
- 5. Security and Campus Safety recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.
- 6. Once emergency personnel are on scene, DO NOT LEAVE!** The emergency personnel will need information as to the person's condition prior to the emergency and any other helpful information that you have available.

Automatic External Defibrillators (AED) Locations

UWI- 102
Cascadia - 060

Security and Campus Safety Vehicle

Transportation Services



This year UWB is affiliated with the Snohomish County Bike to Work Day and Bike Commute Challenge (instead of King County).

All participants who bike to UWB are eligible .

Gear Up for Bike to Work Day

Ride your bike to campus on Friday, May 16. A Celebration Station sponsored by UW Bothell, City of Bothell and Bothell Ski and Bike will be located at the bike trail entrance south of the campus. We'll be open from 6:30am—9am. Ride in for refreshments and be sure to enter the raffle for great prizes.

Bike Commute Challenge May 12—June 15

Form a **Bike Commute Challenge Team** (4-10 members) and earn a Snohomish County Bike to Work t-shirt. When everyone on the team completes the challenge of riding to work at least five times between May 12 and June 15 each team member is also awarded cycling socks.

See the Bike to Work Website for details, more great prizes for teams and other bike month events.

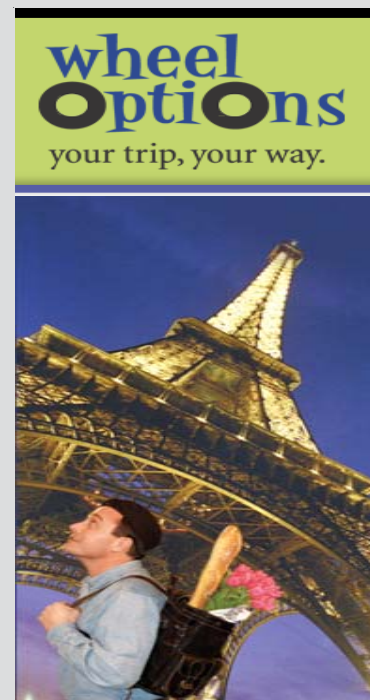
www.communitytransit.org/go2/biketowork

**If you entered the March 9—22
Spring Wheel Options promotion,
you're a winner!**

**Thank you to the 43 UWB people
who participated. Your names will be
entered in the UWB prize drawing in
late April.**

**Check the Wheel Options Website
for the statewide winners. Find out
who's going to Paris!**

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



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