

# ADMINISTRATION & PLANNING

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NOVEMBER 2009



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UNIVERSITY of  
WASHINGTON  
BOTHELL

## VICE CHANCELLORS MESSAGE

### What's In Store for 2009-10?

**An exciting year** – This fall's record enrollment is keeping us all delightfully busy. In order to meet the needs of our growing campus community we are planning for new facilities, developing auxiliary service programs, and expanding our management support services. Your Administration and Planning Leadership Team has posted this year's work plan on our website at <http://www.uwb.edu/admin>. As you review our work plan you will note some overarching themes for the year around emergency preparedness, the development of campus life, and long range financial, services, and facilities planning. Please call or email with any suggestions you might have regarding this year's work plan.

**Focus on safety and emergency preparedness** – This year as part of our focus on campus safety we will be discussing emergency response plans for our off-site locations, providing SAFE CAMPUS training for all units, assessing the timing and need for moving to 24/7 security services, and ensuring that the campus community is well informed regarding response procedures for the various kinds of emergency events that we might experience on the campus.

**Campus life** – As our campus grows we will have greater opportunity to add to the richness of campus life through the development of new facilities and programs. Please make it a point to come by the Commons on Thursday November 19th anytime between 2:00 and 6:00 pm for an Open House event for the Campus Master Plan Update. Our consultants from Thomas Hacker Associates, as well as students, faculty, and staff members of the master plan and building design committees will be on hand to talk about the Master Plan update, design for UWB 3 Science and Academic Building, planning for a Student Activity Center, and ideas for expanding capacity in Student Housing. Also, watch for further information about opportunities to stay informed, and to participate in these planning activities through the Blackboard, focus group meetings, and open house sessions in the Commons.

Marilyn E. Cox  
Vice Chancellor

## CONGRATULATIONS, THERESE GRANT! 2009 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 Therese Grant as the recipient of the Administration & Planning STAR Award for 2009 Summer Quarter!

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

"I would like to nominate Therese for her efforts in creating the online conference room scheduling system on Outlook. I believe this improvement will have a significant impact on utilization of campus conference rooms, a reduction in staff time monitoring room usage, and increase efficiency for all campus users who make room reservations.

Therese happily and readily took this project and coordinated it from top to bottom. I watched from the sidelines as she:

- Developed the concept with IT
- Communicated the concept to all affected departments
- Trained departments not familiar with using Outlook calendars
- Built and tested the Outlook calendars with IT
- Notified departments when the Outlook calendars were ready for input
- Answered departmental questions as they input calendar data
- Notified campus by nball and soon via the newsletter

This project was above and beyond Therese's normal responsibilities and took a few months to complete, but as usual she found time to do everything. She is definitely a STAR in our group!

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



## NEW EMPLOYEE SPOTLIGHT

### Space Planning Analyst

We are pleased to announce that **Elisabeth Goldstein** has joined UW Bothell in the role of Space Planner, supporting Amy Van Dyke in Physical Planning and Space Management. Elisabeth will be assisting Amy in the assessment of near term and long term campus space needs, developing space plans, coordinating space reconfigurations and moves, and maintaining campus space data.

Elisabeth came to UW Bothell from Mithun, a Seattle based architecture firm, where her work was focused on higher education planning including recent work for the UW Tacoma campus. She holds a Bachelor of Arts in Mathematical Methods in the Social Sciences, and Psychology, as well as a Masters in Interior Architecture.

### Budget & Policy Analyst

**Lane McKittrick** has joined the Office of Budget and Planning as Budget and Policy Analyst on a year long term appointment to provide business analysis, decision support, and financial planning to help the campus move forward on its many goals. Lane holds a Bachelor of Arts degree in Economics from the University of Washington and was formerly the Assistant Director of Real Estate for the UW Real Estate Office. In addition to many years of experience in the private sector as project manager, accountant, and asset manager, Lane has also served as CFO and owner of McKittrick Building Company/McKittrick Real Estate Group, and is the founder and director of the non-profit Hear See Hope Foundation.

### Auxiliary Services Manager

We are also pleased to announce the new appointment of our Auxiliary Services Manager, **John Shaheen**, who will join the Office of Budget & Planning on Monday, November 16th. John will manage Transportation and Parking Services, Event Coordination and Food Services, and will help to expand our housing program.

John comes to UW Bothell from Washington State University (WSU) where he was Director of Parking and Transportation. Prior to this position John was the Assistant Director of Public Safety at WSU. John has over 25 years experience in Higher Education. He holds a Bachelor of Business Administration and is a Certified Administrator of Public Parking.

Please join us in welcoming our new staff to UW Bothell!

The Administration & Planning Office has posted the 2009-10 work plan on the web at:  
<http://www.uwb.edu/admin>.

Please review our goals for the coming year and send your comments or questions to [adminsycs@uwb.edu](mailto:adminsycs@uwb.edu).

### Eastside Leadership Center in Bellevue

The Business Program expanded MBA offerings to a new Bellevue location. UW Bothell is leasing 6,000 square feet of space in the Park 140 Business Park, conveniently located to increase access to residents of the Eastside. Facility improvements were completed over the summer to accommodate 3 classrooms, 2 faculty offices, 1 conference room, and student group study areas. Classes began on time in this location on October 1, 2009.

### Combined Fund Drive

We are accepting donations from Faculty and Staff for the silent auction from now until November 13. Donations will be accepted by Sharene Peltier in Human Resources (UWI-261A) or Therese Grant in the Chancellor's Office (UWI-260D). Here are a few suggestions for donations (but not limited to):

- Personal services (i.e. landscaping, house painting, babysitting, dog sitting)
- Department-wide theme gift baskets
- Gift certificates
- Time-share vacations
- Baked good (indicate ingredients)
- Handmade items
- Art

### About the Auction

The winners of the auction items will be announced at the "UW Bothell Combining Dollars to Make a Difference" event on December 3rd (further details coming soon).

If you have any questions please contact Bettina Katz at [BKatz@uwb.edu](mailto:BKatz@uwb.edu) or your departmental coordinator.

### Office Moves

This summer we wrapped up a series of administrative office reconfigurations and relocations to create additional space in our capacity filled buildings. We would like to thank the staff of all the departments who were involved in this project and encourage you to stop by and see their work areas soon.

Administrative Office Reconfigurations/Relocations included:

- IT/Media Department Merger Moves (LB2 and LBA 2nd floors)
- Student Life/ASUWB/Student Groups Move (UWI 070/011/007)
- Office of Budget & Planning (UWI 080)
- Academic Affairs and Advancement (UWI 271)
- Science and Technology (UWI 311)

### UWB3 Design and Master Plan Update

The University of Washington Bothell has begun work with THA Architecture in the design of the UWB3 science and academic building and a master plan update.

Campus community members of the UWB3 Building committee include: Bill Erdly (Chair), Warren Buck, Christy Cherrier, Marilyn Cox, Hung Dang, Amira Davis, Tony Guerrero, Andrea Kovalesky, Betsy Tippens, and Amy Van Dyke.

Campus community members of the Master Plan Work Group include: Marilyn Cox (Chair), Xheni Diko, Bill Erdly, Tony Guerrero, and Amy Van Dyke.

Please contact Amy Van Dyke ([avandyke@uwb.edu](mailto:avandyke@uwb.edu)) if you have any questions regarding these capital planning projects.

### MEALS ON WHEELS



**here & there**  
 mobile food vendor  
 will be on campus every  
**Monday, 11:00am to 2:00pm**  
 in front of the Commons.



**Gert's**  
 mobile food vendor  
 will be on campus every  
**Tuesday, 11:00am to 2:00pm**  
 in front of the Commons.



**Restaurants on Campus**  
 Featuring  
 Teriyaki Etc.  
**Wednesday, November 18**  
**11:00am - 2:00pm**  
**Commons Area**

**Brown Bag Seminar  
Identity Theft**

Wednesday, November 18, 2009  
12 p.m. to 1 p.m.  
Rose Room

Complimentary Financial Seminar presented by Mary Dawson, School Employees Credit Union of Washington.

Identity theft is a growing problem that isn't going away. Learn simple, practical tips to substantially reduce the chance of falling prey to identity theft, as well as the steps to take to minimize damage if you are a victim.

**Current HR Guidelines**

**RECLASSIFICATIONS:**

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

**HIRING:**

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

**SALARY INCREASES:**

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

**Medical and Dental Plan  
Changes for 2010**

The Public Employee Benefits Board (PEBB) approved several changes to employee premiums, members' costs for benefits, and eligibility. These changes take effect January 1, 2010. Go to the following website for additional information:

<http://www.washington.edu/admin/hr/benefits/insure/fac-staff-lib/meddent/open-enroll.html#new>

**TIAA-CREF**

Tuesday, December 8  
8am - 5pm  
UWI 211B

Individual Retirement Counseling  
A representative from TIAA-CREF is available to meet with you individually to provide general information about saving for retirement. You do not need to have an account with the fund sponsor to meet with a representative. If you have an account, the fund sponsor representative can review it with you at the time of your appointment.

**HOMESTREET**

Wednesday, December 30  
12pm - 1pm  
UWI 280

Using Home Equity & Refinancing  
Get practical 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.

**HOMESTREET**

Tuesday, November 17  
10am - 2pm  
UWI 391  
Pre-Quals

Get your mortgage questions answered!  
Free half-hour pre-qualification appointments. Contact the Affinity Lending Center at 206-628-0207 to schedule an appointment.

## SAFE CAMPUS

On November 5th, Dave Girts from UW Safe Campus presented the “Safe Campus” program to Cabinet. Two teams of UWB Staff will be making the rounds to present the “Safe Campus” training to all units over the course of the academic year. Please watch for, and make it a point to attend, this important training.



## CAMPUS TRAFFIC

With Autumn Quarter in full swing and traffic congestion on the rise it may be helpful for Faculty and Staff to avoid traveling at times that are heavily used by students.

Please see the following time blocks that currently have the most enrolled students:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:45-10:50	400	392	381	392
11:00-1:05	662	682	662	644
1:15-3:20	662	495	697	518
3:30-5:35	465	372	487	353
5:45-7:50	548	427	541	426

## 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 Communication 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

## PARKING AND TRANSPORTATION NEWS

The beginning of the Fall Quarter has brought new challenges for all of us who work on this campus. Both institutions have enrolled students in unprecedented numbers, obviously impacting many of our facilities. Parking has become tighter than ever and we are finding that, in some cases, we are forced to park a greater distance away from our offices.

However, with that said, we have not gotten to the point where there is no available parking left on campus. We are fortunate that the South Access from SR 522 is now open, completed about eight months ahead of schedule, and that has certainly lessened some of the back-ups of traffic entering the campus from the north. Here are some parking tips:

- Consider using the south surface lots since there is always space available there.
- If you are entering the south garage at peak times, which are late morning until early afternoon, you may have difficulty finding a parking spot, and you could save time by using one of the surface lots.
- If you do utilize the south garage, please consider a right turn leading to SR522 South Access when exiting. This speeds up the process of emptying the garage during peak times.
- The Chase House parking lot is now available for permit parking.
- There is generally parking available in the small surface lot immediately south of the entrance to the south garage.
- Please utilize the South Access from SR 522 as much as possible and park on the south portion of the campus. If you need to utilize the north entrance, try to avoid using Campus Way. Using 110th will save you the hassle of dealing with the congestion with vehicles and pedestrians in the area of the North Garage.
- Please resist the temptation to park in the neighborhoods surrounding the campus. Our growth is affecting these folks as well, and we need to be good neighbors.

**Carpooling and mass transportation are great alternatives to single-occupant vehicles and good for the environment as well!**

### ***Commuter Trip Reduction Employer of the Quarter Award***



The CTR Employer of the Quarter award is given to organizations that have demonstrated not only an interest in providing outstanding commuter benefits and amenities but also a willingness to deliver programs and incentives that encourage their employees to try a commute alternative.

The University of Washington Bothell Campus was able to achieve a level of distinction among its peers in the second quarter of 2009 through strong support of the Snohomish County and City of Bothell Bike to Work Day and Commuter Challenge events starting in May and ending in June. This is in addition to providing a UPASS to all students and employees, managing an internal ridematch system (Rideshareuwb), and providing opportunities for the campus community to find out more about the transportation program at events such as the Spring Activities Expo. As a result of this award, the University of Washington Bothell campus is now in the running for the CTR Employer of the Year 2009, which is announced at Community Transit's award ceremony, the Visionary Awards this February.