UWB Admin Council
Tuesday, October 31, 2017 – 3 – 4 PM, UW1 361

Attendees: Amy Stutesman, Bill Humphreys, Christine Howard, Cindy Shirley, James Miller, Jenny Albrecht, Marlene Manzo (for Elaine Haig-Widner), Rita Johnson, Ruth Johnston, Sara Ali, Sharene Peltier, Therese Zorich, Toni Hartsfield

Absent: Ann Cox, Dorothy Baumgartner, Emily Christian, Kendra Yoshimoto, Lisa Walker, Marci Myers, Russ Cannon, Soofin Lam

Agenda:
- Team Building (Ruth)
- Combined Fund Drive (Cassie Lubenow)
- Campus Safety/Emergency Preparedness Update (Cham Kao/Darren Branum)
- General Faculty Organization Intro/Goals (Linda Watts)
- Modern Think Update (Beth Beam)

➢ Team Building
  o Passion Pyramid discussion
    ▪ Being an insider: key to getting/giving updates, group learning/sharing tips, opt-in, topic flexible, creating inclusive team-building environment
    ▪ Being on a high performance team: units may view this as achieving high level goals; recognition of what has been achieved, not focused solely on “making the number”

➢ Combined Fund Drive (CFD)
  o Donating via CFD is a great way to help charities plan their funding better and support causes you care about
  o Annual UWB CFD Silent Auction is another way for units to contribute by donating gift baskets
  o November 15 – Silent Auction basket donations are due, Cassie will pick up
  o December 6 – Silent Auction will be held online
  o 2 Featured Charities at UW Bothell:
    ▪ Northwest Immigrant Rights Project <https://www.nwirp.org/>
    ▪ American Red Cross Disaster Relief Fund <https://www.redcross.org/ns/apology/disaster_homepage.html>

➢ Emergency Preparedness/Campus Safety
  o Your Safety Tips: learn how to respond to different emergency situations and be prepared
  o Donuts and Dialogue at Food for Thought: SMEs brought in to talk about topics i.e. earthquake awareness and to answer questions
    ▪ Students have been very responsive regarding which topics they want to know more about
  o UW Alerts: staff encouraged to sign up
Officer Robert Buendia interim Campus Resource Officer
Cham/Darren available to present to units

General Faculty Organization
- UWB Deans and other Faculty are part of UW Faculty Senate, the legislative body of the university faculty
- GFO serves this function for UWB, Assembly for UW Tacoma
- GFO's role as faculty governance body
  - For areas that GFO has legislative authority, GFO reviews compliance, fair and equitable practices (i.e. curriculum development)
  - Shared governance: realizing mission and goals of Bothell and UW as an institution
  - Task force/committee work involved
  - Ensure representatives can interact with counterparts and flow info, not just represent a school or unit

Modern Think
- Engagement Survey: requested in 2016; Modern Think chosen as engagement tool
- Information, including results by unit/School, can be found on OEHR's Engagement SharePoint
- Action Plans in response to the Survey are also posted on the SharePoint
- 2-year timeframe to resend the survey, maybe sooner

Two Trainings in November open for registration:
- Meeting Management: taught by Ruth Johnston, 10:30 AM – 12:30 PM, Husky Hall 1160 – Register here
- Mindfulness: taught by Helen Garrett (UW Seattle), 10 – 11 AM, NCEC – Register here

Next Meeting: November 29, 2017; 1 – 2 PM in UW1 361