UWB Admin Council
November 29, 2017 – 1 – 2 PM, UW1 361

Attendees: Ann Cox, Amanda Kim (support), Bill Humphreys, Christine Howard, Cindy Shirley, Dorothy Baumgartner, Elaine Haig-Widner, Emily Christian, James Miller, Jenny Albrecht, Kendra Yoshimoto, Lisa Walker, Marci Myers, Rita Johnson, Russ Cannon, Ruth Johnston, Sara Ali, Sharene Peltier, Therese Zorich, Toni Hartsfield

Absent: Amy Stutesman, Soofin Lam

Agenda:
- Bothell Way Discussion (Ruth)
- Provost’s Budget Request (Ruth)
- Plan to Plan for Strategic Planning (Ruth)
- HR Update (Sharene Peltier)
- Fiscal Checklist (Kendra Yoshimoto)
- Campus Master Plan/Legislative Update (Kelly Snyder)

➢ Bothell Way Discussion
  o Positive
    ▪ Drive/motivation at 5,000 students same as when UWB only had 2,000 and manifests in many ways
    ▪ Great place to work! Beautiful campus and everyone is mission driven
    ▪ Passionate
    ▪ Cross-campus Collaborative/Partnerships
    ▪ People want to do the right thing
    ▪ Tight community; Still small enough to ask each other for help
  o Negative
    ▪ Lack of role clarity
    ▪ Sometimes move too fast, before structure has been put in place
    ▪ Duplication of processes
    ▪ Too much on everyone’s plate

➢ Plan to Plan for Strategic Planning
  o Current Strategic Plan ends in 2020; new one will span 3-7 years
  o Steering team needed to help develop the process;
  o Planning team will include Steering in addition to representatives from unit/schools
  o Stakeholders vast
  o A call to participate to go out soon
  o Deliverables to include communication plan, structure ideas, ground rules

➢ UW Admin Council Update
  o 2% merit increase mandatory
  o Expected 2% tuition increase to help cover merit, but with a delta/gap
UW Bothell better positioned than Seattle to deal with this budgetarily

**Provost’s Budget Request**
- Requests information on academic and fiscal vitality
- Education piece and good exercise for UW Bothell
- UW Bothell in good position to respond given budget recalibration work
- Ruth/IPB to gather input from groups across campus and draft response → Chancellor’s Executive Team to review → Return to stakeholders to review → Submit to Provost in February
- **Please let Ruth/Amanda know if you have ideas about strategic goals**

**HR Admin Forum Update**
- Healthy Starts Act: webpage with forms to be posted by OEHR soon
- Share leave: 2 new pools; policies and changes in Workday in development
- New Paid Sick leave policy (1 hour for 40 hours worked) for temporary and student workers effective January 2018

**Fiscal Checklist**
- New tools for compliance led by the Executive Vice President, Jeff Scott
- Collaborative project aimed at identifying and resolving gaps in compliance
- Fiscal & Audit Services (FAS) collected responses and aggregated results; produced a summary report signed off by the Chancellor and VCs
- Overall, UW Bothell had areas of full compliance and some areas of incomplete compliance
- FAS working with units that need support and will provide training as part of compliance piece

**Legislative Update**
- Capital Budget not passed in September due to a water bill
- Working to gain approval in 2018 legislative session for a budget that includes a parking lot project and UW4
- UWB working closely with Cascadia College, which is helping to finance the parking lot project
- Construction on UW4 is planned to begin in 2021
- Operating Budget request: focused on salaries (competitiveness and retention)

**Campus Master Plan**
- Draft Campus Master Plan adopted by the City of Bothell
- Close collaboration between UWB and Cascadia College
- Neighbors were only concerned with the immediate adjacent areas; as such, buildings planned in adjacent spaces will not include housing
- Next step is to present the Campus Master Plan to the UW Regents and Cascadia College Trustees

**Next Meeting:** December 19, 2017; 3 – 4 PM in UW1 361