



EXECUTIVE VICE PRESIDENT, FINANCE AND ADMINISTRATION

Happy New Year!

I hope your holidays were joyful and that you were able to make time for family, friends, and fun!



As we begin this year, I am visiting many different departments throughout central administration. As the “new guy”, I have a lot to learn about the UW: what we do, how we do it, and what can be even better. I want to know the challenges we are facing, issues that are concerning, and areas that need our attention. Your input is critical, as I will be listening and learning from all of you.

Central administration is an integral campus partner because our work is paramount to the success of the UW. My fundamental priority is to increase both our administrative ability and agility in order to support the University's goals. My philosophy for doing so depends on effective communication, transparency, and collaboration.

Communication is something I value, so you can expect to receive regular updates from me regarding initiatives and developments. I also believe in recognizing achievements and accomplishments that connect our community, so please let me know about the good work occurring in your departments.

In the short time I've been here, it is apparent to me that central administration has a real commitment to excellence and dedication to sustaining the University's outstanding reputation. Thank you for the work you do and together we will make 2017 a great year!

All the best,

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News & Updates



Out and About

Jeff Scott visits custodial staff members from Johnson Hall, Odegaard Undergraduate Library, and Physics & Astronomy. [MORE](#)



HR/P Modernization

Training on the UW's new human resources and payroll system-"Workday"- begins in May. [MORE](#)



Transforming Administration Project (TAP)

TAP Customer Satisfaction Survey - share your feedback on a broad range of UW services on Jan. 30. [MORE](#)

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Out and About

In an effort to build campus engagement and learn more about what can be done to support the Facilities Services (FS) community, Jeff Scott met with the Building Services Department leadership for individual tours of three lean teams.

Jeff visited with custodial staff members from Johnson Hall, Odegaard Undergraduate Library, and Physics & Astronomy, who gave tours of their areas, explained the lean huddle process and shared methods of capturing data on visual boards. The visits highlighted how FS uses Lean to engage and empower staff to identify problems and find solutions to generate significant organizational improvements.

This is only the first of many visits throughout the University as Jeff looks forward to meeting other teams over the next few months.

Distinguished Staff Awards

On February 23, the UW will honor 63 individuals and 19 teams who were nominated for the annual Distinguished Staff Awards.

The Distinguished Staff Award highlights University of Washington staff members who display a commitment to the UW and a passion for their work that never rests. This award represents our University's highest honor by recognizing those who create a world of good through their hard work, dedication and selfless spirit.

Among the nominees are several representatives from HR, UW-IT, Facilities Services, and Planning & Management.

Congratulations to the following nominees representing central administration:

- Cassk Thomas, Custodian, Building Services
- Brianna Blaser, Program Counselor/Coordinator, DO-IT, UW-IT
- Rebekah Skiver-Thomson, Senior Security Engineer, Office of the CISO, UW-IT
- Saeid Rastegar, Manager, Regulated Materials-FMC/Facilities Services
- Ted Sweeney, Active Transportation Specialist, Transportation Services
- UW Sustainability Team, Planning & Management

HR/P Modernization

The HR/P project team has developed an in-depth training program for the UW's new human resources and payroll system—"Workday". The training program targets different audiences with multiple modes to provide the right training for the right users.

Beginning in February, the most intensive users of Workday (administrators, payroll coordinators, etc.) will take part in 8-10 hours of instructor-led training. Because these people will have roles that impact pay and benefits, they will be required to pass an assessment in order to work within the system. Training for faculty, staff and student workers will begin in May through computer-based training modules and user guides.

The program will provide approximately 500 hours of instructor-led training sessions, more than 10 computer-based training modules, and additional workshop sessions for more opportunities to learn in person. More than 300 user guides are planned and currently in development. Additionally, extensive deployment support will be available at and after launch.

Transforming Administration Program Survey

Last spring, President Cauce and Provost Baldasty launched the Transforming Administration Program (TAP), an effort that seeks to improve service in UW's central administration units. In practical terms, TAP seeks to simplify processes, reduce duplication and call attention to the work of employees who are ensuring that we are continuously improving.

On January 30, you will receive an email with a unique link to the TAP customer satisfaction survey. This confidential survey asks for your feedback on services provided by central administration units. Everyone's feedback is important, so be sure to complete the survey, and encourage others in your unit to participate. Results from the survey will be shared in late spring.

As President Cauce noted in her 2015 annual address, UW's central administrative units "exist to serve our academic and research units, to support the work of our faculty and our students." Thank you in advance for sharing your thoughts and suggestions via the TAP customer satisfaction survey. Your feedback will be used to help central administration units improve service to benefit everyone at the University.

More information is available on the TAP [website](#).