

August 12, 2009

To: Faculty, Staff, and Students
From: Tom Hinckley, Interim Director, School of Forest Resources
RE: Operational and Administrative Changes

Dear Faculty, Staff, and Students,

The budget reductions that were discussed during Winter and Spring Quarters last academic year have now been completed. For the biennium that started in July 2009, and on an ongoing basis, we have \$1,096,558 fewer permanent state dollars at our disposal. Some of these reductions have resulted in fewer staff, yet the challenges before us remain. Continuing to do more with less requires change and innovation. I am writing to outline some operational changes.

The former Chair's and Dean's offices have merged into a single Director's office in Anderson 107. Lois, whose workspace is now in the cubicle next to Margery, will continue to provide faculty teaching support.

The audio-visual and field equipment cabinets are located in Anderson 115. The equipment will be checked-out using the same system as before. The key hangs on the blue hook in Lois' office space. Please contact Lois to get oriented to the new locations.

Mail distribution, both incoming and outgoing, will be in one location, Anderson 114. This room will be accessible by its south door only (through the Anderson break room), in order to increase security. Tables and chairs remain in the room. We hope you will enjoy stopping by to pick up your mail, get a cup of coffee, and perhaps spend a few minutes with colleagues. In addition, office supplies will now be located in the Anderson 107 office suite. Margery, Lois, or Nevada will be happy to orient you office supply locations.

Very soon, we hope to identify a meeting room to replace Anderson 114.

A number of new copiers, which also print and scan, will be placed in each of the three upper-campus buildings, Anderson, Bloedel, and Winkenwerder. Generally, there will be one machine on each floor, with one color-capable machine in each building. The machine that will be located in Anderson 115 will also fax. In addition, you will be able to fax from your desktop if you are sending an electronic file; physical pages (paper) will need to be sent from Anderson 115. Incoming faxes will be distributed to your (computer) desktop. Overall these new machines will provide a higher level of service and will be managed by an outside office. Other copiers, printers, scanners, and fax machines will no longer be supported on School funds. Sometime prior to Autumn Quarter, this will occur and we will receive specific instruction. We are very sensitive to timing.

We're working hard over the summer to get all these changes in place and running smoothly prior to Autumn Quarter. Please let us know if we've overlooked something.