

University of Alaska Anchorage Administrative Services FY10 PBAC Submission

The Administrative Services division at the University of Alaska Anchorage encompasses several functional and service areas:

- Athletics
- Budget
- Financial Services
- Business Services
 - General Support Services
 - Bookstore
 - Procurement
 - Housing/Dining
 - Parking Services
- Facilities and Campus Services
 - Facilities Planning and Construction
 - Facilities Management
 - Risk Management
 - Environmental Health and Safety
- Human Resources
- University Police
- Sustainability

Total number of employees is approximately 375, with a combined budget of \$55,236.7M (\$24,523.4 GF).

FY09 Status

Administrative Services will end the year with an approximate \$1M deficit, due primarily to a downturn in revenue, as well as travel and scholarship costs within Athletics. All functions within Administrative Services will be reviewed to reduce the deficit prior to year-end. In addition, the reduced research activity, coupled with the indirect cost recovery rate decrease, has impacted the indirect cost recovery revenue generation for Facilities and the Vice Chancellor's office.

**University of Alaska Anchorage
Current Base Operating Budget Status
As Of 2/28/09**

Major Budget Unit: Administrative Services (Total)

-	Expenditures:	Adjusted Budget	Year to Date Activity	Projected Exp to Year End	Total YTD and Projections	Budget Variance
1000	Salaries/Ben	18,690,192	10,519,360	7,743,444	18,262,804	427,388
2000	Travel	1,275,544	1,011,005	257,319	1,268,324	7,220
3000	Contr Svcs	13,605,352	8,054,049	3,076,906	11,130,955	2,474,397
4000	Commdty	2,071,321	1,413,977	759,161	2,173,138	(101,817)
4500	Resale	-	157	-	157	(157)
5000	Equipment	173,701	506,879	430,010	936,889	(763,188)
6000	Fin Aid	637,810	920,945	50,237	971,182	(333,372)
7000	Overhead	-	-	-	-	-
8000	Misc	2,681,953	3,825,053	1,810,737	5,635,790	(2,953,837)
	Total Expenditures	39,135,873	26,251,425	14,127,814	40,379,239	(1,243,366)

-	Revenues:	Adjusted Budget	Year to Date Activity	Projected Exp to Year End	Total YTD and Projections	Budget Variance
9100	Tuition	520,000	520,000	168,031	688,031	(168,031)
9150	Lab Fees	2,025,000	2,425,052	48,898	2,473,950	(448,950)
9210	Gen Fund	26,029,262	26,029,262	-	26,029,262	-
9700	Aux Receipts	-	-	-	-	-
9801	Interest Income	-	-	-	-	-
9802	Overhead	532,401	537,946	(146,446)	391,500	140,901
9900	Intra Agency Rcpt	2,916,467	1,752,982	1,609,473	3,362,455	(445,988)
9960	CIP Receipts	607,500	400,856	250,000	650,856	(43,356)
	Other 93/94/95/98	6,505,243	4,543,031	1,237,151	5,780,182	725,061
	Total Revenues	39,135,873	36,209,129	3,167,107	39,376,236	(240,363)

Net Surplus/(Deficit)					(1,003,003)
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FY10 Request

1. Facilities and Campus Services Fixed Costs - \$888.9

Facilities and Campus Services is requesting funding to cover increases in contracted services above the current level for utilities (\$573.9), custodial services (\$315.0).

The cost of utilities has risen due to rate increases imposed by both Enstar and Municipal Light and Power. In FY09, one-time funding was received in the amount of \$573,900 from the State of Alaska. Future distributions are based on the price of oil at \$53/barrel. It is unlikely that future distributions will be forthcoming, but the rate increases are still in effect.

The 5-year contract for custodial services will expire in June, 2009, and negotiations are underway for a new contract. The current provider has indicated an increase is forthcoming. The \$315,000 requested increment is based on a historical trend of contract increases for this type of service, and is an estimate at this time.

TOTAL FUNDS REQUESTED: \$888.9

FY11 Redbook Requests

Unfunded items in the FY10 Redbook include:

- Athletics Travel Costs - \$202.3
- EHS & Risk Management - \$100.0
- ISB Operating Costs - \$1,672.5

It is requested that these items be included in the FY11 budget request.

ATTACHMENT V

Incremental Request Form PBAC Spring 09

Title (*Provide a brief, unique, and descriptive title.*) **Facilities Operating Costs**

- 1. Request Description.** (*Provide a detailed narrative of the request. Include the purpose of the request and the market demand the request is intended to meet. If applicable, include the number of students affected and specific employer demand met. For research programs, include areas of state needs met and external funding source, i.e., National Science Foundation.*)

Facilities Operations and Maintenance requests an \$888.9 increase in the Operating Funds to cover increases in utilities costs and custodial contract costs.

- 2. Strategic Purpose.** (*How does the request support UAA 2017? How does it strengthen our total instructional program? Reinforce and expand our research? Expand educational opportunity and increase student success¹ Strengthen the quality of campus life and the UAA community? Expand and enhance the Public Square?)*

This request supports Priority D of the strategic plan.

- 3. Operational Focus.** (*Does the request fill a gap, remedy a problem, or respond to an external requirement (e.g. accreditation or professional standard)? Does it reinforce or accelerate institutional or program success? Does it invest in a new initiative?)*

The funding request allows us to operate and maintain a growing campus.

- 4. FY10 GF and NGF Request** (*What GF funds are requested? What NGF revenue is anticipated?)*

All of this funding is GF.

- 5. Operational Expense** (*How will the funds be spent; i.e., personal services, travel, etc. Please provide a budget for the funds requested. Include the number of positions requested.*)

- **Utility rate increases-- \$573.9**
- **Custodial Service Contract - expected rate increase over current contract \$315K**

- 6. Department/Program Investment.** (*What investment, if any, is the department/program prepared to make in this proposal in addition to the funds requested from outside the present budget? Will any funds be reallocated internally to support this effort?)*

- Traditionally we do without or fund these areas as we can afford or necessary in an emergency.

¹ Access, retention, persistence, achievement, completion.

7. Collaboration. *(Demonstrate how the program optimizes existing capacity and expertise throughout the system. Is the program developed collaboratively across campuses/MAUs in a manner that emphasizes appropriate roles, strengths, and missions?)*

8. UA SWS Performance Measures. *(What is the anticipated impact on the seven PBB performance measures for the period FY10-FY14. Provide specific estimates.)*

9. Other Output Measures. *(Beyond the UA measures, how will the request affect the measurable output of teaching, research, engagement, and/or creative expression? Provide specific estimates.)*

- **Provided facilities services that allow UAA to operate in an environment that is decent, safe and sanitary.**

10. Productivity and Efficiency. *(What empirically demonstrable impact will this request have on program or institutional productivity and efficiency? Faculty to student ratios and cost per student are relevant examples. Provide specific estimates.)*

11. Effectiveness and Quality. *(What empirically demonstrable program or institutional improvements in quality are expected from the implementation of this request? Identify specific outcomes.)*

12. Sustainability. *(What impact will this request have on institutional, programmatic or environmental sustainability?)*

- **If not funded the sustainability of campus decreases.**

13. Priority Ranking. *(In your major budget unit, what is the priority for this request? Explain why this request received this ranking.)*

ATTACHMENT VI

Project/Initiative Evaluation PBAC SPRING 09

Project/Initiative Title: EHS
Contact: Trig
E-mail: Trig@uaa.alaska.edu
Org #: Facilities

This document is intended to provide basic assessment information for each special project or initiative program funded in FY07 - FY09. This includes priority program funding from the Legislature, base funding through the UAA internal reallocation process, strategic opportunity fund awards, Chancellor's Research awards, and one-time SB137 workforce development funds. This evaluation will be used to assess the effectiveness of funded projects and programs and as part of the internal scan for the upcoming accreditation process.

Please provide a brief paragraph on each question, with the total document totaling no more than two pages.

1. What were the original objectives of this initiative? *(Include goals, expected outcomes, what you hoped to accomplish.)*

Enhance EHS capabilities at UAA as directed by the System Office of Risk Services by hiring two additional safety officers. Independent consulting has recommended that UAA EHS be staffed with four EHS professionals and administrative .

2. What was accomplished? *(What actually happened? Include personnel hiring, status of funds spent, and any changes to original plans, goals, or objectives. What goals were met? Include specific outcomes of the project or initiative.)*

- Entire EHS Policies and Procedures Manual was updated and many additional ones were brought on line.
- Strengthened involvement on various campus safety and scientific committees providing sufficient support and motivation to assist various groups with regulatory compliance.
- Refined and further developed the UAA Chemical Hygiene Plan.
- Assisted with the development of a model computerized chemical inventory, ordering and MSDS management system.
- Restarted annual safety audit process with community campuses.
- Acquired additional equipment to meet common EHS type needs of constituents.
- Worked extensively with SORS and other MAUs to develop tools to assure regulatory compliance.
- Tested and rolled-out ClarityNet web-based safety training.
- Completely restructured the old Building Manager system into a funded Building and Safety Coordinator (BSC) operation accompanied by multi-session, monthly training workshops for approximately 40 people. Each building now has a BSC and many have expanded to include

assistant BSCs. MatSu College is also participating and we plan to expand the BSC concept to the other community campuses.

- Disseminated a standardized Hazard Communication Plan to departments.
- Assisted with and developed emergency action plans.
- Centralized and standardized communications and billing with the Fire Marshall's Office for permits and inspections.

3. What has been the impact? *(How has UAA benefited from this initiative? Were additional courses offered or students served? What research was completed, what knowledge gained? What are the indicators that point to the impacts? How do the results further the strategic objectives of UAA 2017? How has the initiative affected UA Performance Measures?)*

- The overall impact of this initiative has been to enhance a safe working environment for UAA employees, assure good environmental stewardship, provide a much higher quality of EHS service to our constituents, minimize regulatory confusion, increase cooperative efforts with local regulatory agencies, and improve UAA's overall level of regulatory compliance. This impact helps to preserve university funded which can be adversely impacted by regulatory fines.

4. What are the expected future outcomes of this initiative? *(Where is this initiative going next? How will this initiative continue to benefit UAA and its constituents? What is the anticipated future impact on UA Performance Measures?)*

- The expected future outcomes are to further develop a robust EHS service to continually improve on items previously discussed and address future anticipated regulatory changes. An FY11 request for a fourth EHS professional and administrative support person has been presented to administration. As the Campus grows particularly in Science, Engineering and industrial related subject areas the EHS staff needs to grow to provide EHS support and assure compliance.

5. To what extent, if any, was this initiative allocation to your unit offset by reductions?

- Some non-regulatory services were curtailed until sufficient staffing is achieved (ergonomic evaluations and loss prevention applications).

**Project/Initiative Evaluation
PBAC Spring 09
UAA ATHLETICS DEPARTMENT**

Project/Initiative Title: Travel Fixed Costs
Contact: Dr. Steve Cobb, Director of Athletics
E-mail: ansrc@uaa.alaska.edu
Org #: Various

1. What were the original objectives of this initiative?

To provide the Athletics Department with fixed costs for travel associated with fuel cost increases.

2. What was accomplished?

Approximately 98 percent of the Athletics Department travel budget costs are associated with inbound and outbound team travel. \$300K was allocated for travel in FY07, FY08 and FY09 (\$100K each year). The department as a whole has benefited as noted by the increasing success of all teams and number of championship teams and student-athletes within the last three years. Track & Field was also provided more flexibility to travel a full squad in FY09 to help increase their level of competitiveness.

3. What has been the impact?

The allocation of additional resources to travel has somewhat reduced the strain to this area. However, the current state of the economy as well as the significant increase in the number of NCAA exempt tournaments that compete with the Carrs/Safeway Great Alaska Shootout have been emerging factors contributing to rising travel costs since the original funding request. Actual travel expenses have increased over \$500K from FY06 to FY09, with the greatest increase occurring during FY09 (\$300K). These new challenges are clearly reflected in FY09 game guarantees where inbound travel costs have increased \$125K over FY08.

4. What are the expected future outcomes of this initiative?

The ultimate goal of this initiative is to stabilize athletic travel costs from year-to-year with sustainable resources to permit ease of travel to and from the Lower 48 so that UAA athletic teams may continue to be competitive and successful.

5. To what extent, if any, was this initiative allocation to your unit offset by reductions?

No reductions.

ATTACHMENT VI

Project/Initiative Evaluation PBAC SPRING 09

Project/Initiative Title: FP&C Positions
Contact: Barb Lundaby
E-mail: anbll@uaa.alaska.edu
Org #: Facilities

This document is intended to provide basic assessment information for each special project or initiative program funded in FY07 - FY09. This includes priority program funding from the Legislature, base funding through the UAA internal reallocation process, strategic opportunity fund awards, Chancellor's Research awards, and one-time SB137 workforce development funds. This evaluation will be used to assess the effectiveness of funded projects and programs and as part of the internal scan for the upcoming accreditation process.

Please provide a brief paragraph on each question, with the total document totaling no more than two pages.

1. What were the original objectives of this initiative? *(Include goals, expected outcomes, what you hoped to accomplish.)*

To fund an additional UAA Facilities Planning and Construction position with operating funds. Prior to FY07, the FP&C Director and the Space Planning positions were the only two positions funded with operating funds. All other positions (12) are funded through the UAA Capital Appropriations received each fiscal year or with construction dollars funded with operating funds. With the additional \$100,000.00, FP&C now has three positions funded with operating dollars. This will allow some continuity for UAA planning functions if little or no capital funds are appropriated in any given fiscal year.

2. What was accomplished? *(What actually happened? Include personnel hiring, status of funds spent, and any changes to original plans, goals, or objectives. What goals were met? Include specific outcomes of the project or initiative.)*

The funding has been (or will be) fully expended in FY07, FY08 and FY09 to fund a portion of several FP&C Project Manager positions. Work Accomplished is planning, execution and project management of a variety of campus small projects.

3. What has been the impact? *(How has UAA benefited from this initiative? Were additional courses offered or students served? What research was completed, what knowledge gained? What are the indicators that point to the impacts? How do the results further the strategic objectives of UAA 2017? How has the initiative affected UA Performance Measures?)*

It is in the best interest of UAA to maintain a core staff of employees in FP&C for continuity of planning functions.

- 4. What are the expected future outcomes of this initiative?** *(Where is this initiative going next? How will this initiative continue to benefit UAA and its constituents? What is the anticipated future impact on UA Performance Measures?)*

FP&C Funding --UAA students will benefit when FP&C core staff is fully funded to preserve historical knowledge of planning issues past and present. And be immediately responsive to Facilities needs. Project funding is still required to resource project staff but the basic core of the Facilities Planning and Construction office should be operationally funded.

- 5. To what extent, if any, was this initiative allocation to your unit offset by reductions?**

FP&C Funding --Project funding offsets these funds. So without them planning and or small project would not be done.

ATTACHMENT VI

Project/Initiative Evaluation PBAC SPRING 09

Project/Initiative Title: ANSEP Building Operating Costs \$ 200,000 (FY08)

Contact: Chris Turletes

E-mail: ancmt2@uaa.alaska.edu

Org #: Facilities

This document is intended to provide basic assessment information for each special project or initiative program funded in FY07 - FY09. This includes priority program funding from the Legislature, base funding through the UAA internal reallocation process, strategic opportunity fund awards, Chancellor's Research awards, and one-time SB137 workforce development funds. This evaluation will be used to assess the effectiveness of funded projects and programs and as part of the internal scan for the upcoming accreditation process.

Please provide a brief paragraph on each question, with the total document totaling no more than two pages.

6. **What were the original objectives of this initiative?** *(Include goals, expected outcomes, what you hoped to accomplish.)*
 - **Funding required operating and maintaining the new facility. Funds pay for utilities, cleaning, grounds work, maintenance and repairs and service contracts (fire system service, elevator, building automation, boiler inspection).**

7. **What was accomplished?** *(What actually happened? Include personnel hiring, status of funds spent, and any changes to original plans, goals, or objectives. What goals were met? Include specific outcomes of the project or initiative.)*
 - **The building has operated since October 2006. With full services. Funding was made available in FY2008 and at the same time a decrement of \$250K was taken from facilities. The reality of the situation was we had to perform more services with fewer resources. So the level of faculties' service across campus decreases.**

8. **What has been the impact?** *(How has UAA benefited from this initiative? Were additional courses offered or students served? What research was completed, what knowledge gained? What are the indicators that point to the impacts? How do the results further the strategic objectives of UAA 2017? How has the initiative affected UA Performance Measures?)*

- **The level of service across campus decreased less as a result of the receipt of \$200K for ANSEP offsetting a \$250K decrement.**
- 9. What are the expected future outcomes of this initiative?** (*Where is this initiative going next? How will this initiative continue to benefit UAA and its constituents? What is the anticipated future impact on UA Performance Measures?*)
- **When new facilities come on line they need to come with the funds required to operate and maintain them.**
- 10. To what extent, if any, was this initiative allocation to your unit offset by reductions?**
- **The level of facilities Operations and Maintenance services in ANSEP and across campus is diminished.**