

University of Alaska Anchorage (“UAA” or the “University”)  
 Administrative Services (the “Office”)  
**Regular Meeting of the Campus Planning Advisory Board (“CPAB” or the “Board”)**  
 Anchorage, AK – Zoom  
 October 9, 2023, at 2:00 pm

**Agenda and Summary**

**1. Call to Order**

The special meeting of the CPAB was called to order by the majority.

Name	Present	Excused
<b>Ryan Buchholdt</b> , Vice Chancellor of Administrative Services (VCAS)	X	
<b>Tania Rowe</b> , Fiscal Professional, Shared Services, Student Services		
<b>Carrie Couey</b> , Director of Administrative Services	X	
<b>Ginger Blackmon</b> , Associate Professor of Educational Leadership		X
<b>Amanda Yaune</b> y, Director of the Budget Office	X	
<b>Ian Hartman</b> , Associate Professor & Chair, Department of History, Collage of Arts and Science	X	
<b>John Moore</b> , Research Laboratory Manager, Collage of Arts & Sciences, Research	X	
<b>Deanne Woodard</b> , Vice Chancellor for Student Services	X	
<b>Sharon Chamard</b> , Professor, Justice Center, Collage of Health	X	
<b>Christopher McConnell</b> , Director, Facilities Planning & Construction	X	
<b>Rhiannon Calkins</b> , UAA EA to the VCAS, Recorder	X	

Name	Present	Excused
<b>Denise Runge</b> , Provost	X	
<b>Anthony Paris</b> , Professor, Mechanical Engineering, College of Engineering	X	
<b>Daniel Campbell</b> , Director, Institutional Research	X	
<b>Gokhan Karahan</b> , Chair & Professor of Accounting & Finance, College of Business & Public Policy	X	
<b>Kimberly (Kim) Mahoney</b> , Assoc. Vice Chancellor of Facilities and Campus Services	X	
<b>Jodee Kuden</b> , Head, Collection Development/Professor, Consortium Library	X	
<b>Jon Bittner</b> , Director, Alaska Small Business Development Center, Centers & Institutes	X	
<b>Pete Praetorius</b> , Associate Professor, Communications		
<b>Susan Kalina</b> , Vice Provost for Academic Affairs & Institutional Effectiveness	X	
<b>Kelly Smith</b> , Associate Professor, Department of Automotive & Diesel Technology, Community & Technical Collage		

**2. FY 2025 Process Update**

Speaker: Amanda

- Amanda reviewed with the Board the draft CPAB FY 26 Request for Operating Budget Proposals document. This document captured the input from the Board at their last meeting and creates better guidelines for requesters making funding requests.
- Questions around the intent behind budget requests.
- Amanda also reviewed the draft budget template worksheet with the Board.

- Proposed deadline cycle:
  - January 15, 2024 - Announcement of CPAB Requests
  - March 18, 2024 – Department Writes Request Proposals Due
  - April 1, 2024 – Dean or Director Priorities the Requests and due to CPAB
  - April 19, 2024 – CBAP Deliberates and Recommends to Chancellor
  - July 2024 – Chancellor & Cabinet Makes Final Decision
- Recommendation to start communicating the process early.

### **3. Proposal for Ongoing Review Process**

Speaker: Denise

Resource: <https://nwccu.org/accreditation/standards-policies/standards/>

- Denise asked the Board to look at #2.A2 and 2.A4 of the Standards.
- Focus on learning achievement and closing equity gaps.
- Proposal to have CPAB review (on a rotating schedule) all areas of the university with an eye to how are we allocating funding within the university.
- NWCCU requires that we regularly assess resource allocation as it pertains to student learning achievement and closing equity gaps.
- #1 Goal is ensuring Institutional Effectiveness— are we meeting our mission and serving our students as well as we can!
- Denise and Ryan will draft a written proposal together for the Board to review at their next meeting.
- NWCCU requires us to assess ways in which student support services are assessed considering academic assessment.

### **4. Adjourned**

With no other matters to be brought before the Board, the meeting was adjourned.

Respectfully Submitted,

Rhiannon J. Calkins, CAP  
Executive Assistant and Recording Secretary