

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  
 February 26, 2024, at 2:00 pm

**Agenda and Summary**

**1. Call to Order**

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

Name	Present	Excused
<b>Ryan Buchholdt</b> , Vice Chancellor for Administrative Services (VCAS)	X	
<b>Tania Rowe</b> , Fiscal Professional, Shared Services	X	
<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 Affairs		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		X
<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	X	

**2. Administrative Management Review Follow-Up**

Speaker: Denise

Documents: Response to Admin Mgmt Review.docx

- Denise provided an overview of the Administrative Management Review that happened in 2019. She noted that many of our current Deans were not Deans at the time of the review.
- Items that came out of the review
  - Confusion on titles. Titles have been updated to reduce confusion.

- Duplicative positions that have been removed.
- Adjusted where a few positions reported to.
- For Administrative Services there were some changes to positions noted in the attached document.

### **3. Budget Request Process updates**

Speaker: Amanda

Documents: CPAB FY 26 Request for Proposals - narrative template Draft.docx  
CPAB FY26 Request for Proposals - budget template Draft.xlsx

- Amanda provided an overview of instructions for the budget request and the Excel budget template.
- For the upcoming fiscal year units will be asked to make fewer requests but larger in dollar amounts.
  - Members were encouraged to think about how they could encourage units to do the above.
  - Suggestion to limit requests based on FTEs such as 1 request for every 30 FTE.
- The upcoming requests will be for FY26.
- Next steps on evaluation process – meeting with Denise and Ryan
- Members with any thoughts or questions are invited to reach out to Ryan or Denise.

### **4. Chancellor’s Memo regarding Financial Sustainability**

Speaker: Ryan

Documents: Continuous Improvement Towards UAA Financial Sustainability (requires intranet login)

- Ryan reviewed the Chancellor’s memo regarding financial sustainability.
- Units are being asked to reduce spending where possible.
- Our student retention is up along with several other revenue sources however those funds have not hit our accounts.
- How can we “work different?”
- Members with any thoughts or questions are invited to reach out to Ryan or Denise.

### **5. Other Matters**

#### **Institutional Effectiveness and How It Informs Resource Allocation Discussion**

- At the January meeting a call for volunteers for this work group was started, however it was decided that the volunteers primarily represented Academic Affairs, and that Shared Services and Student Affairs representation should be involved. Denise is working with the Vice Chancellors in those areas to get representatives.

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**6. 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