

# 2 Organizational

The University of Alaska System has six (6) Statewide Offices as displayed in Organizational Chart 2<sup>1</sup>:

- Office of the President
- Office of Academic Affairs and Research
- Office of Strategy, Planning and Budget
- Office of Finance and Administration
- Office of Human Resources
- Office of Information Technology

Each Statewide Office has multiple Statewide departments that are then subcategorized into the three (3) University of Alaska campuses acknowledged as the Major University Unit (MAU):

- University of Alaska Anchorage (UAA)
- University of Alaska Fairbanks (UAF)
- University of Alaska Southeast (UAS)

UAA FP&C falls under the umbrella of the Board of Regents and observes the policies and regulations of the Board. Organizational Chart 2 also illustrates the relationships of UAA FP&C among the President, MAU Chancellors, Vice Chancellors and their offices and the relationships and hierarchy among FP&C personnel. Refer to Appendix 3a for individual organizational charts for Facilities and Campus Services, Environmental, Health, Safety & Risk Management, Facilities Maintenance and Operations, and Facilities Planning and Construction.

## Legend for organizational chart 2



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<sup>1</sup> Due to the large nature of the organization, only certain departments/offices applicable to the UAA FP&C are included in the organizational chart.



## **2.1 Board of Regents (BOR)**

The Board is responsible for the governance of the university as provided by the Constitution of the State of Alaska and the laws enacted pursuant thereto. The Board holds a Regents' Policy & University Regulation Manual. The manual includes a chapter on Capital Planning and Facilities Management (Chapter 05.12); the purpose of this policy is to promote excellent stewardship for buildings, infrastructure and other facilities at each of the University of Alaska campuses. UAA.

The Board ensures the effectiveness, measurement and continual improvement of project selection and delivery. FP&C projects in excess of \$2 million must follow the BOR processes. These BOR requirements are embedded or referenced in this PPM.

### **2.1.1 Facilities and Land Management Committee (FLMC)**

The Facilities and Land Management Committee (FLMC) provides recommendations to the BOR regarding project approvals. FLMC also has a right to authorize the university administration to complete construction bid documents to bid and award a contract within the approved budget, and to proceed to completion of project construction.

## **2.2 Office of the President**

The mission of the Office of the President is to inspire learning, and advance and disseminate knowledge through expert teaching, world-class research, and widespread public service. The Office carries out the mission with a clear eye on academic excellence, wide access, and cost effectiveness. The President is a member of the Board and acts as the executive officer of the Board. Among multiple offices, the Office of the President works with each of the MAU Chancellors to develop and maintain appropriate physical plant necessary to support the University's academic and research mission.

## **2.3 General Counsel**

The General Counsel serves as the chief legal officer to the BOR and the University President, the Statewide Administration and the campuses throughout the university system. General Counsel supervises and administers the legal affairs of the BOR and university, appoints attorneys to represent the university, and directs university participation in administrative agency and judicial proceedings.

## **2.4 UAA Chancellor's Office**

The UAA Chancellor's Office manages the following six (6) primary units: University Advancement, Administrative Services, Student Affairs, Academic Affairs, Institutional Effectiveness and Community Campuses. The Chancellor's Cabinet are top-level managers who work directly with the Chancellor to carry out the mission, strategic plan and strategic initiatives at UAA.

### **2.4.1 Facilities, Space, and Planning Committee (FSPC)**

FSPC formulates recommendations concerning assignment or reallocation of space at all levels on the basis of campus and program priorities, the strategic and campus master plans, actual utilization, and overall need. FSPC reviews space management standards and recommends changes to University leadership.

### **2.4.2 Campus Master Plan Working Group (CMPWG)**

At the beginning of each Campus Master Plan process a group of individuals representing the faculty, staff and students of UAA convene to form the Campus Master Plan Working Group. Their purpose is to

provide guidance for the Master Plan and advice to the consultant team. The CMPWG generates the vision, goals and objectives for this Master Plan.

### 2.4.3 Planning Budget and Advisory Council (PBAC)

The PBAC provides overall guidance and leadership on the continuous improvement, refinement and implementation of UAA's planning and budgeting processes.

## 2.5 Administrative Services

The UAA Administrative Services Department encompasses seven (7) divisions: Athletics, Budget, Facilities and Campus Services, Financial Services, Human Resources, Information Technology, and the University Police Department. The mission of Administrative Services is to excel at providing vital, sustainable services to create an environment that enables the UAA community to succeed in learning, teaching, working, and living.

## 2.6 Financial Services

The core mission of UAA Financial Services is through exemplary fiscal stewardship. Services are geared toward providing our customers outstanding response and service while fulfilling compliance and fiduciary obligations.

Financial services provides accounting and financial reporting, oversight to the procurement office, training, cash and debt management, travel, accounts payable, budget planning and process improvement efforts, student payment operations, manage receivables, e-commerce and credit card use guidance, ID card services, and printing services.

Accounts Payable and the Procurement Office are under the umbrella of Financial Services and are integral to the facilities management acquisition progress.

### 2.6.1 Accounts Payable

FP&C adheres to the UAA Accounts Payable (AP) policies and processes. FP&C receives, reviews and approves invoices and sends them to AP for final approval and processing.

### 2.6.2 Procurement Office

UAA's Procurement Services Department's mission is to professionally provide quality service in the procurement of supplies, contractual services and leases of real property necessary to support the requirements of the University's academic and research community.

Procurement assists FP&C with design and implementation of an overall category sourcing plan. They help manage selected vendor and bidders lists. They are a team member on Large projects with significant spend, where they help with the review of the procurement strategy and solicitations.

## 2.7 Information Technology (IT) Office

The Office of IT Services is responsible for UAA's telecommunications, network infrastructure, and academic technology support services. IT Services works closely with distributed IT staff located on UAA campuses as well as with colleagues at UAS, UAF and the Statewide organization.

Many of FP&C's projects have a significant IT scope. IT is the lead on IT system upgrades and non-construction IT equipment installation. As such, IT personnel are included in FP&C's project teams. The

IT personnel are responsible for participating in design, estimating budgets for their scope of work, and executing that scope in alignment with the overall project.

## **2.8 Facilities and Campus Services (F&CS)**

F&CS' mission is to provide safe, quality, cost effective, and expert support to UAA. F&CS oversees FP&C, FMO, Environmental, Health, Safety and Risk Management Support (EHS/RMS) and Sustainability. The AVC oversees FP&C, FMO, EHS/RMS and Sustainability. Any major FP&C departmental change require the approval or at minimum, open communication to the AVC. The AVC has the authority (through a delegated approval) to approve FP&C projects up to \$2 million.

### **2.8.1 Facilities Maintenance and Operations (FMO)**

FMO services include but are not limited to building, electrical, mechanical, custodial, carpentry, Plumbing, grounds/landscaping, snow removal and street maintenance services for the Anchorage Campus. They are the recipient of FP&C projects and represent a key stakeholder. Capital projects.

### **2.8.2 Environmental, Health, Safety and Risk Management Support (EHS/RMS)**

EHS/RMS is a department within the University of Alaska's F&CS. The purpose of the EHS/RMS department is to advocate and champion sound environmental, occupational, employment, and other business practices in order to safeguard the valuable human, property, program, and financial resources or UAA. This department also coordinates UAA's emergency preparedness and planning efforts.

### **2.8.3 Facilities Planning and Construction (FP&C)**

FP&C is responsible for planning, budgeting, contract management, and construction of professionally designed buildings and facilities for the UAA campus and its extended community campuses, including Kenai Peninsula College (including Kachemak Bay Branch), Kodiak College, Matanuska-Susitna College and Prince William Sound College.

FP&C is responsible for delivering capital projects. The primary focus of FP&C is to ensure new construction, major renovations and alterations are designed to support the mission of the university and that physical development meets academic program requirements in support of all UAA campuses. In order to delivery these projects, UAA interfaces with a number of other UAA and UA organizations as presented in Organizational Charts 2.