

University of Alaska Anchorage (“UAA” or the “University”)
Regular Meeting of the Campus Planning Advisory Board (“CPAB” or the “Board”)
Anchorage, AK – Zoom
November 10, 2025, at 3:00 pm

Agenda and Summary

A. CALL TO ORDER

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

MEMBERS

Co-Chairs

Name	Title	Present	Excused
Ryan Buchholdt	Vice Chancellor for Administrative Services (VCAS)	☒	☐
Denise Runge	Vice Chancellor & Provost	☐	☒

Faculty

College	Name	Term	Present	Excused
Business and Public Policy (CBPP)	Lance Howe	2025/2026	☒	☐
Education (SOE)	Ginger Blackmon	2025/2026	☒	☐
Engineering (CoEng)	Anthony Paris	2025/2026	☒	☐
Health (COH)	Sharon Chamard	2025/2026	☒	☐
Community & Technical (CTC)	Kellie Puff	2025/2026	☒	☐
Consortium Library (LIB)	Jodee Kuden	2025/2026	☒	☐

Staff

Name	Area	Term	Present	Excused
John Moore	Research Laboratory Manager, College of Arts and Sciences (CAS)	2025/2026	☒	☐
Carrie Couey	Kenai Peninsula College (KPC) Director of Administrative Services	2025/2026	☒	☐

Ex Officio (Non-voting Members)

Name	Title	Department	Present	Excused
Dan Campbell	Director	Institutional Research	☒	☐
Sandra Blum	Interim Director	Budget Office	☒	☐
Susan Kalina	Senior Vice Provost	Academic Affairs & Institutional Effectiveness	☒	☐
Chris McConnell	Associate Vice Chancellor	Facilities & Campus Services	☒	☐

Recoding Secretary

Name	Title	Department	Present	Excused
Rhiannon Calkins	Executive Assistant	Administrative Services	☒	☐

GUESTS

None

B. REVIEW AND APPROVAL OF TODAY'S AGENDA

Speaker: Ryan

The Board reviewed the proposed agenda for today's meeting, outlined below.

C. REVIEW AND APPROVAL OF THE PREVIOUS MEETING'S SUMMARY

Speaker: Ryan

Resources: [2025.09.22_CPAB Meeting Agenda and Summary.docx](#)
[2025.10.13_CPAB Meeting Agenda and Summary.docx](#)

The Board reviewed the minutes of the previous two meetings. As motioned by Sharon, and seconded by Ginger, the minutes were unanimously approved.

D. SERVICE ASSESSMENT

Speaker: Ryan

Resources: [Reviews - Services Assessment](#) - Document Folder
[Schedule - Services Assessments.xlsx](#)
[Template MASTER - CPAB Services Assessment.docx](#)

The Services Assessment working group, consisting of John, Lance, and Sharon, reported on their progress of reviewing the Services Assessment Master Template questionnaire and schedule.

Action Items:

1. Review and approve the FY26 Services Assessments Schedule.
 - a. Approved as presented
2. Review and Approve the Services Assessment Questionnaire.
 - a. The Board reviewed the Services Assessment Questionnaire. A final copy of the questionnaire would be provided to the CPAB for final approval outside of their regular meeting, by the end of the week.

E. ADMINISTRATIVE POSITION REVIEWS

Speaker: Ryan

Resources:

- [Reviews - Administrative Management](#) - Document Folder
- [Template MASTER - CPAB Administrative Review Questionnaire.docx](#)
- [Positions List.xlsx](#)

The Administrative Position Reviews working group, consisting of John, Ryan, and Rhiannon, reported on their progress of reviewing the Administrative Position Reviews process.

ADMINISTRATIVE MANAGEMENT REVIEW (AMR) POSITION GROUPING AND TIMELINE PLANNING

Action Items:

1. Review and Approve list of positions.
2. Review and Approve position grouping and which group to start with in FY26/27.
3. Review and Approve Administrative Management Review Questionnaire.

After reviewing the documents and a robust discussion, the CPAB decided to postpone implementation of the AMRs until the CPAB could better define the purpose around these reviews.

F. MONTHLY GOVERNANCE REPORTS

Speaker: Ryan

Resources:

- [Interim Chancellor](#), Cheryl Siemers
- [Provost](#), Denise Runge
- [Vice Chancellor for Administrative Services](#), Ryan Buchholdt
- [Vice Chancellor for the Office of Research](#), Aaron Dotson
- [Executive Director of Advancement](#), Tanya Pont
- [Interim Vice Chancellor for Student Affairs](#), Tom Green

These reports were provided to the Faculty Senate and Staff Council governance groups and copied here for the Board's awareness and convenience.

G. OTHER MATTERS

The following items were also discussed by the Board:

BOARD OF REGENTS RECAP

Ryan provided an update on the November 6 and 7 Board of Regents meeting.

H. ADJOURNED

With no further matters to be brought before the group, the meeting was adjourned.

Respectfully Submitted,

Rhiannon J. Calkins, CAP
Executive Assistant and Recording Secretary