

PLANNING BUDGET ADVISORY COUNCIL CHARTER

Effective Date: September 1, 2026

Last Revised: First Review

Sponsoring Authority: Chancellor, University of Alaska Anchorage

1. PURPOSE

The Planning Budget Advisory Council ("PBAC" or the "Council") serves as an advisory body to the Chancellor and the Chancellor's Executive Council (EC) of the University of Alaska Anchorage (UAA). PBAC provides strategic input and recommendations to ensure that institutional planning, budgeting, and assessment processes are mission-driven, data-informed, transparent, and aligned with the UAA strategic plans.

PBAC strengthens institutional communication and collaboration across divisions and governance groups, supporting the integration of academic, administrative, and fiscal planning in a manner consistent with NWCCU accreditation standards and UAA's drive to elevate student success, deliver impact, and continuous improvement.

PBAC is not a forum for unit-based advocacy. Members are expected to operate from an enterprise perspective, considering the needs of the institution as a whole and engaging in disciplined evaluation of priorities, trade-offs, and long-term sustainability.

Members contribute their expertise to inform decision-making, while actively working to build a shared understanding of financial realities, strategic priorities, and institutional constraints.

Through candid dialogue, data-informed analysis, and a commitment to transparency, PBAC promotes consistency, accountability, and alignment in how planning and resource decisions are developed and communicated across the university.

2. SCOPE OF WORK

PBAC's scope encompasses institutional-level planning and budgeting processes that influence UAA's long-term sustainability, mission fulfillment, and compliance with accreditation standards. Specifically, PBAC will:

a. Strategic and Financial Alignment

- Review and provide recommendations on the annual Strategic Guidance and Operating Budget Development Guidelines prior to submission to the EC.
- Evaluate proposed initiatives, reallocations, or enhancements for alignment with UAA's mission, vision, and strategic priorities.
- Review budget-to-actual performance reports and provide input on long-term resource strategies and fiscal health.
- Advise on prioritization of capital, infrastructure, and operational investments consistent with the *Campus Master Plan* and *Strategic Plan*.
- Promote a shared institutional understanding of financial constraints, priorities, and trade-offs to support consistent and aligned planning practices across academic and administrative units.
- Review and discuss findings from the Budget Planning Taskforce.

b. Accreditation and Institutional Effectiveness

- Ensure that planning and budgeting processes align with NWCCU Standards 1 and 2, including:
 - *Standard 1: Institutional Mission and Effectiveness*
 - *Standard 2: Governance, Resources, and Capacity*
- Provide feedback to the Accreditation Advisory Committee on evidence of integration between planning, assessment, and resource allocation.
- Review outcomes of institutional and administrative assessments to confirm that resource use supports mission fulfillment and continuous improvement.

c. Non-Academic Reviews

- Review and discuss findings from the Administrative Management Reviews.
- Review and discuss findings from the Administrative and Support Services Reviews.
- Review and discuss findings from other non-academic reviews as assigned.
- Identify opportunities for enhancement, efficiency, or realignment within programs and services.
- Recommend timelines and follow-up actions for units based on review results and institutional priorities.

d. Governance and Communication

- Facilitate cross-campus dialogue around planning, budgeting, and strategic alignment.
- Ensure meaningful participation from faculty, staff, students, and governance representatives in institutional planning processes.
- Maintain transparency through the publication of agendas, summaries, and annual reports on the PBAC SharePoint and the Administrative Services websites.

3. AUTHORITY

PBAC is an advisory council. Its recommendations are submitted to the Chancellor and shared with the EC for consideration in institutional decision-making.

While PBAC does not hold budgetary or policy-making authority, its recommendations are a key component of UAA's integrated planning and continuous improvement framework and serve as supporting documentation in accreditation evidence.

4. MEMBERSHIP

PBAC is composed of the below membership roles to ensure balanced representation of academic, administrative, and institutional perspectives necessary to support enterprise-level planning and resource allocation. Members are appointed by the Chancellor and serve renewable two-year terms, unless otherwise designated by their appointing body or administrative position.

Co-Chairs

PBAC shall be co-chaired by the Provost and Vice Chancellor for Academic Affairs and the Vice Chancellor for Administrative Services (VCAS). The Co-Chairs are responsible for agenda setting, facilitation of meetings, and ensuring alignment of PBAC's work with institutional priorities.

Membership

In addition to the Co-Chairs, PBAC shall maintain a limited membership to support effective strategic dialogue and decision support. Members are expected to contribute an institutional perspective, rather than represent or advocate solely for individual units.

Membership shall include:

- **Academic - Faculty Representatives** (3 seats): Recommended through Faculty Senate or appropriate governance processes to represent broad academic perspectives across UAA.
- **Operational - Academic Affairs Representative** (1 seat): A dean or senior academic administrator recommended by the provost to provide insight into academic operations, program prioritization, and instructional resource needs.
- **Operational - Administrative Representatives** (2 seats): Senior representatives from administrative divisions (e.g., Student Affairs/Enrollment Management, Advancement, or Office of Research), recommended by the EC to provide operational and service-area perspectives.
- **Operational - Community Campus Representatives** (1 seat): A staff member of a community campus recommended by a Community Campus Director, through the provost.
- **Staff Representative** (1 seat): A staff member recommended through Staff Council or equivalent governance body to provide institutional staff perspective.
- **Student Representative** (1 seat): A member of the current student body, recommended by student governance to represent the student experience and perspective.

Appointment

Members are appointed by the Chancellor for a two-year term beginning August 1 and ending July 31, except for the Student Representative, whose term is one academic year. Members may be reappointed for subsequent two-year terms.

Members may be reappointed to subsequent two-year terms upon the recommendation of the body or office associated with their seat, concurrence of the PBAC Co-Chairs, and approval of the Chancellor.

When a vacancy occurs before the conclusion of a member's term, a replacement may be appointed through the same process to serve the remainder of the unexpired term.

Member Expectations

All members are expected to act in the best interest of the institution, prioritizing enterprise-level outcomes over unit-specific interests. They also must consider trade-offs and prioritization across units, and support alignment with UAA's strategic plan and financial sustainability goals.

Resignation and Removal from Service

A member may resign from PBAC at any time by providing written notice to the Co-Chairs through PBAC Administrative Support at least ten days before the effective date of the resignation, when practicable.

Members are expected to participate actively and consistently in the work of PBAC and to fulfill the responsibilities and expectations established in this Charter.

The Co-Chairs may recommend removal of a member who demonstrates a pattern of nonparticipation, fails to fulfill the responsibilities of membership, or acts in a manner inconsistent with the provisions or purpose of this Charter. Except in circumstances warranting immediate action, the member will receive notice of the concern and a reasonable opportunity to address it before removal is recommended.

Because PBAC members are appointed by the Chancellor, removal from an appointed seat is subject to approval by the Chancellor. When a vacancy occurs, the Co-Chairs will initiate the appropriate appointment process to fill the remainder of the term.

Ex Officio

Ex officio members serve as technical and analytical advisors to PBAC and do not participate in voting or consensus decisions.

Ex officio membership includes:

- Budget Office Representative
- Institutional Research Representative
- Institutional Effectiveness Representative
- Accreditation Expert
- Facilities and Campus Services Representative

Ex officio members are responsible for providing:

- Financial modeling and projections
- Data analysis and institutional metrics
- Accreditation and assessment alignment
- Infrastructure and capital planning context

Administrative Support

The Executive Assistant to the VCAS will serve as administrative support for PBAC. The administrative support role will provide the Co-Chairs support with setting the agenda, facilitation of meetings, and creating and retaining documentation pertaining to the Council as well as other duties that may arise. The role shall also monitor and update the schedule of work for the Council and uphold all governance practices of the Council and the university.

Ad Hoc Participation

PBAC may invite subject matter experts, unit leaders, or governance representatives to participate in discussions, present proposals, or provide consultation as needed. This approach ensures broad engagement without expanding standing membership, preserving PBAC's effectiveness as a strategic body.

5. DELIVERABLES

PBAC will provide the following deliverables annually:

1. Administrative and Support Services Effectiveness Review – The Council shall review up to 10 service units each year and provide their input to Administrative Leadership through the Chancellor's Cabinet.
2. PBAC Annual Report – Summarizing key discussions, recommendations, and outcomes.
3. Strategic Guidance and Budget Development Feedback Report – Formal input to inform UAA's annual budget cycle.
4. Mid-Year Budget and Planning Update – Highlighting financial trends, progress on strategic priorities, and recommended adjustments.
5. Continuous Improvement Summary – Documenting PBAC's review of planning and assessment processes, including recommendations for refinement.

All deliverables will be published to the PBAC website and included in UAA's institutional effectiveness documentation for accreditation evidence.

6. MEETING CADENCE AND TRANSPARENCY

PBAC shall meet monthly during the academic year and more frequently as needed during key planning, budgeting, or accreditation cycles.

Additional special meetings may be called by the Co-Chairs to address time-sensitive matters.

8. ACCOUNTABILITY AND ASSESSMENT

PBAC will conduct an annual self-assessment to evaluate its effectiveness in:

- Advancing institutional alignment with strategic priorities;
- Supporting accreditation standards and evidence requirements; and
- Enhancing transparency and stakeholder engagement in planning and budgeting.

Assessment findings will be included in the PBAC Annual Report and shared with the Chancellor's Cabinet and Accreditation Steering Committee.

9. REVISION AND REVIEW

This Charter will be reviewed every three years or as needed to ensure continued alignment with university governance structures, accreditation standards, and institutional priorities.

Revisions require approval by the Chancellor of the University of Alaska Anchorage.

Approved by:

Chancellor, University of Alaska Anchorage

Signature: Cheryl Siemens

Date: 9/11/2026