University of Alaska Anchorage ("UAA" or the "University")
Regular Meeting of the Planning Budget Advisory Council ("PBAC" or the "Council")
Anchorage, AK – Zoom
October 12, 2026, at 3:00 pm

Agenda and Summary

A. Call to Order

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

Co-Chairs

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

Members

Seat	Appointee	Term	Present	Excused
Faculty Representative – Seat A	Lance Howe	Aug. 1, 2026–July 31, 2028	☒	☐
Faculty Representative – Seat B	Jodee Kuden	Aug. 1, 2025–July 31, 2027	☒	☐
Faculty Representative – Seat C	Sharon Chamard	Aug. 1, 2026–July 31, 2028	☒	☐
Academic Affairs Representative	Jenny McNulty	Aug. 1, 2025–July 31, 2027	☒	☐
Administrative Representative – Seat A	Heather Paulsen	Aug. 1, 2026–July 31, 2028	☐	☒
Administrative Representative – Seat B	Chuck Knepfle	Aug. 1, 2025–July 31, 2027	☒	☐
Community Campus Representative	Carrie Couey	Aug. 1, 2026–July 31, 2028	☐	☒
Staff Representative	John Moore	Aug. 1, 2025–July 31, 2027	☒	☐
Student Representative	Jake Pennell	Academic Year 2026–27	☒	☐

Ex Officio

Role	Current Officeholder	Title	Present	Excused
Institutional Research Representative	Dan Campbell	Director for Institutional Research	☒	☐
Budget Office Representative	Sandra Blum	Director for Budget Office	☒	☐
Institutional Effectiveness / Accreditation Representative	Susan Kalina	Senior Vice Provost for Academic Affairs & Institutional Effectiveness	☐	☒
Facilities and Campus Services Representative	Chris McConnell	Associate Vice Chancellor for 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 Council reviewed the proposed agenda for today's meeting, outlined below.

C. Review and Approval of the Previous Meeting's Summary

Speaker: Ryan
Resources:
- 2026.09.14_PBAC_MeetingAgendaSummary.docx

The Council reviewed the summary of the previous meeting. As motioned by Jodee, and seconded by Jenny,the minutes were unanimously approved.

D. Administrative and Support Services Effectiveness Reviews (ASER)

Speaker: Ryan
Resources:
- Reviews - Services Assessment - Document Folder
- PBAC_ASER_Revised_SOP.docx
- PBAC_ASER_Revised_Assessment_Schedule.xlsx
- PBAC_ASER_Work_Breakdown_Schedule.xlsx
- Template MASTER - PBAC ASER Questionnaire.docx

AY27 (2026–27) Cohort: Finance, Research Administration

Service family	Division / campus	Unit	Update
Finance, Research Administration & EHS	Kodiak	Kodiak Financial Services	Notice and questionnaire sent on 09/22/2026.
Finance, Research Administration & EHS	Mat-Su	Mat-Su Financial Services	Notice and questionnaire sent on 09/22/2026.
Finance, Research Administration & EHS	PWSC	PWSC Financial Services	Notice and questionnaire sent on 09/22/2026.
Finance, Research Administration & EHS	KPC	Administrative Services	Notice and questionnaire sent on 09/28/2026.
Finance, Research Administration & EHS	VCAS	Budget Office	Notice and questionnaire sent on 09/22/2026.
Finance, Research Administration & EHS	VCAS	Fiscal Office	Notice and questionnaire sent on 09/22/2026.
Finance, Research Administration & EHS	VCR	Office of Sponsored Programs	Notice and questionnaire sent on 09/22/2026.

Service family	Division / campus	Unit	Update
Finance, Research Administration & EHS	VCR	Sponsored Programs Administrative Services	Notice and questionnaire sent on 09/22/2026.
Finance, Research Administration & EHS	VCR	Research Compliance and Commercialization	Notice and questionnaire sent on 09/22/2026.
Digital, Data & Compliance	Kodiak	Kodiak Information Technology	Notice and questionnaire sent on 09/22/2026.

Note: Minor revisions were made to the Template MASTER - PBAC ASER Questionnaire.docx prior to being distributed. These changes included updates to the Instructions section on page 1 – 2 and style adjustments to make the document easier to use.

E. Follow-Up Matters

Council Meeting Schedule: Consideration of Summer Meetings

During the prior meeting a member proposed changing the Council's meeting schedule from September through April to the full calendar year. The council discussed the pros and cons of such a change.

Proposal to Remove the "and" from the Council's Name

The Co-Chairs approved the removal of the "and" from the Council's name making it now the Planning Budget Advisory Council. Documents are being changed to the revised name as they come up.

Request for Legislative Reports

Evan Steinberg, Strategic Engagement and Government Relations Officer, has been asked to be a guest speaker at the December meeting to preview the upcoming Legislative Session that starts in January and runs through May. Starting in January, a copy of the University of Alaska Capitol Report will be linked to each month's agenda and continue through the legislative session.

F. Other Matters

The following items were also discussed by the Council:

- EAB Financial Landscape presentation – October 22, 3 – 4 pm.

G. Monthly Governance Reports

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

- Chancellor's Report – Cheryl Siemers
- Provost's Report – Denise Runge
- Vice Chancellor for Administrative Services (VCAS) Report – Ryan Buchholdt
- Vice Chancellor for University Advancement (VCUA) Report – Tanya Pont
- Vice Chancellor for Research (VCR) Report – Aaron Dotson
- Vice Chancellor for Enrollment Management and Student Affairs (VCEMSA) Report – Chuck Knepfle

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