

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  
 September 11, 2023, at 2:00 pm

**Agenda and Minutes**

**1. Call to Order**

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

| Name   | Present | Excused |
|--|---------|---------|
| <b>Ryan Buchholdt</b> , Vice Chancellor of Administrative Services (VCAS)                            | X       |         |
| <b>Tania Rowe</b> , Fiscal Professional, Shared Services, Student 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 Services   |         | 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. Fiscal Year 2023 (FY23) Preliminary Year End Report**

Speaker: Ryan

Document: FY23 Preliminary FY end report

Ryan reviewed the attached document, provided to the UA Board of Regents at their last regular meeting, with the Board at today’s meeting. A deeper dive into the UAA-specific items would be discussed at the meeting scheduled for October.

**3. Financial Reporting for the FY 2024**

Speaker: Amanda

Amanda reported that financial reports for the Colleges would be coming out on a monthly basis and reports for the Community Campuses coming out quarterly. These reports would be shared with CPAB on a quarterly basis going forward.

**4. FY 2025 and Board of Regents (BOR) Recap**

Speaker: Ryan

Ryan reviewed the following documents with the Board:

- BOR First look slide deck
  - Specifically reviewed slide 9 which outlined fixed costs upcoming for the University.
- FY25 Operating Budget Requests
  - Where appropriate, management tried to group like requests together before submitting the requests to the Board of Regents.
- Deferred Maintenance Strategy

**5. FY 2025 Process and FY 2024 After Action**

Speaker: Ryan

The Board discussed ideas to improve the process for collecting, submitting, reviewing, and approving requests for capital funding. These were the suggestions made:

- Get request for submissions out earlier.
- Review timeline of process, review should happen prior to finals so that faculty can make time to review requests.
- Requests could be grouped prior to Board review or more guidance on how items could be grouped to make review easier.
- Lots of requests were for basic equipment, how can this be addressed.
- Schedule time for Provost to review requests coming from the Colleges.
- Limit the number of requests a department can make.
- Provide greater clarity on what types of things should be requested and what information is needed in order for the Board to make a decision.
- Request for more guidance on what goes into the budget sheet.
- For multi-year requests, clarify what happens each year.

- In the written requests include what would happen if the request doesn't receive funding. How would the program be impacted?
- Add alternative funding disclosure to the form to see if other funding sources were requested.
- Can we more efficiently move a request from one funding source to another? If it doesn't work for a capital request, does it work for another request? Alternative funding sources: budget, TVEP, federal earmarks, charitable foundation requests, reallocations of internal funding.
- Encourage Deans to think strategically and a year + out.
- Clarification on who within this group does what.
- Review of the criteria and scoring sheet.
- Track requests and report back out to the public on the outcomes of the requests.
- For requests that were rejected, report back to the requester on why it was rejected
- Can we use the Capital Process as a template for how we run this process?
- On the CPAB website have a link to the form and information.
  - An informational webpage that covers all funding options and links the user to the funding sources.
- Review flow of review/approvals

**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