

**UAA Administrative Review Questionnaire – Spring 2020**  
**Alaska Airlines Center Auxiliary, Bookstore, General Support Services, Parking Services**

**What are the core functions of your unit that are funded in Fund 1 (i.e. Fund 104110)? (Bullet point list is preferred. No more than one-page, please.)**

**Alaska Airlines Center**

Core functions utilizing fund 1 (GF) at the AAC are Operations and Maintenance:

- Custodial services
- Security
- Facilities manages AAC utilities and repairs

All other core functions are funded through auxiliary earned revenue, to include:

- Providing office space for Athletics Department, Bookstore, and Spectra
- Hosting ASAA High School sports, AFC Fights, concerts, and other community-based events

**Bookstore**

The Bookstore is a self-supporting auxiliary that does not receive any general fund state appropriation. The primary functions are:

Timely and accurate ordering, receipt, and display of course materials for classroom use

Coordinating with and advising academic departments on course material adoptions with the goal of keeping materials accessible and affordable

Creating and implementing new programs designed to make course materials more affordable and accessible such as

- Textbook rental program
- Day One Digital inclusive access program
- Digital course material expansion
- Offering student account charging

Managing the receipt and distribution of course materials for specialty programs such as UAA Athletes and ASD Middle College Students

Retail sales of a range of merchandise to support the academic needs of students as well as engendering a sense of pride

Supporting Commencement during both spring and fall semesters

- Hosting two Grad Fairs to provide one stop shopping for our graduating students
- Facilitating regalia rental program for faculty participating in Commencement
- Retail sales of caps, gowns, tassels, hoods and diploma frames

Supporting departments across campus by offering mobile retail sales for athletic events such as hockey at the Seawolf Sports Complex and general books sales during the annual

### **General Support Services**

General Support Services (GSS) is a highly cross functional team that includes Mailroom/Central Receiving, Surplus and Relocation/Property, Recycling, Copy and Print Center. Funding is a hybrid model within the various functions. Mailroom/Central Receiving and Surplus and Relocation funding is centralized in one org for GF purposes. Approximately 70% GF, with the balance of funds coming from surplus sales, electronics and metal recycling, relocations, and the Postal Recharge

Core functions include:

Mailroom/Central Receiving (GF + Recharge) *Also includes a postal recharge component for creation of revenues to supplement general fund allocation.*

- Incoming and outgoing mail services, including intercampus mail
- Central receiving location/loading dock
- Fed Ex and UPS express mail services and freight services

Surplus and Relocation/Property Management (GF + revenue through sales) *Also includes revenue generation related to Surplus property sales to supplement GF.*

- Pickup and delivery of surplus property items from departments
- Disposal of authorized surplus items through recycling or landfill
- Public surplus sales and coordination and support of sales through auction or other approved methods
- Small moves of offices, labs, or equipment with the Anchorage area
- Delivery of larger shipments to departments that are received at Central Receiving, cross-trained for Mailroom team during absences and/or times of increased workload
- GSS Director has delegated authority from UA Procurement to authorize most sales methods, property destruction, and donations for UAA units, ensuring compliance with UA Statewide Property requirements
- UAA Campus Property Coordinator (included as part of GSS Fiscal Manager responsibilities)



## Alaska Airlines Center

Students relying on a UAA athletic scholarship would not be able to attend

The AAC provides multiple opportunities for students, staff, faculty, and the public to come together and support young athletes, UAA, and the community through sporting events, community events, and University events such as Commencement

environment for events at the AAC

The AAC has worked hard over the last five years to build a reputation as a premier arena.

- Exposure to outside promoters from the concerts delivered, ESPN televised games held this past fall, and local relationships that have been formed have all been beneficial to UAA
- Without Funl fall, and local relo UAA

- o Lack of strong stewardship of university property resources through risk of external support
- o Loss of use of Dell Asset Recovery program . allows for use of Dell credits for recycling of computers, monitors, small electronics , those electronics for recycling that are not covered by the program
- o Takes away valuable resources (time and staff) that could be better focu(are)(urces )6(()-3(t)-4(i)15(m

## **General Support Services**

### Mailroom/Central Receiving

- Quarterly mail counts and inventory approximate an average of 300,000 pieces of USPS and interdepartmental mail; 2,000 pieces of express mail (FedEx, UPS), and 25,000 units of stamps and other commodities/services are processed annually through the UAA Mailroom

### Surplus and Relocation

- Recently started tracking items taken for reuse by departments through a manual document filled out by authorized departmental users
  - More than 100 individual property items have been repurposed from Surplus to UAA departments from Fall 2019 to present date.
  - This number does not include items that may have been directly moved from one department to another, only those that went through the warehouse
  - Does not include computers as UAA ITS has been handling reallocation of computers to departments this year in order to ensure Win 10 conversion
- Jobs and time have been tracked on an online calendar that reflects on average approximately 6-8 departments/week that use this function for pick up or delivery of surplus items or for small relocations/furniture moves

### Recycling

- Survey conducted for an FY16 assessment of this function showed 90% of respondents believed this function is an important service to campus
- Recycling program processes approximately 200,000 pounds per year . 100 tons of materials diverted annually from dumpsters through recycling
- More than 1,000,000 pounds of materials have been recycled and diverted from the landfill as a result of this function to date

## **Parking Services**

The transportation fee is assessed to each student registered for 3+ credits on the main campus. Enrollment is the determining factor for amount of fee received by Parking Services.

Ridership data is tracked independently for each of the 3 transportation programs this fee helps to fund. Transportation fee dollars fund approximately 35%-40% of transportation



Brought custodial service in-house, saving money and increasing ownership of the results

Changed ATM vendors for more reliable and responsive service

Reduced contracted management company staff

### **Bookstore**

No response included . No GF allocation or fee revenues.

### **General Support Services**

Mailroom/Central Receiving

- Package tracking system implemented in FY20 has





Anchorage Municipal Code, Title XXI which references total parking spaces required per square foot of usable building space

ADA guidelines under Federal Law for accessible parking spaces and allocation per building

- 6) **Potential cuts: Please describe any function reductions or eliminations that are feasible without significantly**

on-campus service. Overall r