

TO: Keni Campbell, Assistant to the Chancellor
Karen Schmitt, Dean of the School of Arts and Sciences
Deb Lo, Dean of the School of Education
Tom Dienst, Director of Business Services
Roxy Felkl, Director of Budget

CC: Priscilla Schulte, Ketchikan Campus Director
Paula Martin, Sitka Campus Director
UAS Executive Cabinet

FROM: Michael Ciri 
UAS Vice Chancellor of Administrative Services

DATE: March 22, 2016

RE: Travel Hub Working Group

The purpose of the memo is to charge a team to explore how the UAS Juneau Campus might achieve greater administrative efficiency by implementing travel hubs. Given the financial pressures facing the institution and the need to explore non-instructional reduction opportunities wherever we can, it is imperative that this work be completed quickly. It is requested that the campus directors respond via email by the end of this week and that the Juneau work team provide their recommendations by April 15th.

The creation of such hubs has been discussed at the UAS SPBAC and has come up at the other universities as well as through the Statewide Transformation process. Subsequent to the last SPBAC meeting, the Chancellor charged administrative services with conducting an analysis of UAS travel to determine this would be viable. A report was presented to the Executive Cabinet and is attached to this memo.

The consensus of the Executive Cabinet was that travel hubs should be pursued. In light of this, the Executive Cabinet directs that:

- 1) The Campus Directors re-confirm what the planned direction is for their campuses. Based on past data, it appears that Ketchikan and Sitka they have well established hubs and that this practice is planned for the future, but this should be confirmed.
- 2) A small work-team explore the possible configurations for travel hubs in Juneau with the intent of implementing them as early as possible. To that end, Keni Campbell has been directed to lead this effort and has already reached out to schedule meetings.

In addressing the second point, it is understood that there are interconnections which will likely cause the discussion to expand beyond travel. For example, if one unit assumes a greater workload taking on the travel hub role, some shifting of responsibilities may need to occur to accommodate this. To the extent that this leads to efficiencies in areas outside of travel, this would be welcome. The Executive Cabinet is prepared to expand the membership of the team or form new teams should that be needed.

Thank you all for your participation in this important effort.