

KELLIE FRITZE

With 20 years' experience in a multi-faceted facilities organization, I have proven abilities in leading and motivating diverse groups working towards a common goal, in addition to prioritizing and re-allocating multi-million-dollar budgets through extreme organizational changes and budget uncertainties.

CORE COMPETENCIES

- Experienced leader with strong strategic planning background
- Expert at budget management and long-range facilities planning
- Demonstrated capacity building effective teams and collaborative efforts
- Experienced with collective bargaining agreements, able to interpret and provide guidance
- In-depth expertise with capital budgets, including the budgeting and appropriations process for construction and deferred maintenance projects
- Effective leadership and coaching of staff, supporting varying skills and backgrounds
- Knowledge of asset management and procurement, along with related statutes, policies and regulations
- Trained mediator, with demonstrated skills in negotiation and communication
- Unwavering commitment to higher education and life-long learning

PROFESSIONAL EXPERIENCE

University of Alaska Fairbanks (UAF) – Facilities Services

Fairbanks, Alaska

2021 – present	Associate Vice Chancellor
2011 – 2021	Director / Executive Officer , Finance and Business Services
2010 – 2011	Fiscal Officer , Design and Construction
2007 – 2010	Associate Director , Administration and Real Estate Management
2000 – 2004	Real Estate Manager , Real Estate Management

Leadership and Organizational Planning

- Lead the executive team that manages Facilities Services and sets overall goals, budget, and strategic planning efforts in order to provide exceptional service to the UAF campus and community, and in support of UAF's mission, master plan, and strategic and academic plans.
- Serve as backup for the vice chancellor of administrative services during absences.
- Coordinate and communicate with Facilities Services staff, UAF departments, and across the UA System in regards to facilities-related issues. Serve on UA/UAF committees and task forces.
- Provide management direction and support for the planning and funding aspects of UAF's Capital Improvement Plan including the budgeting and appropriations process.
- Provide management direction and support for the acquisition, disposal, negotiation, and legal documentation associated with UAF's real property.

Budget Management

- Provide strategic and long-range financial planning for all divisions within Facilities Services, with a combined annual operating budget of \$60 million and an average capital budget of \$30 million.
- Overall development and monitoring of budgets consisting of recharge, general, and auxiliary funds, and development of recharge center rates for all Facilities Services' units, with a current focus on variable funding streams and monetization of facilities through established and new business lines.
- Direct systems analysis and reporting, research and studies; make decisions and recommend solutions to meet the administration's needs and requirements; disseminate complex reports, financial models, and white papers to varied audiences.

Workforce Management

- Operational management, support and supervision of represented and non-represented staff within Facilities Services: campus mail center, central receiving and surplus property, customer service center, custodial services, design and construction, human resources, facilities information systems, facilities maintenance and operations, north campus management, real estate management, transportation services, utilities, and warehouse and procurement shared services.
- Maximize team knowledge and productivity through effective training, monitoring and directing staff in best practices and regulatory requirements.

Technical Skills

- Managed UAF's real estate portfolio including leases, memorandum of agreements, and facilities use agreements; enforced terms of real estate contracts, complying with federal and state laws and regulations, university policies, codes, and safety regulations.
- Negotiated and managed professional services and construction contracts within leased spaces.
- Managed the capital improvement plan process for the associate vice chancellor, worked with project managers on developing written project scopes and allocating budgets. Collaborated with UA staff on improving processes.
- Developed rural campus deferred maintenance plans, successfully energizing a cooperative funding stream and collaboration between FS and the College of Rural and Community Development.
- Delegated signature authority in multiple areas (historical list): unlimited procurement authority for construction, including architecture, engineering, land surveying and related consulting services; acquisition of leased spaces; unlimited authority approving invoice payments.

Fairbanks North Star Borough (FNSB) – Assessing

Fairbanks, Alaska

2004 – 2007

Real Estate Appraiser

- Prepared and presented property value defense cases before the FNSB Board of Equalization
- Performed on-site inspection of real property to determine building specifications, dimensions, code issues, and quality of workmanship and materials
- Analyzed, assembled, and correlated all available information to arrive at a predicated fair market value of each subject property

EDUCATION

2014 University of Alaska Fairbanks, Master of Business Administration

2011 University of Alaska Fairbanks, Bachelor of Arts in Communication with a focus on Organization Communication, and a minor in Business Administration

LEADERSHIP AND ENGAGEMENT

UA/UAF Committees and Task Forces

Current: Chancellor's Cabinet, Clery Compliance Committee, North Campus Subcommittee

Past: Accreditation Committee, Budget Options Task Force, Business Continuity Team (pandemic response), Financial Services Advisory Group, Master Planning Committee, Shared Services Task Force, Strategic Pathways Land Management Team, Planning & Budget Committee

Leadership and Professional Training

Association of Physical Plant Administrators (APPA): Graduate, Institute of Facilities Management

Catalyst for Nonprofit Excellence: Leadership training for senior leaders in the non-profit sector

Senior Leader Leadership Transition Program, HumanLink/Leadership Pipeline Institute

Western Association of College and University Business Officers (WACUBO): Graduate, Business Managers' Institute