**DRAFT**
CALIFORNIA STATE UNIVERSITY, EAST BAY COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
Minutes of the Meeting of 2016 Apr 27

Members Present: Nancy Mangold (CBE, COBRA Chair), Tom Bickley (Library), Monique Cornelius (Budget, Presidential Appointee), Paul Carpenter (Kinesiology), Julie Glass (CSCI), Jiansheng Guo (CLASS), Audrey Katzman (Academic Affairs, Presidential Appointee), Glen Taylor (CBE), Claudia Uhde-Stone (Biological Sciences)

Members Absent: Lonny Brooks (Communication)

Guests: Lori Erdman (Special Projects Director), Lindsay McCrea (Associate Director of Semester Conversion), Mark Robinson (Assistant to the Academic Senate Coordinator)

1. Approval of the agenda
MSP Taylor, Bickley

2. Approval of 2016Mar13 minutes
MSP Taylor, Carpenter

3. Reports

Report of the Chair
Mangold summarized that she recently gave two reports to ExCom:
- 15-16 COBRA 3 (Executive Summary of the University Revenue and Expense Summary by Fund Group – Year End June 30, 2015)
- 15-16 COBRA 4 (Executive Summary of the University Revenue and Expense Summary by Fund Group – 2015-16 Mid-Year Report)

These reports will be presented to the Academic Senate as informational item. ExCom was particularly interested in the upcoming report on Academic Affairs funds. Mangold will write this report and e-mail to COBRA members for approval. The report will need to get to ExCom by May 10th or 24th in order to move to the Academic Senate.

4. Business Items:
a. Student Affairs Office budget presentation (VP of Student Affairs, Julie Wong)

Julie Wong started her report with a true story about a CSUEB student working 2 jobs, not doing well in her program, and close to quitting. The story underlined why Student Affairs are important.

Recent Hackathon was done to explain who the Division of Student Affairs are and why they exist.

Consensus was reached that Student Affairs are there to transform lives.

Battle cry: connect (to the campus), engage, transform

Mission statement: work with University partners to guide students; seek collaboration of faculty.

There is a need to improve communication to students and faculty. Quarterly newsletters, annual reports, and pocket guide for faculty with key phone numbers to inform and communicate.
Some informational one-pagers were developed, these include: Health services, Counseling, Accessibility, Recreation & Wellness, Student Conduct, CARE (management-database program to connect the dots), Athletics, EOP, GANAS, Renaissance Scholars, Excel, SSOS, Veteran services, Financial Aid, Office of Prospective Student Services, Student Life (Clubs, Organizations, Orientation, Family Involvement, Diversity, Housing).

Questions
Mangold asked for the amount of money that funds the Excel program per year; Wong will find out
Glass asks if the phone numbers provided are “secret” for faculty, because in her experience it can be difficult to get through.
Wong: These are numbers for faculty; you should hear back within 24 hours, otherwise contact me. Glass recommends to note this on the one-pager; otherwise faculty may give these phone numbers to students
Taylor: Any discussion about buying/building housing?
Wong: Yes, we have plans, but are waiting for approval from City of Hayward
Taylor: What about outside of campus?
Wong: Preferred choice is to build on own land
Mangold: How many units?
Wong: Not enough to meet demands

Budget (2014-15)
Students pay fees, fees come with rules how the money has to be used
Mangold: Do housing and parking create revenue or are they self-sufficient?
Wong: We do get some revenue to save for renovation and new building projects.
Wong goes over a table and pie chart showing the 2014-15 budget.

b. Discussion of budget challenges within divisions (VP of Administration & Finance, Debbie Chaw)
Chaw explains the organization of the Administration & Finance Division:
- VP Administration & Finance
- AF Special Projects
- Financial Services
- Risk Management & Internal Control
- Facilities
- Human Resources
- University Department

Then Chaw goes over:
- CSUEB approved 2015-16 operating budget-$197 Mio
- CSUEB approved 2015-16 distribution of funds-$195 Mio
- A&F 2015-16 division base allocation -$18.7 Mio
- A&F 2014-15 expenses by department
- A&F 2014-15 expenses by category
- A&F Budget allocation process

Questions
Mangold: is it possible to look at benefits separately?
Cornelius: Yes, I will get this to you.
Taylor: Who makes allocations e.g. within facilities? Who decides?
Chaw: Some things just have to be done, such as street repair, seismic improvements. Because of change of politics, we need to come up with 10% of a bond.
Taylor: Is Classroom Renovation considered a capital project; who decides?
Chaw: Vice president and Interim Provost give lists, share with President, discuss, and agree where to spend funds on.
Carpenter notes that classroom renovation is separate from ongoing renovations.
Chaw: In regard to expenses, we help each other out within division (roll-over within unit); e.g. police overtime.
Taylor: Does summer self-support interfere with flow of money?
Chaw: Most campuses have self-support in summer, because there is no state-support during summer. There is some discussion to give some state-wide support to get students out faster.
Glass: Why are student fees in summer lower, but revenue higher? Is it because not the whole University is operating?
Guo: 21% operating expenses seem high
Chaw: Facilities need to buy things, new chairs, painting walls…
Cornelius: Largest piece of operating is facilities (supplies etc.)
Mangold: Any large challenges coming up?
Chaw: So many needs, referred maintenance, semester conversion costs, CFA salary agreement. 1% is not funded; money needs to be found to cover this (allocated budget didn’t include the extra salary increase).
Need to balance according to biggest needs.

5. Adjournment
MSP Carpenter, Bickley

Respectfully submitted,
Claudia Uhde-Stone
2016, Apr 27