CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
APPROVED MINUTES

Minutes Subject to Approval
5/3/13

Members Present:
Gilberto Arriaza, Monique Cornelius (Presidential Appointee), Jim Mitchell, Carol Reese (Presidential Appointee), Paulina Van, Meileng Wu (Chair), Helen Zong

Members Absent:
Ching-Lih Jan, Pat Jennings, Gary McBride, Aline Soules, Erica Wildly

Guest(s): Jagdish Agrawal, Brian Cook, Brad Wells, Endre Branstad, Sophie Rollins

1. Approval of the Agenda:
   Moved/Second: Helen; Jim
   Approved

2. Approval of the minutes of 4/19/13
   Moved/Second: Jim; Carol
   Approved

   Approval of the minutes of 3/1/13
   Moved/Second: Paulina, Helen
   Approved with revisions.
   - New Business: Brad Wells Visit: Add a Note: This is a summarization of the discussions and not exact conversation and response to questions.
   - Remove comments regarding Equity Bargaining Agreement. These comments do not properly reflect the entire conversation/response to the question.

3. Report of the Chair
   a. Meiling thanked Brad Wells for returning to present a Standard Financial Report including all funding sources.
   b. Meiling informed the Committee that Provost Houpis will visit COBRA on Friday, May 17, 2013. She would like to submit questions to Provost Houpis prior to the May 17th visit.
   c. Meiling discussed and shared information regarding policy information for ORSP. Meiling suggested that the policy information available for members to view. She also suggests that this discussion continue as a task for Cobra next year.

4. Report of Presidential Appointees
   -Reports were tabled following the presentation.

5. Report of Subcommittees
   -Jim had no new information to report. Jim stated that there will be no more meetings for the remaining of this fiscal year.
6. Old Business:
   a. Discussion to create framework for policy on cost-recovery fund distribution.
      -This was not discussed and should be added to the next agenda.
   b. Visit from Brad Wells

      Note: The following is a summary of the discussions during this presentation. This does not represent the exact questions and answers of all conversations.

      Brad presented a standard reporting package that was requested from his visit on 3/1/13. Brad explained that this reporting tool is a model and proposed draft for COBRA to review. Below I have noted major points in the presentation, questions and requested changes.

      • The report model included Revenue and Expense Summary by Fund Group and Revenue and Expense Summary by Organization.
      • The Revenue and Expense Summary by Fund Group summarizes all expenses and all funds.
      • Brad explained the details of the entire report. This includes Sources, Uses, Transfers, and Adjustments. The report also included the Operating fund and all other sources of funding. (Housing, Parking, Continuing Education, University Union, Trust and Lottery).

      • Note 1: The committee requested that report note that Sources/Revenue are represented in brackets.

      • Note 2: The committee requested that the report note and explain Expenditure and Revenue Adjustments. Brad agreed to note this and to give an example.

      • Brad explained the report represented all revenue and expenses from July 1, 2012 thru March 31, 2013.

      • Note 3: The committee requested that report title reflect “Year to Date” in the title.

      • Brad explained and answered specific questions within the various account types.

      Upon completion of the presentation of the Revenue and Expense Summary by Fund Group the committee made the following comments and requests.

      • The committee discussed the best time for COBRA to send to the Academic Senate.

      • The committee discussed how this report compares historically. The committee discussed the need to see prior years to compare and to see a trend.

      • A question arose regarding monies and funding within ORSP and the Foundation. Brad suggested that he visit at a later date with Darrell Haydon and Sean Williams who could provide more detailed operational knowledge regarding questions within ORSP and the Foundation.

      • The committee requested clarity on Cost Recovery. Brad expressed that there is general confusion with the language used to describe cost recovery. He explained there is a difference between a) cost recovery we are required to submit to auditors identifying how the University is reimbursed by self-support programs and b) self support within DCIE where income is distributed from CERF. The committee agreed to ask Provost Houpis this question.

      • The committee expressed their overall acceptance of the Revenue and Expense Summary by Fund Group. Meiling suggested Brad come back at a later date to present the report by Organization/Departments.
• Brad agreed to revise the Revenue and Expense Summary by Fund Group with the several notes listed above. Bard agreed to also include the different fund group explanations and bring another draft to COBRA.

Motion: To accept the Revenue and Expense Summary by Fund Group with the addition of the mentioned notes and explanations.
Moved: Helen, Jim
Approved

Motion: To have the COBRA committee next year determine how often the Revenue and Expense Summary by Fund Group should be provided and the number of years to compare for history.
Moved: Paulina, Helen
Approved

7. New Business:
   a. Rules of spending discussion; draft a formal request to foundation.
      This was tabled to the next COBRA meeting
   b. Questions for 5/17/13 visit from Provost Houpis (questions will be sent to committee members for approval before submitting to Provost).
      1. There is a general misunderstanding of the term "cost recovery" as it relates to Administration and Finance and DCIE.
         a. Please describe cost recovery as it applies to DCIE?
         b. What is the policy for cost recovery between DCIE, Academic Affairs, the Colleges and Departments?
      2. Is there a budget for Academic Affairs for the 2013-14 fiscal year?
      3. What is the current model being used to fund the Colleges in Academic Affairs? Will this model be used for the 2013-14 fiscal year?
      4. Please describe the policy for release time for Graduate Coordinator, New Hired Faculty, and departments undergoing 5 year review?
         a. Is the policy memorialized and enforced?
         b. Do you see the policy and procedures continuing this way in the future?
      5. What is your financial strategy for Academic Affairs over the next 5 years?
      6. What is the policy and model used for WTU for online courses?

Report Presidential Appointee:
Carol Reese- Carol reminded the committee that she is resigning. She reported that the search for her replacement is still underway. Her last day is fast approaching and there may not be a replacement before she departs.

Motion:
Thank Brad Wells for all his efforts and for providing the all fund report.
Moved: Jim/Helen
Approved

Motion:
Thank Carol Reese for her contributions to Academic Affairs, COBRA and the entire faculty.
Moved: Paulina, Helen
Approved

8. Adjournment
   Moved: Helen/Gilberto
   Adjourned 11:10