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

Amended Minutes

Date: 2/12/14

Members Present: David Bowen (Science), Lonny J. Aui Brooks (CLASS), Dennis Chester (CLASS), Ching-Lih Jan (CBE), Audrey Katzman (Academic Affairs, Presidential Appointee), Nancy Mangold (CBE, COBRA Chair), Aline Soules (Library), Paulina Van (Science), Nancy White (CEAS)

Members Absent: Gilberto Arriaza (CEAS), Monique Cornelius (Budget, Presidential Appointee)

Guests: Endre Branstad (Academic Senate), Sophie Rollins (Academic Senate), Mitch Watnik (Academic Senate), Brad Wells (Administration and Finance)

1. Approval of the Agenda
   a. MS: Soules, Jan.

2. Approval of Minutes
   a. MS: Soules, Jan. Meeting minutes from 1/22/14 were approved.

3. Report of the Chair
   a. Mangold stated that the meeting today will be focused on the report to be presented by Brad Wells.

4. Report of the Presidential Appointee
   a. No report.

5. Report of the Subcommittees
   a. Soules emailed reports for the last two Instructional Technology Advisory Committee meetings.
      i. The Data Warehouse project (analyzing student data for retention, graduation, etc.) is stalled. CSUEB will stay with BlackBoard Analytics for analyzing student data, rather than moving to Oracle as about twelve other CSU campuses are doing. The Oracle product doesn't give us what we want and it would be complex to change. There is a rumor that the CSU may recommend or require a single system-wide product, but that's not happened yet.
      ii. The memo on cellular service was updated to clear up confusion between cellular and wireless - cellular is for mobile devices and wireless is for the wireless networks that we have around campus (access points that provide network connections to devices).
      iii. A wireless upgrade will be in place by the end of the academic year. Several improvements are planned: not having to log in every time we close our computers, expanded service indoors and outdoors. An analysis of traffic and busy hours is underway.
      iv. There are plans for a single site to host scholarship information. Still at the policy stages, the team will look for a software package to handle everything from donation through reporting post-award.
      v. There is also work on a unified calendaring system to replace various systems around campus. A steering committee is focused on the policy and a functional team is reviewing day to day tasks. A RFI is planned for information gathering.
      vi. The technology showcase is being held February 28 from 1-3 p.m.
vii. The Learning Management System Evaluation Subcommittee Membership is now complete and will be forwarded to ExCom for approval.

viii. Bridget Ford of History is engaged in a Promising Course Redesign grant for the required first year history course. Her concerns relate to both facilities and technology in the large classrooms in Meiklejohn Hall. There are multiple issues, e.g., wifi is only available in the back of the room, projection screens cannot be seen in the back of the room, and students contributing to class verbally cannot be heard throughout the room. The list goes on. IT will look into the IT issues.

ix. Soules was asked by Mitch Watnik, ITAC chair, to ask COBRA to address the facilities issue in Meiklejohn Hall raised by Bridget Ford of History. Soules requests that Ford be invited to a future COBRA meeting with a “time certain” to explain the issue in detail.

x. There was a demo of the new service ticketing system to be rolled out February 27 for issues with computers and instructional technology. It should streamline the process for everyone.

6. New Business
   a. Brad Wells presented the Revenue and Expenses Summary as of 12-31-13. The report covers the first six months of the fiscal year. The following items were discussed:
      i. Salaries and benefits remain at about 74% of total uses.
      ii. The report shows CSUEB is in good shape with revenues slightly ahead of expectations and expenses at the expected level.
      iii. Because we have had 6-7% more students than expected, annualized revenue projections are about 2% higher than budgeted. Projected revenue $79,700,000, budgeted revenue $78,000,000.
      iv. Due to significant FTE over-enrollment, penalties could reach one million dollars. Last year, we were slightly over-enrolled and paid penalties of $31,000.
      v. The danger of over-enrolling students without general fund appropriation is sending a message that we don’t need state assistance, and can function on student fees (which comprise 60% of the budgeted revenue).
      vi. Summer state-funded revenue and FTEs are counted as the first quarter in the fiscal year.
      vii. The report presented by Wells is at the division level. Academic Affairs handles the complex process of dispersing revenue to 13 colleges and programs. The Data Warehouse is available to get up-to-date information for revenue and expenses at the college and department level.
      viii. There were some name and number account changes in the Foundation. These changes were made so all money and accounts can be viewed in one place – the Data Warehouse.
      ix. In January and February, six month statements were sent out to departments with information about each of their accounts. The idea behind the statements was to make people aware of the money they have in accounts. Knowing the resources available will allow a reasonable amount of time to plan and spend the money earlier, and to avoid a backlog of purchase orders at the end of the fiscal year.
      x. The CSU is self-insured through the CSU Risk Management Authority. Our premium is 3.3 million annually. Litigation expenses are covered by the campus.
      xi. Funding has been allocated for replacement of the Library and Science building roofs, which will take place this summer. Lavatories in the Science Building will be worked on this summer for ADA compliance.
      xii. Hospitality – consumable supplies that are used in University business must be funded using appropriate resources. Meetings and activities for University employees only should not be funded through the operating fund.
      xiii. For facilities/labs built by University Extension, the preponderance of use must be for self-support instructional programs.
xiv. CSUEB is above average in the CSU system in terms of our growing revenue base with auxiliary enterprises like housing. Our net operating income covers expenses. 60% of our revenue is from tuition.

xv. We are below average in the CSU system in terms of some older facilities that are in need of refurbishment and attention that is needed for our infrastructure. There is a need for a more sophisticated mechanism for using money and accessing fund sources. There has been a significant growth in our endowment, but it is still weak considering our size.

xvi. Overall, CSUEB is in good, substantial health. We can continue to improve in many ways. We need to be aware of resources and use them in a planned, organized way. Our buying power can be leveraged by planning ahead, budgeting, and having an easy mechanism to use funds (one process).

xvii. Wells was invited to attend the next meeting to finish discussing his report and go over the Governor’s Budget.

7. Old Business: tabled for a future meeting
   a. Access to MOUs draft
   b. 13-14 COBRA 4: Consultation of Faculty on Building Development and Use

8. Adjournment
   a. The meeting was adjourned at approximately 3:55 p.m.