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

Approved Minutes

Date: 2/26/14

Members Present: David Bowen (Science), Lonny J. Aui Brooks (CLASS), Dennis Chester (CLASS),
Monique Cornelius (Budget, Presidential Appointee), Ardella Dailey (CEAS), Ching-Lih Jan (CBE), Nancy
Mangold (CBE, COBRA Chair), Paulina Van (Science), Nancy White (CEAS)

Members Absent: Audrey Katzman (Academic Affairs, Presidential Appointee), Aline Soules (Library),

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

1. Approval of the Agenda
   a. MS: Bowen, White.

2. Approval of Minutes
   a. MS: Jan, Bowen. Meeting minutes from 2/12/14 were approved.

3. Report of the Chair
   a. Mangold reported that 13-14 COBRA 2: COBRA Policies and Procedures for Committee
      Operation, and 13-14 COBRA 3: Executive Summary for 2012-13 University Revenue and
      Expense Summary by Fund Group were both approved by the Academic Senate. Positive
      comments were made about the executive summary being helpful and raising awareness about
      the state of the budget. There were questions about the next steps now that the budget report
      has been received. Mangold attended the Academic Senate meeting and reported that the next
      executive summary will include information about forecasting.
   b. There was a discussion about CSU system-wide averages for percentage of state assistance
      received. The average for state assistance in the CSU is 50%, with 72% being the highest and
      20% the lowest. Wells stated that although these differences are interesting, they are not
      consequential in the overall budget due to tuition discounting. Campuses with more need
      have more support from the state. The varying percentage of state assistance is equalized in
      the total budget. Gross student fees on the budget report are not correct as much of that total
      is never collected. Large amounts of the total represent discounted tuition. The net student
      fee numbers are more accurate. Wells will be invited to a future meeting to discuss tuition
      discounting in the CSU, which was about 124 million in 2012-13 if federal loans are included.

4. Report of the Presidential Appointee
   a. Cornelius introduced a new staff member in the Budget Office, Karla Cuero. Cornelius will
      relay more information at future meetings about the details from the 14-15 Budget from the
      Governor, which should be received soon.

5. Report of the Subcommittees
   a. Soules emailed a report for the last Instructional Technology Advisory Committee meeting.
      i. The Learning Management System Subcommittee has been populated and the names
         of the committee members will be forwarded to ExCom for approval.
      ii. There was a discussion about Windows 8 and MS Office pricing at the Bookstore,
         with multiple prices being provided for the same product. Essentially, it boils down to
         the fact that students do not have reduced prices for these two products (at least to the
         level that faculty and staff have) and that there isn't a clear place for them to go to find
         the correct prices. IT will work with one of the website developers to update the
Student Software page to list the prices and the places they can go to purchase the software.

iii. There was a review of the Technology Showcase that took place on Friday, Feb. 28. It went well and was well attended. There will be a forthcoming Faculty Development page that lists the tools that were discussed so that they can be shared with other faculty. There was also a motion put forth to seek a trial for VoiceThread, as well as a request for a quote for an institutional license.

iv. Integrating the library into BlackBoard was discussed. There is a tool called Xporter, developed by David Walker in the Chancellor's Office. It enables faculty to export library articles and import them into BlackBoard courses. There was a lot of interest in better integrating the library into BlackBoard and it would reduce the copyright issue we currently have where faculty illegally download articles in PDF form and upload them into BlackBoard.

v. Adobe's Creative Suite in the Cloud is now available. If anyone needs access to Adobe's Creative Suite collection of applications, please open up a help ticket through the new service ticketing system.

b. Bridget Ford from History has concerns about the condition of some classrooms in Meiklejohn Hall. She will be invited to a future meeting to discuss solutions to the problems, such as furniture, arrangement, audio-visual equipment, sound systems and screens. She will also be meeting with the AVP of Facilities, Jim Zavagno.

6. New Business

a. 13-14 COBRA: Consultation of Faculty on Building Development and Use was discussed. Concern about the action requested in the document was expressed. Full consultation would be a time-consuming process, extending perhaps over several years and involving detailed architectural plans. More general language was suggested, such as COBRA being informed and serving as a conduit of information for faculty. Watnik stated that COBRA could serve as the initial gateway of information and then appoint subcommittees to engage in more detailed consultation. Wells suggested inviting the AVP of Facilities, Jim Zavagno to a future meeting so he can explain the process involved in planning capital projects, which would be helpful prior to voting on this document.

b. Brad Wells continued with his explanation of 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. Continuing Education revenue is about $12 million and includes fees from courses and other fees such as consultation. Expenses remaining this fiscal year include the lab built at Concord.

ii. The Library is allocated money from the Provost, rather than being funded on a cost recovery basis. The budget covers work done by the Library on a gross basis, rather than net. Total operating costs are about $6.4 million, with a likely surplus at the end of the year.

iii. The revenue for Trust includes Federal and State financial aid, about 43 million. CSUEB disburses this money to students.

iv. Funds are disbursed periodically by the lottery, with between 800,000 to 1 million usually received on an annual basis. Lottery funding has not been received yet, but about 1.2 million will be received this fiscal year. Library acquisitions are one of the major expenditures. The Provost makes allocation decisions for this funding.

v. A new report with current year projections was introduced by Wells. Cornelius can go into more detail at the next meeting. The report will be posted on the COBRA website, in addition to the Revenue and Expenses summary as of 12-31-13. Total sources of revenue for this fiscal year were budgeted at 171.7 million, the revised total is 175.6. We will collect about 1.8 million more than budgeted in tuition fee revenue. A2E2 funds will exceed the 3.2 million budgeted, the revised figure is 3.5. Allocations for A2E2 have been revised from 3.2 to 3.7 million. The 51.7 million
budgeted for Academic Affairs has been revised to 73.8. The 170 million base budget for 2013-14 has been revised to 186.7. There is a deficit of 11 million in the revised budget, which is not necessarily bad. The deficit reflects money allocated in the previous year which was not spent, and rolled over to this fiscal year.

vi. The cost of 3 graduations for last year, graduate, undergraduate and Concord was $151,505. Parking accounted for $36,000 of the total.

vii. Wells will return to a future meeting for discussion of the 14-15 Budget.

c. Access to the MOUs draft was tabled for discussion at the next meeting.

7. Old Business: tabled for a future meeting
   a. Access to MOUs draft

8. Adjournment
   a. The meeting was adjourned at approximately 4:10 p.m.