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

Approved Minutes

Date 2-25-15

Members Present: Julie Glass (CSCI), Monique Cornelius (Budget, Presidential Appointee), Jiansheng Guo (CLASS), Nancy Mangold (CBE, COBRA Chair), Glen Taylor (CBE), Nancy White (CEAS), Saeid Motavalli, Lonny Brooks (CLASS)

Members Absent: Tom Bickley (Library) Audrey Katzman (Academic Affairs, Presidential Appointee), Mary Fortune (CEAS)

Guests: Sophie Rollins (Academic Senate), Brad Wells, Brian Cook, Balvinder Kumar, Jason Singley

1. Approval of the Agenda
   a. M/S White/Motavalli.

2. Approval of 2-11-15 Minutes with changes as stated below.
   Correction of minutes to reflect absent members on 2-11-15: Mary Fortune and Monique Cornelius.

3. Reports
   a. Report of the Chair
      i. Mangold informed COBRA that the 2014-15 Cobra 1 (2013-14 Financial Report) was on the agenda for the Academic Senate and was passed with a few requests. They would like more detail provided in the category “other”. Second, they would like to invite Brad Wells to ExCom directly. Third, they would like to see more write up from COBRA. Brad suggests that COBRA submit the entire written report includes notes he provided with to the Academic Senate which contains the written portion. Brad agreed to provide Nancy with the notes and Nancy agreed to forward the entire report with the written notes to the Academic Senate.
      ii. Mangold informed COBRA of the UPABC (University Planning, Assessment and Budget Committee) meeting. The 2015-16 budgets were presented at the meeting and Brad Wells or his designee will present the budget presentation at a later time.
      iii. Subcommittee on Classroom Upgrade master plan sent out a survey and encourages everyone to participate.
           Taylor and Guo gave a brief update on the Subcommittee meeting:
           They informed COBRA that they reviewed the working survey which is very short, discussed producing standards, got off to reasonable start, and have a schedule describing the various phases. They were excited about pictures that were provided, and heard the President is very committed to this change and supporting budget for this change. The survey requests opinions about 4 different types of classrooms, but the use of the classrooms needs to be defined. Nancy encourages everyone to complete the survey and encourage your colleagues to the complete the survey. The faculty input is very important.
   b. Report of Presidential Appointees
      Cornelius informed COBRA that the UPABC presentation that Brad Wells presented is located on the Budget Office website.
   c. Report of the Semester Conversion
      i. Jason Singley informed COBRA that he presented the Semester Conversion to Excom last week. He collected their feedback and is working on an implementation plan for department level budgets. He hopes within the next month departments can begin
developing their budgets. They are also working on developing a broader University Budget. Singley stated that the information and report that COBRA presented 2 years ago is sufficient at this time and he would come back to share the progress of the committee.

4. Business:
   a. University Extension financial discussion
      Brian Cook provided and discussed the 204-15 University Extension budget. Cook described the three funds: General Operating Extension fund, Early Start Program, and Summer Session. There are currently 13 special session programs and at least 1 program represented in all the 4 colleges. There are 30 certificate programs and about 5 online programs. The purpose of University Extension is to serve as an extension to the University and to serve colleges and students providing programs that are in need and are not available anywhere else. Cook discussed the cost recovery paid to the University. He explained the summer cost of instruction for summer was with the University. University extension charged $181 per unit and that cost was recovered by the University to run the institution during the summer. Wells explained that the forgone revenue is how the University funds the annual budget. Going forward we will continue to charge rent and overhead for instructional programs. That amount will continue to go up.

5. Adjournment: 4:08 p.m. M/S: White/Cornelius