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

Members Absent: Monique Cornelius (Budget, Presidential Appointee), Glen Taylor (CBE)

Guests: Debbie Chaw (VP of Administration and Finance), Darrell Haydon (AVP of Financial Services), Lindsay McCrea (Associate Director of Semester Conversion), Glen Perry (Assistant Vice President, Special Projects), Mark Robinson (Assistant to the Academic Senate Coordinator), Sophie Rollins (Academic Senate Coordinator)

1. Approval of the agenda, amended to include 4c
   MSP Glass, Carpenter

2. Approval of 2016Jan13 minutes, as amended
   MSP Glass, Brooks

3. Report of Semester Conversion (Lindsay McCrea)
   • Budget proposals to meet new GE or Grad requirements are currently reviewed; hope for funding by mid February.
   • Glen Perry will visit COBRA today to report on the draft budget for semester conversion.
   • Curriculog is now live, accepts proposal submissions. Submission of proposals can from now on only be done via Curriculog, not via paper format.
   • Find information on how to register on website; training is available.
   • Course proposal are fairly easy to submit, but program proposal are trickier. It may be a good idea to make private appointments to learn how to put program proposals into Curriculog, if needed.

4. Business Items
   a. 14-15 Financial Year presentation (Darrell Haydon, AVP of Financial Services, and Debbie Chaw, VP of Administration and Finance)

      Haydon:
      This report is to inform us before sending it to Excom.
      2014-15 year of some change for campus: we switched to self-support numbers.
      Operating fund: basically cost of running the school. Describes sources and uses. Beginning last fiscal year, for anybody newly hired, University has to pick up the full pension contribution; State is not contributing any longer.
      Lonne: what is the current State contribution?
      Haydon: about fifty-fifty
Mangold: Financial Aid is subtracted later on in the table, why not reporting the net value?
Haydon: this format is required by state.

Money can not be moved between categories; barriers between rows.
Money has been put aside to build equity for a while to finance housing and parking project.
Last year, we spent all revenues, and had to use some equity.
14-15 we eliminated tuition in Summer by moving to self-support: decrease in tuition revenue.
Some increase in salary and wages, in part because of increase in enrollment.

Comparison of operating funds, some fluctuations:
• bought out a solar project; that's mainly the increase in utilities
• new roofs added costs
• student assistants went up
• work study went down

Katzman: same expanses may be reported in different categories, makes for variation even if there is no real change.

Katzman: word needs to get out how to get work study students. We need to help students understand that they should apply for work study, but students need to be eligible.
Glass: does it have a negative impact on students’ financial aid?
Haydon: no negative impact; may reduce their need to borrow money.

2016/17 Budget Cycle begins again
Guo: can we expect a normal budget year?
Mangold: let’s defer this question to next meeting in 2 weeks, when we hear report of this year’s budget.

b. Semester Conversion Budget presentation (Glen Perry, Assistant Vice President, Special Projects, Semester Conversion Project/Technical Management)

Glen Perry presents the confidential projected cost summary-estimated budget.
Numbers can still fluctuate; tries to be as transparent as possible.
Tables of estimated conversion costs are not a budget, but a list of costs, broken into various categories.
Non-technical costs
• include academic and student affairs, and degree audits
  o Significant costs within non-technical costs are for advising; plan to hire additional advisers to help students with the conversion.

Technical costs
• Technical costs/ fit-gap assessment
  o Include high number for Consulting Cost for Conversion

• Technical costs/process improvement
  o Most activity in students finance.
Who will cover these costs?

- Technical conversion costs: most will be covered by Chancellor’s office
- Non-technical costs: Chancellor stated in the past that CSU may cover 75% of conversion, but this is not a confirmed number

Debbie Chaw: President will be meeting with Chancellor to negotiate the terms.

Discussion:
Glass: Faculty will do most of the student advising; is there a budget to support this?
Guo: funds are allocated for advising
Shaw: there is an advising sub-committee. Each college should have conversation how to handle the advising; discuss who will carry the burden, how will this be financed
Perry: focus on communication, start early, plan to ramp up as moving through process.
Glass: how will faculty deal with extra workload?
Katzman: release time, additional lecturer could be hired to release faculty.

c. Omission of a large classroom (AE285) in the COBRA 2 report regarding the classroom upgrade project
Mangold: summarizes Glen Taylor’s concern, expressed via e-mail. Taylor points out that the selected class rooms do not meet the recommendations of the COBRA committee to include a large class room (AE285).
Guo: lots of things have changed from earlier plan. The question is: why was the big room replaced?
Mangold: the main concern was that it can’t be finished on time
Katzman: Fall is our busiest quarter; unavailability of a large class room could cause big problems
Carpenter: we can mention that we have reservations about the change. We should document that.
Brooks: can we mention that we want to include large class room next year?
Glass: yes, we can put that language in.
Mangold: I will revise the report accordingly and will re-send to everybody

5. Adjournment
MSP Glass, Guo

Respectfully submitted,
Claudia Uhde-Stone
2016, Jan 27