**APPROVED**
CALIFORNIA STATE UNIVERSITY, EAST BAY COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
Minutes of the Meeting of 2017 Jan 25

Members Present: Nancy Mangold (CBE, COBRA Chair), Paul Carpenter (Kinesiology), Jiansheng Guo (CLASS), Will Johnson (Sociology & SS), Kim Shima (Accounting & Finance), Claudia Uhde-Stone (Biological Sciences), Shirley Yap (Math) Monique Cornelius (Budget, Presidential Appointee), Dana Edwards (University Libraries)

Members Absent: None

Guests: Debbie Chaw (Vice President & CFO, Administration & Finance), Lindsay McCrea (Associate Director of Semester Conversion), Mark Robinson (Assistant to the Academic Senate Coordinator), Sophie Rollins (Academic Senate Coordinator)

1. Approval of the agenda
   MSP Guo/Carpenter

2. Approval of 1/11/17 minutes
   MSP Kim/Guo

3. Reports
   a. Report of the Chair
      Nancy would like COBRA to complete the recommendation for the classroom renovation project for this year. Nancy completed a walk thru with Facilities to all the large classrooms and noted concerns. COBRA members received a sheet from Facilities of all 16 large classrooms with cost that range from $297,000 to $708,000. Facilities marked in red the recommended (4) classrooms in each building of Science, Arts and Education, Miekeljohn, and Robinson Hall. Nancy noted that the large classroom in Miekeljohn with capacity of 70 at ($708K) is more expensive then the large classroom in North Science with capacity of 75 at ($499K).

      Nancy recommended:
      1. COBRA consider at larger classrooms due to the issue of work load, and the need of larger classrooms in the future.
      2. COBRA consider the utilization of the classrooms so that highly utilized rooms are renovated first.
      3. Facilities consider small and medium classrooms that could be merged into larger classrooms.

      Next Steps:
      1. Send email to Ann in Facilities to schedule another walk-thru for COBRA members.
      2. Complete write up after the walk-thru and share the folder Facilities provided with pictures of each room.
      3. Nancy will go to EXCOM and report back what they would like to do in terms of the recommendation.
      4. By mid-February would like COBRA to vote and have formal write-up and recommendation.
b. **Report of the Presidential Appointee.**
Monique reported the Governor released the proposed budget for 2017-18. The budget is $186.5M short of the request of $343.7M. It includes $131.2M of general funding and $26M to support Middle Class Scholarship Program. The budget proposal did not mandate flat tuition, did not include enrollment growth, and the Board of Trustees are deliberating on tuition increase at the end of January.

c. **Report of Semester Conversion (Lindsay McCrea)**
Lindsay reported semester conversion is well and on schedule. The GE Subcommittee and Donna Wiley’s group are moving through course proposals for end of spring. The Provost has asked Lucero Wallace to run a schedule to identify specific data that will inform the Chairs on their work in creating a schedule for the semester.

There are discussions regarding bridge courses to help the student’s bridge between quarters to semesters to a timely graduation. Everyone is working through the process and deadlines. It is important that all information needs to be entered into PeopleSoft in a timely manner so the students can see the schedule and enroll in bridge courses.

Debbie Chaw informed COBRA that the she and the Provost are committed to the students and in discussions regarding ways to fund the bridge courses.

4. **Business Items**
a. **2015-16 Financial Review**
Debbie Chaw reviewed the 2015-16 Financial Review Presentation which included the actual sources of revenue and expenses for 2015-16. This included the Operating, Parking, Housing, University Extension, University Union and Trust funds. The designated and equity summary was reviewed along with a comparison of expenses from 2014-15 and 2015-16.

Debbie Chaw also mentioned the Governor’s January budget release. The budget is short $186.5M and the Board of Trustees intend to continue to advocate for more funding. There will be discussions regarding a 5% tuition increase. The campus should have draft budget in April 2017 and a final campus budget in September 2017.

5. **Motion to adjourn**
MSP Carpenter/Guo

Monique Cornelius
January 25, 2017