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

Members Absent: Dana Edwards (University Libraries), Will Johnson (Sociology & SS)

Guests: Don Sawyer (Interim Vice President, University Advancement), Fa’aalu Lealaimatafao (UA Operations and Budget), Kathleen Brady (AVP for Development), Mark Robinson (Assistant to the Academic Senate Coordinator), Sophie Rollins (Academic Senate Coordinator)

1. Approval of the Agenda
   MSP Guo/Carpenter

2. Approval of the February 22th Minutes
   Minutes approved with corrections.
   MSP Guo/Carpenter

3. Reports
   a. Report of the Chair
      Nancy attended the Academic Senate meeting with COBRA’s last two reports. There were lots of questions regarding the reports.
      1. The first discussion was regarding the overall budget report.
         • There many questions surrounding the Academic Affairs budget being only 30% of the University’s budget. The Academic Senators requested to see more data on the trend of faculty salary spending. Nancy mentioned the organizational unit changes and how that could affect the budget and that the Academic Affairs budget may not reflect all that goes into instruction.

         • Nancy spoke with and invited the Provost to come and present the Academic Affairs Division budget. Nancy also asked him about the Academic Affairs budget being only 30% of the University budget. The Provost indicated that CSU Eastbay is actually higher than other CSU’s by 1%. Nancy is hopeful he will share the CSU East Bay Academic Affairs budget in comparison to other CSU’s. He also reminded Nancy that other CSU’s may be structured differently. For example, ITS is under the Academic Affairs Division on many other campuses.

         • Nancy will let us know when the Provost will be available to present the Academic Affairs budget.

      2. The second discussion included the two Facilities Reports.
         • There was a lot of discussion regarding if ExCom will override COBRA’s role in terms of giving recommendations to Facilities and why ExCom would duplicate the work done by their subcommittee. ExCom was challenged regarding COBRA’s role as a subcommittee to ExCom
         • ExCom also questioned the cost to fix the 2 classrooms and expressed it was too expensive. Nancy explained that Facilities are the experts on the cost to renovate the classrooms and we depended on Facilities for that information. ExCom was challenged regarding saying the cost were too expensive.

      3. Ultimately the three reports were approved by the Academic Senate.

   b. Report of the Presidential Appointee
• Monique reported that the Board of Trustees voted and approved the tuition adjustment of approximately 5% for the CSU. The increase will be effective Fall 2017.
• We are still waiting to hear if CSU will provide permanent funding for compensation increases awarded over the past year (2016-17) and in coming year (2017-18) which are ongoing cost to the University.
• CSU will not be funding enrollment growth in 2017/18

c. Report of Semester Conversion (Nancy Mangold on behalf of Lindsay McCre)

Nancy gave the report of semester conversion on behalf of Lindsay McCre.
• The Semester Conversion Steering Committee meets this Friday from 12-2 in the Biella Room. They will review the charges of the subcommittees and funding for Academic year 2017-18.
• Several faculty development workshops are scheduled this quarter. Visit the semester conversion website for more information.
• They are also planning a meeting with CSULA and CSU Bakersfield here at Eastbay in late May and early June for the purpose of hearing how semester conversion has gone for them.
• There will also be an open meeting discussion which will be advertised once details are finalized.

4. Business Items:
   a. Capital Campaign and University Advancement Budget 2425

Nancy thanked and welcomed University Advancement for taking the time to come to present their budget and Capital Campaign to COBRA. Don Sawyer is currently serving as Interim Vice President for University Advancement as they work with a search firm to complete the recruitment for a new Vice President. Nancy reminded COBRA that Don Sawyer was one of the original COBRA members along with Nancy Mangold and Dana Edwards.

Don introduced Fa’aalu Lealaimatafao who leads Advancement Services and Operations and Kathleen Brady who is the AVP for Development and began the University Advancement presentation. The presentation included an overview of University Advancement’s Responsibilities, the FY 2016-17 Base Budget, and a Comprehensive Campaign Update.
• University Advancement Responsibilities - Don presented the overview. University Advancement main areas of responsibility include: Communications, Alumni and Constituent Engagement, Development, and Advancement Services and Operations.
• University Advancement Bas Budget - The base budget for University Advancement is 1.5% of the University’s budget at $2.98M. By department the breakdown of the University Advancement budget is as follows: Advancement services 11%, Communications and Marketing 30%, Development 30%, Alumni and Constituent Engagement 16%, and University Advancement Administrative Office 13%.
  o Don confirmed that Donor funds are managed by the Division.
  o The challenges he sees are with the Development area. Development currently has 5 filled positions with 2 vacancies. There is concern that additional resources are needed in the Development area which is where the return to the University resides. We are aware that Development has huge impact on the university and
  o Don recognized that the other areas of University Advancement are doing great work and have excellent and professional staff.
• The Campaign Progress to Goal - Currently 61% of the $60M goal has been raised. There is 39% left to raise within 27 months.
• Restricted vs. Unrestricted Donations – Restricted Donations are gifts restricted by the donor for a specific purpose and Unrestricted Donations are gifts without any restrictions. Currently restricted gifts make up 97% of the donations. An example of an unrestricted gift would be those donations made to specific departments for unrestricted use within that department.
• Campaign Themes – the Campaign Themes include People, Place, and Purpose. Examples are as follows: PEOPLE: Our students and Our Faculty. (Scholarships, Project HOPE, Endowed Chairs, and Faculty Development. PLACE: Exercise Science Lab, Hospitality Demonstration Lab, Concord Campus, Applied Science and Learning Building. PURPOSE: Hayward Promise Neighborhood, Financial Literacy Center, and Community Counseling Clinic.
• **Total Raised per Campaign Theme** - COBRA requested a breakdown and details of the Total Raised per Campaign Theme. Nancy confirmed this information would be helpful for the different colleges. Nancy thanked Don Sawyer and his University Advancement Colleagues for coming to present to COBRA and wished them well on the campaign.

Nancy discussed the invitations for the Vice Presidents to present their Division budgets. Nancy suggested having all division’s come to present on April 26th and would split the time 3 ways.

Monique will complete the Summary for the Mid-year report and get that to Nancy for review.

5. **Adjournment**
   MSP Cornelius/Guo