CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
APPROVED Minutes of the Meeting of
March 28, 2018

Members Present: Monique Cornelius (University Budget Officer, Presidential Appointee), Liz Ginno (University Libraries), Rafael Hernandez (Interim Associate Provost for Academic Resources & Planning, Presidential Appointee), Nancy Mangold (Chair, Accounting & Finance, COBRA Chair), Kim Shima (Accounting & Finance)

Members Absent: Paul Carpenter (Kinesiology), Jiansheng Guo (Human Development), Will Johnson (Sociology & SS), ZaNean McClain (Kinesiology), Shirley Yap (Mathematics)

Guests: Brian Cook (AVP, University Extension), Lindsay McCrea (Associate Director, Semester Conversion), Jennifer Toor (Director, Fiscal Services, University Extension)

1. Approval of the agenda
   M/S/P (Shima/Cornelius) - Official notes begun at 2:45 pm

2. Approval of the minutes of 2/28/18
   Referred to next meeting.

3. Reports
   a. Report of the Chair
      17-18 COBRA-3 was discussed and approved at the March 6th Senate meeting.
   b. Report of the Presidential Appointee
      Noted that the schedule for fall was being reviewed for what revisions will need to be made as the deans were given their budget as there were a lot of scheduling issues.
      Nancy noted that she invited the Provost to attend an upcoming COBRA meeting to discuss ongoing semester budgeting issues.
   c. Report of Semester Conversion
      $2.7M has been allocated to the Colleges and will be part of next year’s budget. Not all programs have worked with Wendy Chen on their Degree Audit Reports (deadline is April 16). Schedules and registration will be negatively impacted as students will need to do manual registration if courses are not in the catalog (approximately 2,500-3,000 students).
      Faculty Development has scheduled workshops in April for folks to learn more about working with semesters. To register, go through BaySync (https://orgsync.com/166960/chapter).
Issues have surfaced over the 10 year calendar that was not sent to the CO for approval. The CO has asked that certain dates be revised due to conflicts with contracts.

No classes will be offered during the January 2019 intercession.

The Co-Curricular and Student Support Committee is working on setting up a review process regarding the use of the University Hours.

Rafael noted that the first review of semester course scheduling is not going well. Deans have been informed that the different units and numbers of rooms are not mapping well. The changes in the way departments have scheduled their classes for semesters (a mix of different unit bearing classes, times offered/week, decrease in online offerings), means that there are not enough rooms to fit their schedules at the Hayward Campus.

d. Report of Academic Affairs Budget Advisory Committee

No report.

e. Report of ITAC

No report.

4. Business Item:

a. University Extension Budget and budget issues

Brian and Jennifer presented their biannual budget report. Units within UE support FTE recruitment efforts at CSUEB: American Language Program (ALP), Center for International Education (CIE), Office of International Admissions, Continuing Education, Concord Campus, Oakland Center, Summer Sessions, as well as 12 Special Session Programs in partnership with CSUEB academic departments.

After reviewing the numbers, the Committee asked specifically about the Cost Recovery amount as UE projects a loss of $1.763M loss for 2017. When CSUEB converted summer classes to self-support in 2014, UE was charged by headcount and their Cost Recovery amount jumped from $1.032M (or 5.8%) in 2013 to $6.990M (or 27.7%) in 2014. For each subsequent year, this amount has hovered at between $9M and $10M. One issue is that with many of the services that UE pays for not reflected in, or deducted from, the Cost Recovery amount, UE will not be able to sustain the required six month reserves (per Executive Order 1000). Discussion ensued regarding the necessary restraints on the University and UE regarding addressing this issue as well as what efforts are being planned for meliorating the projected shortfall. Brian and Jennifer are working on a 5-year budget projection model to discuss with Academic Affairs.

5. Adjournment

M/S/P Cornelius/Ginno at 4:01 pm.