CALIFORNIA STATE UNIVERSITY, EAST BAY
Committee on Budget and Resource Allocation (COBRA)

APPROVED Minutes of the meeting of April 25, 2018, SF 329

Present: Nancy Mangold (Chair, Accounting & Finance),
Paul Carpenter (Kinesiology),
Jiansheng Guo (Human Deve. & WOST, minute-taking for this meeting),
Rafael Hernandez (Interim Associate Provost, Presidential Appointee),
ZaNean McClain (Kinesiology)
Kim Shima (Accounting & Finance),
Shirley Yap (Mathematics) (attending via Conference Call)

Apologies: Monique Cornelius (University Budget Director, Presidential Appointee)
Liz Ginno (University Libraries)
Will Johnson (Sociology),
Kim Shima (Accounting & Finance)

Visitors: Lindsay McCrea (Nursing, Associate Director of Semester Conversion)

Meeting convened at 2:15 pm, SF 329

1. Approval of the Agenda
   PC/ZM Unanimous

2. Approval of 4/11/2018 draft meeting minutes
   PC/NM ECL amount should be changed to 1.1 Million
   Unanimous, as amended

3. Reports
   a) Report of the Chair (NM)
      • No new budget report scheduled for current meeting, so as to focus on the two past
        reports, to get them ready for the Senate
      • Need report on Extension budget, for next meeting.
      • Future: invite Library Dean further down
      • Future discussion: Budget priorities discussion
   
   b) Report of the Presidential Appointee (RH)
      • IREE proposals for next year to be out in a week or two, make application more
        simplified, but add maintenance cost for long-term equipment in proposal
• The same pool of funding, but would allow to know what is needed/requested earlier. Goal is to make actual spending reflected more accurately in proposals, and allow complete spending of all budgeted fund.
• Fall schedule viewable 4/30. Refining rounds of scheduling by both machine and human runs, to make scheduling situation more accurate. There are issues for non-conforming schedules and sections without classrooms to be worked out in the next rounds. Less proportion of W/F and Fri.-only sections. Currently existing sections on schedule will generate less SCUs than the targeted SCUs.
• Q: For Maintenance cost, any thoughts about system-wide leverage to reduce cost, like multi-campus purchasing for lower price?  
   A: Some attempts across campuses for purchase volume deals. Welcome any ideas/suggestion for this.

c) Report of Semester Conversion (LM)
   • Information sheets to be sent out to continuing grad and undergrad students, regarding new appearances of transcripts and other student record documents for semester. Will be pushed out next week
   • 3 drop-in workshop sessions for students in May (15, 23, and another day)
   • Faculty development workshops for conversion will continue
   • Conversion Steering Committee meets 5/4
   • Q: How many transitional students do we have across the Quarter to Semester period?  
     A: No specific data, but there should be data in the record system. Summer is a opportunity for students to catch up with quarter courses, but summer section loading is relatively low.

d) Report of Academic Affairs Budget Advisory Committee
   No reports.

e) Report of ITAC (JG)
   • ITAC didn’t have quorum in last meeting, and could only have open discussion without official meeting.
   • Attending members were shown the newly-moved-in ITS offices in Lib. Annex
   • CIO reported possible ideas about the student universal electronic devices to meet the A2E2 requirements, like chromebooks

4. Discussion Item
   a. Draft 17-18 COBRA 4: Semester Conversion Budget Summary
      • Some wording change like missing “than” in “less than”
      • Add 3 directors for Semester Conversion related to conversion comments. 
        PC/JG unanimous as amended
   b. Draft 17-18 COBRA 5: Report on Academic Affairs Budget and Challenges
      • All budget funding refers to EB001 fund, not SERF fund
RH will suggest some wording for the reference of “cost of FTEs”, and A2E2 Comments 3, to make the terms more accurate, and then send the revised version to NM for final version
SY/JG unanimous as amended

c. COBRA’s Recommendations on Budget Priorities for CSUEB
   Postponed till later

5. **Adjournment**
   SY/JG unanimous
   Meeting adjourned at 4:00 pm