COMMITTEE ON BUDGET AND RESOURCE ALLOCATION

DRAFT MINUTES

Wednesday, October 10, 2018

Members Present: Nancy Mangold (CBE, COBRA Chair), Kevin Callahan (Math), Paul Carpenter (Kinesiology), Ayona Chatterjee (Statistics & Biostatistics), Jiansheng Guo (CLASS), Kim Shima (Accounting & Finance), Kyzyl Fenno-Smith (Library), Yungi Liu (Communication), Rafael Hernandez (Associate Provost for Faculty Affairs and Administration, Presidential Appointee), Monique Cornelius (University Budget Director, Presidential Appointee)

Members Absent: Chris Chamberlain (Hospitality, Tourism, and Recreation)

Guests: Debbie Chaw (Vice President Administration & Finance/Chief Financial Officer), Maureen Pasag (AVP Financial Services), Kim Napoli (University Controller), Jennifer Nguyen (via ZOOM, Director of SCAA)

1. Approval of the agenda
   a. M/S/P Guo/Chatterjee/P

2. Approval of 9/26/18 minutes
   a. M/S/P Chatterjee/Carpenter/P

3. Reports
   a. Report of the Chair: The Chair congratulated those committee members honored for receiving tenure and/or promotion (Chamberlain, Chatterjee, Liu). The Chair then reported on the request for recommendations for funding through GI2025 and noted that Jen Nguyen would be on conference call to talk about the SCAA (item 5b) further under item 5c (financial literacy). Several other committees (e.g., Student Success, Executive Committee) are addressing the GI2025 funding. The Provost has also organized Town Hall meetings on 10/15 at 10 am for faculty and 10/16 at 12.15 pm for students. The next COBRA meeting will focus on GI2025 and the budget report of the Dean of Libraries postponed.

   The time line for recommendations is tight – COBRA needs to send its recommendations to the Provost by 10/26. The university needs to submit its proposal to the Chancellor’s Office on 11/15 and the system is required to report to the legislature in January 2019. The legislature has mandated how the funds allocated must be spent (around the six pillars).

   b. Report of the Presidential Appointee(s): With Pasag reporting on the 17/18 actuals at a time certain of 2:15 pm the committee moved to Item 5a.

4. Business Items:
   a. Reviewing the COBRA Policies and Procedures document on changes/additions for 18/19 was
not discussed due to time limitation.

5. Discussion Items


Maureen Pasag introduced herself and Kim Napoli. Pasag then walked the committee through the report on the revenues and expenses for 17/18. The sources and uses were then reviewed for 17/18. In total, revenues exceeded expenditures and there was a surplus of $625K in the general operating fund. Reviewing revenues and expenses for individual units showed some had a small surplus (e.g., Housing, University Union) and others a deficit (e.g., Parking, Trust). Those with a deficit (Parking/Trust) have considerable equity to cover the overspend. Equity reflects the accumulation of funds (surplus) over time. Discussion ensued around the exact nature/breakdown of the specific revenue and expenses for budget categories. There was also a discussion around the cost recovery for Continuing Education and Pasag will provide the committee with a detailed breakdown of the indirect costs.

b. **SCAA Report** on Supplemental Instruction and Academic Support Systems and their impact on improving graduation rates *(Jennifer Nguyen, Director of SCAA; call-in 3:10 pm)*

i. **by the numbers**

Nguyen covered the contents of the report and highlighted that the data shows that students utilizing the SCAA improves writing course pass rates (the more often they attended the better their subsequent course performance). For Math the evidence shows that using the SCAA made no difference on student success no matter the frequency of use. For science and statistics the data were ambiguous in that there was no linear relationship between attendance and performance. The Supplemental Instruction program found a linear relationship between attendance and performance – the more students attended the better their course performance (grade). Currently, the SCAA’s budget is through A2#2 funding at around $350K for the Supplemental Instruction, tutoring and peer support program. Salaries for SCAA staff is from EB001 funds (approximately $400K).

Based on her report, Nguyen indicated that her recommendations for funding from the G!2025 funds should focus on three areas: stipends for faculty to collaborate on student support; increased compensation for student tutors; and the recruitment of a full-time coordinator for the STEM support programs (or the funds to appoint a faculty liaison).

Currently demand for student support services outstrips resources in terms of the number of tutors available and the space to offer tutoring.

c. **GI 2025 Funding Allocation**

i. **Financial Support – Financial Literacy**

The Chair summarized the report on Financial Literacy and Support. Data indicate that a focus on this can improve graduation rates and as such could be part of COBRA’s recommendations. The shared report also contained a list of best practices for this focus.

The Chair also offered, based on conversations with the Provost and the Chair of Academic Senate, that the recommendations do not have to fall within the six pillars or provide a percentage allocation as requested in the Provost’s memo (e.g., it could be recommended that all the funds be allocated to Tenure-Track Faculty hires). A rational though is needed for any recommendation(s). The Chair asked for help in drafting the report to the Provost and Fenn-
Smith and Carpenter agreed to help. It was suggested the format should follow the statement of budget priorities COBRA submitted to the President and Provost in Spring 2018. The Chair asked the committee members to send ideas and suggestions for using the GI2025 funds to her prior to the next COBRA meeting.

6. Adjournment
   a. M/S/P Guo/Fenno-Smith/P