COMMITTEE ON BUDGET AND RESOURCE ALLOCATION

Wednesday, November 14, 2018

APPROVED MINUTES

Members Present: Nancy Mangold (CBE, COBRA Chair), Kevin Callahan (Math), Paul Carpenter (Kinesiology), Chris Chamberlain (Hospitality, Tourism, and Recreation), Ayona Chatterjee (Statistics & Biostatistics), Jiansheng Guo (CLASS), Kim Shima (Accounting & Finance), Kyzyl Fenno-Smith (Library), Yungi Liu (Communication)

Members Absent: Rafael Hernandez (Associate Provost for Faculty Affairs and Administration, Presidential Appointee), Monique Cornelius (University Budget Director, Presidential Appointee)

Guests: John Wenzler (Dean of Libraries), Michael Lee (Academic Senate Chair)

1. Approval of the agenda
   a. M/S/P Fenno-Smith/Chamberlain/P

2. Approval of 10/24/18 minutes
   a. M/S/P Guo/Fenno-Smith /P

3. Reports
   a. Report of the Chair
      i. Welcomed Academic Senate Chair, Michael Lee, to the meeting. Provided an overview of the remit of COBRA and the activities the committee had undertaken this semester and plans for Spring Semester.
      
      ii. Chair also reported on the committee’s submission of the GI2025 recommendations and commented that the Provost thanked the committee for its thorough work.

      iii. Chair invited committee member Paul Carpenter to summarize the meeting of AABAC where GI2025 was discussed. Carpenter reported that the Provost reminded the Committee of its remit and then asked the committee to review the recommendations provided by COBRA, the Student Success Committee, and the Town Hall meetings and make its recommendations. Dean Wenzler as a member of the Student Success Committee was able to provide COBRA members with information on how the committee developed proposals and
recommendations. AABAC members rated the 6 pillars in terms of a percentage that was seen more of as a ranking of priorities than an allocation of actual dollars.

iv. The Chair reported on a request from Mathematics Chair Julie Glass to have COBRA address the recent Exceptional Awards based on graduation and DFW rates. This will be taken up in the Spring semester.

b. Report of the Presidential appointee(s)
   i. No Reports

4. Business:
   a. Core Building impact on the Library budget (John Wenzler; 2:30 pm time certain)
      i. Dean Wenzler thanked the Chair for the opportunity to discuss the library budget as it pertains to the CORE Building. A summary of the discussion can be found in the Appendix. Currently, what the library can do is constrained by the funds allocated. There are pressures on acquisitions and services – the library could much more if additional funding were provided. With the move, it is anticipated most of the same services will be offered although there will be a need for a plan for accessing the books moved from the open stacks. There will be a review of current services to determine what changes, if any should be made. A number of pilot schemes are underway and some of these may become part of future services. The space in the CORE Building is very different from the existing space and this will play a role in what services are offered and how. It was noted that it is too early to determine what the long term costs of the move will be. Much is still in the planning stages. There will be some short-term costs and these are noted in the attached document. There has been no discussion to-date as to what new funds might be needed with the move. The library budget is largely historical. Dean makes a request to the Provost for funds based on needs and the Provost allocates based on this and available funds. Fluctuations in the library budget to some degree reflect one time funding through A2E2 funds awards. Most of the library collection is purchased through lottery funds.
   b. 18-19 COBRA 1: Updated 2018-19 CSUEB Budget Highlights
   c. 18-19 COBRA 2: Report on 2017-18 Actual CSUEB Revenues and Expenses
      i. Motion to approve 18-19 COBRA 1 & 2 M/S/P Chamberlain/Fenno-Smith/P
      ii. Some minor edits were suggested by members and the Chair will send the revised documents to the committee for final approval to send to the Academic Senate as Information Items.

5. Adjournment
   a. M/S/P Guo/Chamberlain/P
APPENDIX

COBRA Meeting – Library Budget and the CORE Building

Recent Years: Library Expenditures
Reported to Association of College & Research Libraries (ACRL) (includes SCAA and all funding sources)

<table>
<thead>
<tr>
<th>Year</th>
<th>Salaries</th>
<th>Collections¹</th>
<th>O &amp; E</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/15</td>
<td>$2,670,520</td>
<td>$1,414,174</td>
<td>$457,230</td>
<td>$4,541,924</td>
</tr>
<tr>
<td>2015/16</td>
<td>$2,947,458</td>
<td>$1,436,588</td>
<td>$184,297</td>
<td>$4,568,343</td>
</tr>
<tr>
<td>2016/17</td>
<td>$3,239,205</td>
<td>$1,473,460</td>
<td>$264,000</td>
<td>$4,976,665</td>
</tr>
<tr>
<td>2017/18</td>
<td>$3,373,975</td>
<td>$1,384,004</td>
<td>$158,601</td>
<td>$4,916,580</td>
</tr>
</tbody>
</table>

General Budget Pressures for the Library
Areas where there is increased demand and the library could provide more support with additional funding:

- **Ejournal Collections** (Elsevier, Springer, …) – Big Deal Collections are heavily used but have high inflation rate – up to 6% per year
- **New Formats** (ebooks, streaming video, data collections): Popular with patrons but expensive, costs often based on patron-driven demand
- **Textbook affordability/Student Success**: Currently, we have some textbooks on Reserve or online, but more could be done
- **Open Access/Data Management Support**
- **Expanded Tutoring Services**: In the last couple of years, SCAA has added Supplemental Instruction and Science Tutoring. Staffing has increased. There is interest in CBE specific tutoring.

CORE and Library Budget

Short Term Costs

- **Transition Planning (Services)**: The library will form a committee and work with consultants to develop a service portfolio and service points adapted to the CORE.
- **Transition Planning (Collections)**: Approximately 20% of the library’s circulating collection will move to the CORE and the rest of the collection will stay in the current library annex. The library will form a team and purchase collection analysis tools to determine what goes where. We will also join a Shared Print Consortium.
- **Moving Expenses**: When the CORE is completed, we will need to move, relabel, and update the catalog records for approximately 150,000 items. Other items not moving to the CORE will be shifted in the existing building.

Long Term Costs

Early to predict. It depends on the mix of services that the library decides and can afford to offer based on

¹ Includes costs for cataloging and Library Management System. We receive some collections from CSU Systemwide expenditures for an Electronic Core Collection.
transition planning. Potential costs:

- Providing access to the books in the annex via paging. Costs are higher if we want to make both buildings open to browsing.
- Support for an Innovation Hub and other new programming
- Support for advanced technology
- Space management and support – depending on how much support we provide for reservable rooms
- Increased staffing of Special Collections and Archives
- Increased hours in the extended hour area of the library