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

Members Absent:

Guests: Mark Karplus (Academic Senate Chair), Debbie Chaw (Vice President Administration & Finance/Chief Financial Officer), Edward Inch (Provost and Vice President Academic Affairs), Gwyan Rhabyt (Chair CIC), Jim Murray (Chair FAC), Kristina Walker (CEAS)

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

2. Approval of 9/12/18 minutes
   a. M/S/P Guo/Chamberlain/P

3. Reports
   a. Report of the Chair: Reported that COBRA4, COBRA5, and COBRA6 were approved at Academic Senate. On COBRA6 there was some discussion around overhead and recovery costs. COBRA is to take this up in Spring 2019.

   b. Report of the Presidential Appointee(s): With CO Chaw reporting on the 18/19 Budget 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
   a. Update on 2018-19 CSUEB budget and allocations by VP, Administration and Finance, Debbie Chaw (time certain 2:15 pm).

CFO Chaw thanked Monique Cornelius for her work in preparing the report on the 18/19 Budget. It was noted that the revised 17/18 Budget and actuals will be presented at the 10/10/18 COBRA meeting. CFO Chaw also noted we are in the planning stage for the 19/20
Budget and for 19/20 there will be new Governor so it is unclear as to what the agenda will be for the new Governor (one of the candidates has stated that the BOT should ask for what the CSU needs). The time line for the Budget process was reviewed and it was noted that the data presented in the report reflects the revisions made to the state budget in July (the additional funds from the legislature – the Governor did not change his position). While the system and CSUEB saw its allocation increase, due to lower than projected enrollments the increase had no positive net effect – the Budget for 18/19 is projected at a $3.8M deficit. The adjustment due to the lower than projected enrollments was $3.2M and coupled with the projected drop in fees due to lower headcount accounts for the deficit. The Health fee went up explaining the increase in health revenue even though enrollment was down.

Discussion ensued about covering the deficit. Enrollment will be open for Spring with the hope this will see additional registrations and therefore revenue. There will be some savings from positions costed in the budget that may not fill or will only need to be funded for part of the year. There are also funds from the rollover. If enrollment keeps going down then there is concern this will become a structural deficit. If this is a ‘one-time’ it is less of a concern.

There are still some ‘one-time’ funds to be disbursed (added to the 18/19 budget) as well as the funds to cover the November salary increases (expected to be funded from the CO). There was discussion around the escalating costs for benefits and the current practice (instigated several years ago by the CO) that any new position requires funding locally as opposed to coming from the CO. There was also discussion around deferred maintenance ($3.7 billion across the system). The amount CSUEB got from the one-time systemwide allocation from the legislature for deferred maintenance was $2.7M and this has been earmarked for the project to replace the pipes in the MB and RO.

b. Update on 2018-19 Academic Affairs budget by Provost Edward Inch (time certain 3:15 pm).
Provost Inch presented the 2018-19 Academic Affairs budget which is an update from the pencil budget he presented earlier this year. The presentation covered: Revised Budgets for AA and A2E2, Initiatives, Good News and challenges, and COBRA Input and Involvement.

Provost Inch began the discussion with the importance of enrollment and gave a few updates on our current enrollment. Currently, CSUEB is short (1,360) FTES and short (894) in headcount. This means we are short revenue for tuition, A2E2 funding and other mandatory fees. The student average unit load (AUL) has also dropped from 13.02 last year to 12.46. Over all we are down about $3.8 million dollars in revenue.

The Provost reviewed the Academic Affairs budget from 2017-18, the 2018-19 Pencil budget, and the Revised 2018-19. Academic Affairs has an overall shortfall of $171,550. ($80K due to decreased headcount enrollment from A2E2 and $91K due to a permanent transfer to Student Affairs for GANAS, Sankofa, and EOP)

Academic Affairs has additional resources from:
- GI 2025 (permanent base funds) of $2.5M
- 2017-18 carry forward balance available of 1.5M (one-time funds)
- Semester conversion of $2.5M (one-time funds)

Provost Inch reviewed the A2E2 Allocation/Budget for the three areas of A2E2 (Learning & Success, Electronic Texts/Rental, and Electronic Devices). For this fiscal year A2E2 has an $80K reduction due to enrollment. There were also discussions regarding proposals for A2E2
and updating the process for proposals. They would like to get more funding into the hands of
the Deans and their Colleges giving them more flexibility and to implement a process that
includes the students with making decisions about updating, assessing and evaluation the best
approach for these fees.

The Provost reviewed Academic Affairs primary initiatives.

1. GI 2025 Completion Goals – The Provost reviewed the 6 categories of GI 2025 and
discussed the good news regarding our increased percentages for FTFT 4-Year, FTFT 6 year, Transfer 2 –Year, and Transfer 4-Year.

2. Equity Gap – We did not have good progress in the Equity Gap and the PELL
Equity Gap. CSUEB equity gap is one of the highest in the system. The Provost
expressed the need to take some proactive efforts within the Division to turn this
around.

3. Strategic Enrollment Management – The Provost has us looking at the entire
process of how we interact and work with our students from the moment we have
contact with them all the way through when they are an Alumn.

4. Student Access – This involves Transportation, Educational Resources and
Technology. We need to ensure they have access to their program, to their
curriculum, to the support systems we offer regardless of where they are located.

   There was a discussion regarding student access to text books and the high
cost of text books. There will be more discussion in the near future. VP
Debbie Chaw will let Follet know the concerns regarding the cost of books
at the University Bookstore and ask that we include them in any future
conversations.

5. Supporting Faculty Research

6. Developing a Sustainable Budget Model

Provost Inch discussed the challenges within Academic Affairs: Student Access and Equity,
Budget Stability, Faculty Workload Assignments, Compensation, and Facilities.

Last, Provost Inch discussed COBRA Input and Involvement with the Strategic Enrollment
Management and the GI 2025 Allocation. The Provost is seeking COBRA's input on the
best way to allocate the $2.5 million in funds for GI 2025. This year we received specific
request in the areas of: access, equity, advising, and tenure line faculty. We also have to
document why we think anything we propose is going to work.

Feedback from COBRA is due by the end of October. The President has to sign off and send
to the CO no later than November 15th. The Provost confirmed that COBRA
recommendations do not have to be limited to percentages. The recommendations may cross
Divisions. This year the instructions are looking more toward access and equity.

6. Adjournment

Meeting was adjourned at 4:11 pm.