CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITEE ON BUDGET AND RESOURCE ALLOCATION

Minutes of the Meeting of May 5, 2006

Members Present: Dana Edwards, Kris Erway, Karina Garbesi (Chair), Armando Gonzales, Bonnie Ho, José A. López, Nancy Mangold, Saeid Motavalli, Sue Opp, James Petrillo.

Members Absent: Sam Basu

Visitors: Jim Kelly, Norma Rees, Don Sawyer, Julia Norton, Dave Travis, Sonja Redmond

1. Agenda approved with no additions. M/S

2. Approval of the minutes of 4/21/06 meeting. Secretary López indicated that ABA personnel were reviewing the current draft for accuracy. Content revisions would be made based on their suggestions.

3. Report of the President: President Rees reported on an initiative for returning military personnel to allow them to begin or complete their college education.

4. Report of the Chair: Garbesi reported that she attended a University Advancement meeting and heard a presentation by consultant, John Cash. He presented a strategic plan for a fund raising campaign. The plan included costs, which Garbesi indicated that COBRA should consider in budget recommendations to the President in June. The total costs of the campaign could exceed $7 million over the life of the effort. Bob Burt, VP, University Advancement, will include the annualized costs in his 06-07-budget presentation to the BAC. The 06-07 “pre campaign” costs would be primarily for personnel and database expenses. Garbesi said that the consultant estimated the database costs to be $1 million. She will ask VP Burt for a copy of the report for COBRA.

5. New Business: Questions from COBRA for presidential candidates. Garbesi reported that she and Kris Erway would be attending a budget meeting in Colorado and therefore unavailable for the May 8 and May 9 sessions with the CSUEB presidential candidates. Sue Opp will represent COBRA on May 8th and José López will attend the May 9th session. The question to be asked was reviewed and revised. Garbesi was to finalize the wording and send it to the committee.

6. Financial Risk Management—Student Affairs: Dave Travis reported that the CSUEB health fee provides most of the funding for Health Services on campus. There is a minimum impact on General Funds. He described the obligations the CSUEB has to students with disabilities to provide “reasonable accommodations” to participate in University activities, i.e., interpreters or transcripts of lessons for deaf students. While transcripts are more economically effective there’s more risk for liability. Another approach is to provide class materials in an alternative format. E-texts for blind students are effective when publishers provide texts in that format. Often when E-texts are unavailable, the Student with Disabilities Resource Center (SDRC) scans the classroom materials required by instructors including textbooks. Videotapes used in instruction have to be captioned. During the spring 2006 quarter, 59 students required E-texts. Fifteen still don’t have text or course readers. The University is attempting to convert
materials to E-text and Travis warned that the University is vulnerable in this regard to complaints to the Office of Civil Rights. Classroom interpreters costs $42 per hour (2 per class) and online translations are $100. Currently the expenditure for 8 deaf students this quarter is $50,000 but that is fewer than the average of 12 students per quarter. CA law requires publishers to provide E-text to universities but this only applies to in-state publishers. Texts that are converted to E-text or scanned by the University are placed in a shared text library for other universities to access. VP Redmond shared that a major problem in providing these necessary services is receiving the materials from instructors in a timely fashion to allow for processing of alternative formats to meet students needs. The SDRC functions have a large impact on the Student Affairs budget.

Student Life is another area of financial risk to the University according to Redmond. When student clubs hold events CSUEB Risk Management Office requires that they have insurance. Some clubs have moved their events off campus to avoid those costs but that doesn’t absolve the University of liability. Since Risk Management enforces this requirement, Redmond reported a reduction in student life activities. Her office is currently seeking an insurance “rider” that would provide blanket coverage for all student clubs. Associate Students has insurance and at times co-sponsors events, which ameliorates some situations. Redmond believes that Associated Students should provide insurance coverage for student events. She stated that the costs of such coverage are unknown at this time. (The use of university funds to provide insurance for events sponsored by student clubs is prohibited by the Trustees.)

A brief discussion ensued about University and/or unit responsibility for Risk Management expenses. Currently such items are in the budgets of the individual units and not readily identifiable as they would be as a University wide budget item.

It was suggested that the Chair send a memo to the Academic Senate Chair encouraging instructors to provide course materials to the SDRC in a timely fashion to enable the necessary processing to meet disabled students’ needs.

7. Review end of year schedule in context of developing final recommendations to president-Garbesi recommended that COBRA have a meeting to discuss the 06-07 budget recommendations to the President scheduled for the BAC of June 2nd. It was agreed that an additional COBRA meeting would be held on May 26th from 9 to 11 AM.

8. Adjournment: The meeting was adjourned at 11:00 AM

Future meetings:
- May 19th
- May 24th (BAC)
- May 26th
- June 2nd – Last regular meeting of 2005-2006

Respectfully submitted,
José A. López, Secretary