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

Minutes of the Meeting of March 16, 2007 (Approved)

Members Present: Dana Edwards, Karina Garbesi, Nancy Mangold, Sue Opp, Melany Spielman

Members Absent: Kris Erway, Armando Gonzalez, Jose Lopez, Saied Motavalli, James Petrillo, Steve Ugbah

Visitors: Chris Brown, Bill Dinehart, Hank Reichman

1. Approval of the Agenda

The Agenda was approved with no changes.

2. Chair’s Report

The Chair noted that for the first time in its four-year history, the COBRA meeting lacked a quorum.

The Principles for Faculty Participation in University Budget Decisions have been submitted to the Executive Committee of the Academic Senate. Garbesi will attend an April Senate meeting when these Principles will be on the agenda.

Garbesi has asked the Deans for a brief report on the effects of the budget cuts this year. She has received one report from Dean Leung. This report indicates that the College of Science made up for the cuts by utilizing funds left over from last year’s bank and that classes were not cut.

3. Report by Chris Brown, newly appointed AVP, Enterprise Activities and Executive Director, University Foundation

Brown thanked COBRA for the opportunity to discuss Foundation and Enterprise Activities. He stated that the Foundation has two roles: to serve the campus, and to generate income and turn it over to the University. In the past, the Foundation has done well in the first area, but can greatly improve on the second. Operationally, it will make only about $20,000 this year (without interest). He is looking to improve the bottom line, and hopes to turn over a 6-digit amount to the University.

Brown would like to establish written standardized procedures for processing grants. This would include a chart identifying persons responsible at each stage of the grant process.
He discussed both short-form and long-form grants. The Foundation needs to evaluate each grant individually, as not all grants are necessarily beneficial to the University. For example, does the grant bring additional anticipated and/or unanticipated expenses? His goal is to get the Foundation to work better in seeking grants strategically. He stated that it is a big mistake to go after every possible grant. For example, grants that require a match can cannibalize departmental funds.

Garbesi asked if grant procedures might be placed the Senate’s agenda. Brown felt that this would be premature at this time. Reichman stated that the campus needs to get the new head of Research and Sponsored Programs on board before this could occur.

Brown stated that he would like to have a draft on policies and procedures for grants available next year sometime. He expects that the Foundation can better assist faculty with grant procedures in the future, and help alleviate the frequently large amounts of time that faculty put into the process.

Brown then discussed other financial concerns at the University. Among other things, the Foundation employs over 200 student workers, and is not currently able to utilize work-study funds. He is currently trying to get a waiver from the federal government to employ work-study students. The contract with the US Postal Service to operate the Post Office contract station in the University Union has been re-negotiated. Previously, the PO did not provide any funds for staffing. Now they will be providing 8% of generated income, which should at least pay for staffing the operation. The promoter of the Stone Soul Picnic continues to owe the University for previous shows. Brown has negotiated a tentative agreement with the promoter to receive payment and thus continue the series in the future.

The Foundation is looking for new ways to increase revenue in the University Bookstore. A new Copy Pacific copy service location has been added and is very popular. The Bookstore is nearing the end of its current soft-drink contract, and is negotiating a new one that provides better terms. There is a need to increase profit from the facility, which has ample floor space for additional functions. Brown does not want to outsource these type of services.

Brown discussed the problem of different campus units charging each other for various services, which is in many cases counter-productive. It leads to increased complexity and processing time, while money is just being shifted around the campus.

Brown discussed the possibility of the University moving to a zero-based budgeting system, which he feels could be a major advantage to the University. It would, however, take much time and effort to effect this change.
4. Adjournment

The meeting was adjourned at 10:55 am.

Respectfully submitted,
Dana Edwards, Secretary