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

Approved Minutes of the Meeting of May 2, 2008

Members Present: Judith Faust, Karina Garbesi, Susan Opp, Eric Suess, Kris Erway, Janet Logan,
Members Absent: Steve Ugbah, Jose Lopez, Chris Lubwama, Armando Gonzales, Margaret Rustick
Guests: Bob Burt, Mary Hubins, Bill Dinehart, Cathy Coulman, Stan Hebert, Mary Fortune
1. Approval of Agenda M/S/A
2. Approval of the Minutes of the Meeting of April 18, 2008 – to be considered at next meeting
3. Report of the Chair - none
4. Report of President’s Representative - none
5. Report from Bob Burt (AVP University Advancement)
   Burt discussed budgeting, performance measures and benchmarking for University Advancement,
   including processes for monthly checks on expenditures, fundraising results vs. goals,
   philanthropic impact, leadership gift receipts, etc. In addition, Burt discussed how Advancement
   fits into the Framework for the Future as well as into the university strategic planning process.
   Quarterly reports are submitted to the Educational Foundation Board of Directors and are used to
   monitor progress. University Advancement examines where CSUEB stands in terms of
   philanthropic productivities relative to other Group 1 (emerging program) CSU campuses for the
   purposes of benchmarking. Finally, Burt discussed endowment market values and investment
   returns and provided information that demonstrated how well CSUEB investments are doing
   relative to other CSU campuses.
   Report from Cathy Coulman, Assistant Vice President for Planning and Assessment, (with Bill
   Dinehart, Stan Hebert, Mary Hubins and Mary Fortune) on behalf of VP Redmond.
   Representatives from Student Affairs discussed the mission and goals of their division, as well as a
   draft version of the outcomes and measures they have developed to accompany those goals. The
   budget history of SA indicates this division has lost ~25% of its base budget over the last 9 years.
   Since 95% of the SA budget consists of salaries, this basically means that positions have been lost.
   Because nearly 50% of the total budget goes to areas that must be fully funded, such as UPD and
   SDRC, there is little budget flexibility resulting in fewer positions in other areas such as advising.
   Benchmarking is furthest along for Student Health Services which has been tracking staffing, customer
   satisfaction, utilization rates, etc. for about 10 years. Student utilization of services provided through
   SA, including the SCAA (which is jointly funded by SA and AA), SHS, CaPS, UPD (particularly calls
   to Pioneer Heights), cases sent to Judicial Affairs, and UAC (which is also funded jointly by SA and
   AA), have increased greatly in recent years and are expected to continue to increase with growth in
   enrollment, and particularly growth in on-campus housing and numbers of freshmen. Of primary
   concern is the UAC which is critically understaffed; 6 week waits for student appointments, and 2.5
   hour waits for drop-in advising are not uncommon. Positions that are needed in SA include an
   orientation coordinator to offer year-round, transfer and parent orientation programs, as well as an
   outreach coordinator for underrepresented groups.

6. Next meeting COBRA on May 16, UPABC May 23.
7. Adjourn

Respectfully submitted,
Susan Opp, Secretary