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

Approved Minutes of the Meeting of February 1, 2008

Members Present: Judith Faust, Karina Garbesi, Nancy Mangold, Susan Opp, Eric Suess, Steve Ugbah

Members Absent: Kris Erway, Armando Gonzales, Janet Logan, Jose Lopez, Margaret Rustick

Visitors: Linda Dalton, Hank Reichman

1. Approval of the Agenda M/S/A

2. Approval of Minutes of meeting of December 7, 2007 as submitted. M/S/A
   Approval of Minutes of meeting of January 18, 2008 as submitted. M/S/A

3. Report of the Chair – none

4. Report of President’s Representative – none

5. Linda Dalton, VP PEM.
   VP Dalton discussed the 5 main goals of Planning and Enrollment Management with metrics and actions to address those goals.
   Goal 1. To support strategic planning for CSUEB.
   Goal 2. To sharpen enrollment planning and monitoring.
   Goal 3. To increase the responsiveness of instructional scheduling and space management to future learning opportunities
   Goal 4. To streamline administrative processes, particularly in partnership with other CSUEB divisions.
   Goal 5. To enhance organizational capacity in PEM.

   Dalton noted that while all freshman indicators of enrollment are up, the transfer picture is more uneven although our transfer enrollment picture is better than in the previous year and is better than the CSU system as a whole. Dalton noted that credit needs to be given to those who came before her in enrollment services in starting to change the enrollment picture. CSUEB is still hoping to pick up more first-time freshmen before the March 1, 2008 cutoff for applications for us, but after the February 1, 2008 cutoff for applications for other campuses, as mandated by the Chancellor’s Office.

   A consultant has been brought on campus to examine potential for improvement of workflow surrounding processing transcripts and other processes for enrolling transfer students. UD transfer students need to have coursework evaluated and articulated at many levels and places (e.g., PEM, UAC, GE, major department); more handoffs may result in more issues that are dropped (or not handled appropriately). Getting final transcripts for applicants, which typically arrive at the peak graduation evaluation time in July/August, is problematic. A variety of
potential remedies are being examined, including evaluating all but the final semester of transfer transcripts initially so that students may be admitted more quickly, with final evaluation of final transcripts to follow later. Full implementation of PS will eventually help with administrative process flow, in theory.

PEM also seeks to increase staff development and career paths to improve morale and reduce turnover. Staffing vacancies of about 10% of PEM positions still exist.

How registration and applicant data are monitored was discussed. These data allow applicant numbers to be monitored so that early adjustments may be made if necessary. For example, the number of pending applications and where they are located in the process may be examined at different points in time, indicating where additional work is needed.

IRA (Institutional Research and Analysis) within the PEM division, under the sponsorship of the SSAC (Student Success Advisory Committee), is working on a comprehensive retention study, including development of an exit survey, to determine how best to address retention and student success issues for the campus.

6. Continued: Finalize COBRA goals 07/08. Discussion of some goals occurred as follows:

Goal #1: Develop a clear understanding of the budgets and budgeting processes of AA and the Library. It was decided to delete the separate reference to the Library because the Library comes under AA. Janet Logan has volunteered to try to put together the report based on the Provost’s report.

Goal #2: Establish principles of faculty participation in budgetary decision-making at the college level. It was decided that this should say college/library level because the Library does not fall under a college. It was further decided that this should involve development of principles for college/library participation similar to the principles developed at the university level. The existing university level principles will be circulated again to COBRA members for discussion at the next meeting.

Goal #3: Develop recommendation on principles and processes for faculty input into the allocation of roll-over funds. These decisions will always end up occurring in the summer because of the timing of the state budget cycle. COBRA could recommend that the Provost consult with the Chair of the Senate and of COBRA during summer.

Goal #4: Provide VP Bibb with a description of the data and documentation that the committee needs to carry out its mandate. Done.

7. Adjourn

Respectfully submitted,
Susan Opp, Secretary