CALIFORNIA STATE UNIVERSITY, EAST BAY

COMMITTEE ON BUDGET AND RESOURCE ALLOCATION

Approved Minutes of the Meeting of October 25, 2017

Members Present: Nancy Mangold (CBE, COBRA Chair), Paul Carpenter (Kinesiology), Monique Cornelius (Budget, Presidential Appointee), Liz Gino (Library), Rafael Hernandez (Faculty Affairs, Presidential Appointee) Jiansheng Guo (CLASS), ZaNean McClain (Kinesiology), Kim Shima (Accounting & Finance), Shirley Yap (Math).

Members Absent: Will Johnson (Sociology and Social Services)

Guests: Debbie Chaw (VP & CFO, Administration & Finance), Mark Karplus (Chair, Academic Senate)

1. Approval of the Agenda
   Amended to delay discussion of CORE building but address personnel and other issues
   MSP Yap/Carpenter

2. Approval of the October 11th Minutes
   MSP Carpenter/McClain

3. Reports
   a. Report of the Chair
      • Chair Mangold discussed some highlights of academic senate meeting
         o Approval of AY 18-19 CSU Budget
         o Brief report of facility’s project of enlarging smaller classrooms and white wall issue
   b. Report of the Presidential Appointee
      • Monique has no report at this time
      • Rafael reports on the campus census and semester scheduling.
         o Census provides a portrait of students and faculty profiles, with new data that matches FTES with faculty composition and workload. They are working on cleaning up PeopleSoft warehouse data to make sure that it is accurate and accessible to provide useful reports.
         o Paul inquired about discrepancies in the data. PeopleSoft database is good for holding transactions, but not as useful for generating reports such as faculty workload inquires.
         o Jiansheng inquired about initial setup of PeopleSoft. The output format, tables, etc. were designed to capture transaction data. Currently, work is being done to write custom script/programs to go back at least 5 years and ideally to generate finer-detail query reports going forward.
         o Nancy notes that the biggest problem of data at the department level is getting individual program-related data.
         o Semester draft schedule’s initial finding is that the proportion of non-scheduled courses remained constant; however, peak-time demand is an on-going issue.
Other changes include new executive orders, with possible changes to some GE courses from 4 to 3 units. Fall semester courses may be loaded into system as early as January, and the shortened summer will create an unusual schedule.

c. Report of Semester Conversion Steering Committee
   • Nancy reads highlights from Lindsay’s October 6 meeting
     o Diana Balgas presents subcommittee reports for university hour
     o Rafael gave an update on semester scheduling
     o Two faculty development workshops on rubrics and redesigning assignments

d. Report of Academic Affairs Advisory Committee
   • No report at this time

e. Report of ITAC
   • Jiansheng reports that the Blackboard issues seem to be resolved and the program is currently running smoothly according to Roger Wen.
     o New CIO, Jake Hornsby, explained his plan for more timely and helpful service, especially for faculty to do research. One person from each college work with them on any IT related issues.
     o Instructional Research (IR) is working collaboratively with IT and eliminating duplication of efforts.
     o Nancy inquired about websites. Campus websites are controlled by university communication.

4. Business Items:
   a. Updates from Debbie Chaw - AMENDED
      • Debbie Chaw provided updates on personnel changes, Aramark and other issues.
        o Offer was made to Maureen Pasag for AVP, Financial Services (previously held by Darrell Hayden). Maureen comes from San Francisco State. She is a CPA and has spent some time in auditing at the Chancellor’s office. She is scheduled to start on November 15. Thanks were offered to Paul, Rafael, and Monique who served on the search committee.
        o Sherry Pickering, formerly the Controller, has transferred to the Chancellor’s office in August. We are currently recruiting for this position.
        o Jon Medwin became the new Director of Procurement on October 12. His last position was with AC Transit.
        o Jim Zavagno, AVP of Facilities, will be retiring and a new search will begin this fall. Paul volunteered to be member of search committee.
        o Currently interviewing to replace Keat Saw, Director of Planning, Design & Construction
        o Director of Internal Audit and Compliance will change in May. Currently, Michael Huston is serving in this position.
      • Nancy asked for an update on the Aramark situation
        o Martin Castillo will review criteria on the RFP for food service selection. The current Aramark contract expires on June 30, 2018. Food service is under the Housing and Enterprises Unit within Student Affairs, but funded separately.
Shirley inquired about the process. RFP will post on a public website; the committee will vet the vendors (develop criteria, rating scheme, and rate the vendors) and invite them to campus. Paul would like to see some of this process included in the Hospitality academic program.

Nancy inquired about the contract and whether it can be separated out. Initially, the contract was for 10 years and all-inclusive. Aramark has right of first refusal and can opt out on very small (less than $100) services. Overall, there are a limited number of large vendors capable of providing food service for the campus. Aramark does contract out to other vendors on campus (Starbucks, food trucks, etc.)

Paul raised the question whether some monies can be brought back into a scholarship fund if revenue reaches a certain threshold. Currently, some funds may be donated to the event being held, i.e. alumni events (Follett donates $10K for scholarships).

Nancy inquired about better monitoring the services, and point of contact when orders are late or missing. Performance metric is part of negotiations.

The bookstore contract (Follett) is also ending summer, which will be handled by the CSUEB Foundation. Contract committee is now open and will meet once a quarter.

Jiansheng inquired about signage. Currently, there is a project for electronic signage.

5. Adjournment
   MSP Guo/Yap