Members Present: Nancy Mangold (CBE, COBRA Chair), Paul Carpenter (Kinesiology), Jiansheng Guo (CLASS), Kim Shima (Accounting & Finance), Shirley Yap (Math), Liz Ginno (Library), Monique Cornelius (Budget, Presidential Appointee)

Members Absent: Will Johnson (Sociology & SS)

Guests: none

1. Introductions
   All members introduced themselves.

2. Approval of the Agenda
   MSP Ginno/Cornelius

3. Reports
   a. Report of the Chair
      • Nancy discussed the Ex Com retreat and some of the highlights of the retreat.
   b. Report of the Presidential Appointee
      • Monique reported that CSU budget is final and the CSU has allocated budget to all the campuses.
        The Governor’s signed budget includes a total of $184.3M. ($179.2M base increase to the CSU and an additional $5.1M for lease revenue bond annual debt service costs. In addition the CSU budget includes $118.9M gross tuition revenue from the 2017-18 tuition rate increase. The 2017-18 expenditure and revenue adjustments include:
          o $3.34M Health and Dental Mandatory Cost
          o $776K Operations and Maintenance of New Facilities
          o $27.7M Other Mandatory Costs & Lease Revenue Bonds
          o $141M in current contracts for Employee Compensation
          o $75M in Graduation Initiative 2025
          o $26.4M Enrollment Growth
          o $39M State University Grant Increase
   c. Report of Semester Conversion
      No report on Semester Conversion.

4. Business Items:
   a. ITAC COBRA Member
      Jiansheng Guo will be the ITAC COBRA member
   b. SCSC COBRA Member
      Paul Carpenter will be the SCSC COBRA member
   c. Search Committee for AVP Financial Services
      Nancy Mangold originally served on the search committee for the AVP Financial Services. Due to the timing of the recruitment calendar Nancy could not serve due to all her other committee work, student commitments, and workshops. Paul Carpenter will now serve on the search for the AVP Financial Services.
   d. COBRA Policies and Procedures; changes or additions for 17-18?
Nancy would like COBRA to review the COBRA Policies and Procedures looking for any particular implications due to semester conversion.

e. Discussions on potential business items for 2017-18
Nancy would like COBRA to have a brainstorming session regarding potential business items for 2017-18. Nancy shared a list of potential items for COBRA to discuss.

1. Financial Reports and Budgets
   a. Provide budget highlights for 2017-18
      COBRA agreed to continue the budget highlights presentation.
   b. Provide budget summary report for fiscal year 2016-17
      COBRA agreed to continue the budget summary report for fiscal year 2016-17.
   c. Provide budget summary report for mid-year 2017-18
      COBRA agreed not to continue and request the budget summary report for mid-year 2017-18 due to the timing of revenues received and the expenses. The report does not really reflect where it should due to timing of revenues and expenses. COBRA voted and agreed not to continue with the mid-year report at this time.
   d. Provide divisional budget reports for 2017-18
      COBRA agreed to continue with the Division budget reports for 2017-18.

COBRA agreed to add a report on Recommendations for Priorities. Nancy reminded and urged COBRA members to take notes during the year regarding the presentations in order to refer to when we make the recommendations for priorities.

COBRA agreed to request the Division reports be presented earlier in the year. Nancy will invite VP’s to present to COBRA earlier in the year. COBRA would also like the Divisions to include their goals and strategies, functions, and priorities for the year and how they align with their budget related to Division priorities. COBRA agreed to review Academic Affairs budget and Nancy will form the questions to the VP’s for them to address in their Division presentations.

COBRA discussed some concerns regarding the budgets for University Extension and the A2E2. Nancy and Paul also serve on the Academic Affairs Budget Advisory Committee and agreed to update COBRA on these two topics.

Nancy suggested that COBRA also look at funding/budget for Graduation Initiative 2025. It is a very important. COBRA discussed how the Graduation Initiative funding was allocated to the campuses and the challenges the campus is facing regarding other expenses such as benefits.

2. Facilities and Related Policies
   a. Remodeled classrooms – white wall – convert to white board.
      COBRA discussed the concerns and issues regarding the white walls installed in some of the classrooms. COBRA would like to find out if the white walls could be upgraded to a better quality. COBRA agreed to keep remodeled classrooms as a business item.
   b. Break-in thefts
   c. Classrooms
      COBRA discussed the shortage of classrooms related to semester conversion.
      COBRA agreed to examine and keep classrooms as a business item.
   d. Meeting Spaces – COBRA agreed to keep Faculty meeting spaces as a business item for this year.
   e. Faculty Offices – COBRA agreed to keep Faculty Offices as a business item for this year.

3. Aramark contract renewal
   COBRA discussed the upcoming Aramark contract renewal and agreed to check with Student Affairs regarding who is in charge of the contract and bid. COBRA would like to
know if the campus community will be able to give input regarding the food services on campus. Monique agreed to find out who is handling the input regarding food services.

5. **Adjournment**  
MSP Cornelius/Guo