



COMMITTEE ON BUDGET AND RESOURCE ALLOCATION

MEETING DATE: Wednesday, January 17, 2024, 2-4pm via Zoom

[PLEASE CLICK HERE FOR ZOOM LINK](#)

APPROVED MINUTES

Members Present: Surendra Sarnikar, Paul Carpenter, Ayona Chatterjee, Missy Wright, Monique Cornelius, Jing-Wen Yang, Rafael Hernandez, Sarah Nielsen, Jeffra Bussmann, Maureen Scharberg, Pat Jennings

Guests: Mark Robinson, Christina Chin-Newman, Kim Greer

Members Absent: none

1. [Land Acknowledgment](#)
2. Elect/Appoint Secretary - [[rotating secretary sign-up](#)]
3. Approval of the agenda
 - a. M/S Ayona; Sarah
4. Approval of [11/29/23](#) minutes
 - a. M/S Sarah; Ayona
5. Welcome
6. **Reports:**
 - a. Report of the Chair
 - i. Governor has suspended the additional money to CSU's as per compact agreement.
 - ii. Committee needs to work on statement of budget priorities
 - iii. President mentioned increase in donor monies to the institution
 - b. Report of the Presidential Appointees
 - i. Monique: Governor has deferred payment to 25-26. The Chancellor's office is going to make the allocation for the compact for the universities, so we can anticipate the allocation that we would normally receive.
 - ii. Rafael: Enrollment will be flat this year. Deficit is projected to be \$1 million.
 - c. ITAC report
 - i. Surendra: ITAC subcommittee working on updating policies and procedures. Discussion on making ITAC standing committee.

1. Paul : The only way to authenticate is by Duo. Has there been an announcement about it? Has there been a notification about eduroam?

7. Business Items

- a. Presentation by Provost and Vice President Academic Affairs, Kim Greer **(time certain at 2:15 pm)**
 - i. Kim Greer
 1. Has heard positive feedback about annual scheduling. It helps faculty, especially lecturer faculty on being able to plan workload for a longer duration. Appreciates the openness to annual scheduling.
 - ii. Rafael:
 1. Communication about Annual Scheduling Info Sessions will happen through academic affairs newsletter
 2. Shared timeline for creating of annual schedule including tentative (ready for rooming) and pencil (not ready for rooming) schedules
 3. Feb 16th tentative Summer and Fall 2024 schedules are due, tentative schedules are due on Feb 23rd
 4. March 29th, 2004 is when Spring 2025 tentative class schedules will be due
 5. Working on process to enter new courses in Spring 2025 schedule, such as proxy courses etc. if the courses not yet in catalog by March 2024
 - iii. Ayona: Does the student timeline for registration change?
 1. Rafael: The annual schedule won't be visible to students and there aren't any changes from a student perspective.
 - iv. Sarah: Can students be informed about the tentative Spring schedule?
 1. Rafael: Better to wait for this round until we get the process fine tuned.
 - v. Maureen: How are course sequences accounted for? How are we using Stellic to play a role in predicting what courses will be taken?
 1. Rafael: The advisors can plan out based on advance schedule. Stellic would be a place where we can communicate to students what/when they need to take.
 - vi. Paul: We need an idea of what the allocation is going to be for the year to schedule classes appropriately. Is that going to be built into the modeling? Is it going to include summer which is now stateside but is not part of regular workload.
 1. Rafael: Deans will have allocation information. Summers will be a separate budgeted cost, not part of the academic year budget allocation.
 - vii. Missy: When will lecturers know about the schedule?
 1. We send contracts in early July. The deadline for contracts won't change. There can be changes on specifics later if needed.
 - viii. Ayona: Is there a way to enroll students early? Many international students enroll closer to the deadline.
 1. Maureen: Some students wait for financial aid, so it's tough to get students to enroll early. We have to work on it as a collective campus community.

- b. Approval [COBRA 7: Budget Update](#)
 - i. M/S Sarah; Maureen; Approved
 - 1. Discussion on use of reserve funds for building costs.
- c. Approval [COBRA 8: Library Budget Update](#)
 - i. M/S Sarah; Maureen; Approved
 - 1. Discussion on library services availability at Concord. Jeffra informed that there will be no library services at Concord. There will still be a book drop and study spaces.

8. Discussion:

- a. [Statement of Budget Priorities](#)
 - i. Paul: Discussion on how accounting has changed over time and clarity of allocation formulas and process.
 - ii. Maureen: Title III and Title V may provide instructions to trustees on how to allocate funds. Sustainability of programs. How are we going to prioritize programs and how do we sustain them?
 - iii. Sarah: Do we have enough staff to meet the needs of students? Especially advisors, counselors, and admission staff. How is the teaching out process accounted for in the budget?
 - iv. Christina: How much money would closing a program actually save? Can COBRA help understand the process?
- b. [Mercer Salary Report](#)
- c. [CFA Fiscal Report](#)
- d. 23-24 COBRA [folder](#)

9. Adjournment