Members Present:
Kris Erway, Karina Garbesi, Armando Gonzales, Dave Larson, José A. López (Chair), Nancy Mangold, Don Sawyer, Saeid Motavalli, Don Wort

Members Absent:
Dana Edwards, Bruce Trumbo

Guests:
Bob Brauer, Stanley Clark, Bill Dinehart, Hank Reichman

1. Agenda approved

2. Chair’s Report
López: Met with Langan, the Executive Committee, president and administrators over summer to monitor budget progress. Saw no need to schedule COBRA meeting during the summer. Recommends creating subcommittees this year to proceed to address COBRA’s goals. These should include non-COBRA members, especially lecturers, who are not represented in the membership. At Ex Com it was agreed that COBRA members of the University Budget Advisory Committee (BAC) should make recommendations to the President as “faculty members of the BAC” rather than as COBRA.

Reichman: BAC represents to the president, COBRA to the Senate. These are distinct functions. It makes sense for COBRA to pass policy recommendations by Ex Com before recommending to the president, but specific funding recommendations must be able to be made at BAC meetings by BAC members, be they faculty or other.

3. Review of Policies and Procedures
Group: Consensus to recommend to the Executive Committee of the Academic Senate the following changes in the Policies and Procedures for Committee Operation.

Section 2.A.5. Should read: “To make recommendations to the Academic Senate concerning principles and procedures…” [underlined text added for clarity]

Section VI. Delete “…to replace these interim procedures, or amendment of these interim procedures, “ [the procedures are no longer interim, they were approved and operational for the entire last academic year]

4. COBRA 2004-2005 Goals
Members reviewed COBRA’s annual report to the Academic Senate for 03/04.
López: How shall we make these recommendations operational in 04/05?
Garbesi: Suggests that many of the goals in part 4 (e – h) would be facilitated by institutionalizing better feedback from the faculty. Specifically, chairs are the primary budget managers among the faculty, and are the ones who deal most directly with cuts.
Meeting with the Councils of Chairs (COC) of the colleges would facilitate feedback in an orderly fashion.

Reichman: Some of the CoCs are very large (ALSS especially). Could design a survey of chairs first and use the responses to formulate meeting discussion and determine if COBRA needs to meet with entire group.

Larson: Item 4f is being achieved in ALSS already. The dean met frequently with chairs throughout the budget decision-making process.

López: Should we meet with each COC separately?

Group: Yes, though it might be possible to meet with two CoCs during one COBRA meeting for the smaller colleges.

Mangold: Should we be getting feedback from faculty who are not chairs? Are they being able to give enough input?

Garbesi: The specifics of how we ought to proceed with getting feedback is not immediately evident, it would be useful to form a subcommittee on this.

AGREED (consensus) COBRA will form a subcommittee on faculty input to the budget process.

Garbesi: Last year we noted repeatedly that comprehension of the budgets and budget process were impeded by the format of the budget documents (difficult to understand and inconsistent formats). We need to decide what information we need/want to do our job efficiently. Recommends creating a subcommittee for this purpose.

López: This has already begun. A new committee, CRUMS, formed at the request of the president.

Erway: CRUMS was formed to try to resolve perceived discrepancies in budget reporting procedures in different units. The committee is addressing very low-level reporting issues.

Mangold: Deans are all using different reporting processes. This was very confusing last year.

Clark: Deans choose how to present information to the CoCs. The process between chairs and faculty in the many departments is unclear.

López: Should we have CRUMS chair give a progress report COBRA?

Erway: CRUMS goal is to develop reports that satisfy managerial needs.

GROUP agrees: COBRA need not get into the minutia of reporting, we need to decide what pieces of information we need and communicate this to CRUMS.

Wort: We need to begin work on elements in 5 of the annual report as well, especially 5b and d.

López: Postpones remainder of this discussion to next time in order to review CSUH 2004-2005 allocation plans.

5. Current budget situations (Erway)

Erway: Describes the current 2004/05 General Fund Budget, Based on 2004/05 Final Budget (9/03/2004 Draft). (It is called the ‘final’ budget even though this is really a starting point.) Fees are estimated, will change.

Garbesi: Given targets and enrollment figures, are we likely to be penalized for falling below the target?

Clark: Summer enrollment was down 9.5% (FTE), 11.8% (headcount). This means that we would have to maintain fall, winter, and spring enrollment at last year’s levels to not fall below our target. Fall enrollment is down 2.6%.
Garbesi: So we might well not meet target.
Brauer: But we do not know that we will be penalized for it for sure, nor do we know when. If so, probably would occur in next academic year.
Erway: Appendix C shows cuts prorated across divisions. A very small reserve established ($380,000) Appendix F.
Clark: Reserve indeed small given current uncertainties in the budget. Notes that cuts across divisions are essentially what he recommended at the end of last year (-5% in instruction, 16 – 17% for non-instructional units).
Garbesi: These are also consistent with COBRA’s recommendations for the allocation of cuts across instructional vs. non-instructional units.
López: For next time, we should compare June 04 Budget presented to BAC with the current proposal. COBRA members should come prepared to analyze the current proposal and if necessary develop recommendations to make at the October 22nd BAC meeting.

6. Next Meeting October 15th, 9 – 11 am. BAC on Oct 22nd, 8 – 10am.
López. Will try to schedule the Provost and Gonzalez to update us on Fall ’04 census data and enrollment.

7. Meeting Adjourned 11:00am.
Respectfully submitted,

Karina Garbesi, Secretary pro tem