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

Approved Minutes of the meeting of Oct. 7, 2005

Members Present: Karina Garbesi, Bonnie Ho, Jose Lopez, Sue Opp, Kris Erway, Nancy Mangold, Armando Gonzalez, Jim Forsher, Dana Edwards and Saeid Motavalli

Guests: Aline Soules, Bob Brauer, Bill Dinehant

1. Approval of the minutes.
2. Election of the secretary
   Motavalli was selected as the secretary for the Fall quarter and Opp will take on in the Winter and Lopez in Spring.

3. Committee membership
   Garbesi mentioned that COBRA web page documents the membership.
   Terry is on leave.
   Ho substitutes for Sawyer.

4. Review of policies and procedures
   Garbesi mentioned that members of COBRA are also members of BAC which meets 8:00am on Fridays.
   We have to pay attention to Lottery Fund distribution.
   Brauer talked about strategic planning process; he likes COBRA to get involved in this process
   Garbesi mentioned that spring quarter is the heavy load.
   Garbesi mentioned that useful information has been posted to COBRA website.
   COBRA makes two reports one to the president and one to the senate.
   Lopez mentioned that he thought the COBRA report should be presented to Ex-com before being posted on the website.
   Garbesi disagreed because of the four month lag in getting it posted in that case. Faculty want to see COBRA’s recommendations to the president.

5. Report of Chair
   Garbesi made a presentation to Ex-Com in summer. She believes that COBRA has had a positive effect on budget process. COBRA recommendations have been implemented.
   Feedback from Ex-Com.
   They want closer look at CMS. Look more deeply in the budget spending such as technology use.
   John Charles is willing to make a presentation to COBRA about new changes in ICS.
   Garbesi talked about California Codes of government. She highlighted the important aspect talking about shared governance.
   Brauer mentioned that the president supports the continuation of COBRA
   Garbesi is teaching during Ex-Com meeting times. Opp will represent COBRA in Senate
   Garbesi is a member of Strategic Planning Steering Committee, which has to make its recommendation by next spring. They must facilitate a university process to define goals and objectives for the University.
Bob asks for regular input from COBRA to that process.
Dinehart indicated that staff felt the deadlines were too tight for them to be able to provide meaningful input to the strategic planning process.
Opp asked about the time line for feedback in the strategic planning process.
Library representative (Aline) indicated that WASC deadlines have dictated the schedule for completing the strategic planning process.
Garbesi indicated that timing should probably be OK for Academic Senate, but that not COBRA’s purview. COBRA need only decide how to it plans to respond to the Strategic Planning Committee. Lopez mentioned that he likes to see meaningful process for input to the budget process.
Garbesi shelved the issue for a latter date.

6. On-going Work
Garbesi asks for adoption of final recommendations of Ad Hoc Committee on budget information. She spoke about budget presentation to the Committee.
She talked about requirement that expenditures being listed by FIRMS category and hence the desirability of using the FIRMS categories as a basis of recommendations for budget reporting.
Erway mentioned that CSU is trying to unify the budget process to get more accurate reporting. Colleges are spending differently so it is difficult to create a uniform approach.
Lopez is surprised on why the process is not standardized.
Erway mentioned on different ways the colleges spend money.
Erway mentioned that it is very difficult to ask departments to learn the reporting process.
Forsher mentioned that it is useful to make a prototype process to be used to develop a standardized reporting process.
Erway says that some colleges manage money centrally and others allocate to departments.
Erway said CRUMBS developed the current mapping of how spending is reported by category.
Mangold PeopleSoft expenditures are categorized that can be used for FIRMS.
Lopez mentioned maybe we can create more categories for reporting.
Erway likes pilot project be done at a college level.
Gonzales indicates that it would be very difficult to disaggregate funding to FIRMS categories within his unit. The fact that some colleges spend centrally makes it complicated.
Lopez mentioned centralized spending is creating suspicions.
Garbesi suggested that this reporting should be considered as an action item for COBRA in 05/06, that it cannot be part of the report because is was not discussed previously.
Erway says significant year-to-year changes have to be explained to the auditors, budget reporting is by quarters.
Erway mentioned that FIRMS is used for reporting to the Chancellor but not particularly used on campus.
Motion Lopez/Second Ho – Accept CBI Report (CRUMBS) implementation/standardization of FIRMS suggested by Lopez.
Erway different reporting procedures only affect the operating budget.
Opp mentioned that the reporting discrepancy causes suspicions.
Forsher mentioned that in the company he ran budget reporting was very simplified.

Garbesi proposed making changes in report and putting it on next meeting’s agenda.
The motion was withdrawn.
7. CAPR Document
Garbesi mentioned that Julie asked for our input. Asked the members to look at this document to be discussed in the next session.
Opp said the document does not specify how faculty gives input on the round II positions.
Ho mentioned that they prioritize positions in the spring to use for the second round.
Sawyer mentioned that we have to avoid specifications.
Lopez mentioned that the process should be more unified.
Garbesi agreed with Opp that the document is not clear on the faculty input on round two requests and asked Opp to propose modifications in the text for the next meeting.
Garbesi and Ho discussed the result of faculty survey.
Faculty generally does not see any participation in the budget process. They have problem with COBRA communication.
Garbesi wants to report the results of the survey.
Motavalli and Opp mentioned that the sample size is very small to make recommendations.
Don says that he does not see large pots of hidden money in the budget.
Ho recommended ping drop the recommendations and adding a cover letter.
Erway mentioned that we should not put too much importance on the results because of the sample size.
Lopez mentioned we may want to distribute the survey in Ex-Com
Garbesi offered to make the proposed changes the report and resubmit for adoption at next meeting.
Group agreed.

Next Meeting: On the agenda: CAPR Document, Faculty Survey, Budget Reporting Document and setting priorities for COBRA action in 05/06.
Date: October 21st same time and place.