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

Minutes of the Meeting of March 9, 2007 (Approved)

Members Present: Dana Edwards, Kris Erway, Karina Garbesi (Chair), Armando Gonzalez, Nancy Mangold, Saied Motavalli, Sue Opp, James Petrillo, Steve Ugbah

Members Absent: Jose Lopez, Melany Spielman

Visitors: Bill Dinehart, Michael Mahoney

1. Approval of the Agenda

The agenda was approved with no changes. M/S Gonzalez/Edwards

2. Approval of the Minutes of 2-16-07.

The minutes were approved as corrected. M/S Ugbah/Opp

3. Chair’s Report

Garbesi has invited Linda Dalton to COBRA’s first meeting in April. It is unlikely that she will have solid budget numbers by then, but would like to discuss improvements in operations and goals. If COBRA members have additional points they would like her to address, they can email those to the Chair in advance of the meeting.

4. Approve: Proposed Ad Hoc Committee on Principles for Faculty Participation in University Budgeting (Opp and Spielman)

Attention was brought to the draft statement of Principles for Faculty Participation in University Budget Decisions. Opp reported that she had, along with Spielman, looked for documents on this campus and at other CSUs and found nothing that delineated principles in this area. The current draft statement was created with input from Garbesi and Reichman. Ugbah questioned where this statement will go and if it will be adopted in practice on the campus. Garbesi stated that at this point COBRA would submit it to the Senate for approval, at the request of Reichman. If approved it would then be distributed to the colleges. Opp added that it should go on the COBRA webpage. COBRA will therefore make a formal recommendation to the Senate. Mahoney indicated that the top-level administrators on campus are strongly behind transparency, and welcome this kind of process. Garbesi felt that the present time comprises a timely moment to adopt these principles, given the new emphasis on budget transparency on the campus.
There was some lengthy debate about the exact wording of the statement. Two minor changes were made and then a vote was taken on forwarding the statement to the Senate. The vote was unanimous in favor of forwarding the finalized statement.

5. **Review:** College Budgets for consistency with budget information goals. Erway share progress on University wide budget documents

Erway spoke about the past efforts to standardize budget reports from different units on campus. These efforts haven’t been as effective at meeting COBRA’s needs as might have been hoped for, as the financial reports in the CMS system were not as integrated and flexible as desired. There are accounting issues involved with the reconciliation of Legal and GAAP accounting methods. The PeopleSoft reporting module is not fully ready to be implemented, and accounting for debts provides additional problems in report standardization. Mahoney discussed the need to hire consultants to create report-generating software while he was at the Long Beach campus. The basic infrastructure is in place in the system here, but it will take time to develop the different levels of reports desired.

Erway distributed handouts from prior budget meetings and asked for input into desired formatting. She asked COBRA members whether the standard format on the Uses of Funds (Budget Document E) meets the Committee’s needs. This format is an effort to blend other resources as well as the General Fund into one document.

Garbesi suggested that a descriptive cover page that describes the purpose and general content of each document would be useful in interpreting the data. This would be especially helpful for later review of the documents.

The Department Status Report document is a document that Erway has been developing to help departments understand and account for their resources in a better way than in the past. It pulls actual budget numbers from PeopleSoft, and the columns are pre-populated (fixed) except for the “Projected” column, into which departments can input numbers.

Gonzalez discussed the college budget reports he had received from the Deans and which were distributed at the previous COBRA meeting. These are in the format that is desired by the Deans. Gonzalez cautioned that these documents are in essence an early draft of what the real numbers will be, and are based on assumptions at this point in time. Garbesi asked COBRA members to look carefully at these, and that they may be brought up for discussion at the next COBRA meeting.
6. Next Meeting (March 16 Chris Brown AVP Enterprise Activities and Foundation Executive Director)

Chris Brown will be featured on the agenda for the next COBRA meeting on March 16.

7. Adjournment

The meeting was adjourned at 11:04 pm.

Respectfully submitted,
Dana Edwards, Secretary