Minutes of the Meeting of October 3, 2008

Members Present: Jeanette Biscails, Kris Erway, Judith Faust, Armando Gonzales, Janet Logan, Nancy Mangold, Sue Opp, Chair, Eric Suess, Steve Ugbah, Ke Zou

Members Absent: CLASS replacement for Mayling Chu (not yet appointed)

1. Approval of Agenda M/S/A
2. Approval of the minutes of the last meeting (None)
3. Report of the Chair
   a. Review of Annual Report from 07-08 (07-08 COB 4)
      This report, titled Year-End Report to the Academic Senate Committee on Budget and Resource Allocation, needs modification because errors were noted when it went to Excom. Karina Garbesi (07-08 COBRA Chair) is revising the document, and it will come back to COBRA soon. It was also noted that over the years, the types of reports produced by COBRA have changed dramatically. In the first years, COBRA produced amazingly detailed recommendations. COBRA was producing budget rankings and recommendations based on really incomplete information. But now we have the 7 mandates – all divisions, colleges work toward 1 or more of the 7 mandates. In this report, we indicated we got information from various division heads, but don’t say WHAT information we got and what we think about what they said, for instance. A suggestion from one committee member was to change the name of committee to Committee on Budget but no motion was made.

   b. Changes in COBRA membership
      Discussed in conjunction with 6. b. 07-08 COBRA 2 (below)

4. Review of the Committee Policies and Procedures (see current policies and 07-08 COBRA 2 on Sharepoint) We still need one election – in CLASS for another COBRA member.

Senate needs our revisions to show exact changes – so in 07-08 COBRA 2, original wording needed to be pulled out in “Deleted” boxes, as well as new wording inserted with underlining. Changes included the goal area – originally it was to “enable and ensure active faculty participation” in budget processes. Also in the Duties area, with the seven mandates, we are less concerned with recommending priorities and more concerned with how faculty will be involved from the ground up. Redundancies cleaned up as well as obsolete committee names, etc. The committee discussed reducing the official term for faculty from 4 years to 2 years, which corresponds with other Senate committees, while still strongly encouraging repeat terms – with no term limit, unlike other committees, thereby recognizing the long learning curve for
budgetary understanding. The changes were presented in the form of a draft 08-09 COBRA 1 document.

08-09 COBRA 1 Policies and Procedures for Committee Operation. M/S/P

5. Sharepoint demo - Sharepoint is a Microsoft product which allows people to post and share documents to cut down on paper use and copying – ecologically sound for both resources and people.

Go to [http://sharepoint.csueastbay.edu](http://sharepoint.csueastbay.edu)
Log in, adding ad\ before regular net ID. Click on Academic Senate link, then COBRA tab or left hand link. The Calendar link is on the left and links to the meeting date, This pulls up a “rolodex” card record – at bottom is the workspace link to all documents for that meeting. Documents are not set up to be checked out and worked on. If you find errors, let Susan Correia know.

6. Old Business
   a. Returned document 07-08 COBRA 1 – This document was returned to COBRA – we sent it to ExCom last year, and it dealt with proceedings should year-end funds become available in Summer quarter after COBRA and Senate were already out. Since we are not likely to have year-end funds anytime soon, this is not so pressing and will be postponed to a future meeting.

   b. Documents needing further information: 07-08 COBRA 2, 07-08 COBRA 3, 2007-2008 COBRA 3, which was attempting to institutionalize faculty participation in budget decisions by having the Academic Senate yearly disseminate the Senate-approved Principles of Faculty Participation in University Budget Decisions (2006-2007 COBRA 1, revised) to a variety of units, was sent back to us by the Senate office with suggestions that we change this to have Academic Affairs forward it to the proper parties. This will be revised and brought back to us to consider.

7. New Business
   a. Budget Update – Our budget this year will be flat –, so we still have the $ 3-5 million structural deficit. The plan is to grow our way out of the structural deficit with increased enrollment and funds from DCIE and the Foundation,. Enrollment this year has met the goal/challenge of additional funding if we went 150 FTE over our target amount.
   b. Election of UPABC members (COBRA Chair plus 4 faculty members serve, but all COBRA members are encouraged to attend)
      The following COBRA members were elected as members of UPABC:
      College of Science – Sue Opp
      College of Letters, Arts, and Social Sciences – Ke Zou
c. Discussion of possible change in terms for COBRA (bylaws change)
Four-year terms are hard to sustain – people are dropping out without completing their terms, and others are unwilling to commit to 4 years. The Chair’s term is supposed to be a 2 year term as it stands now, and there are no term limits when it comes to COBRA membership (see item #4 above, 08-09 COBRA 1). The committee approved unanimously. To ease the transition, it was determined that those whose terms were scheduled to terminate in 2009 will do so – those whose terms were scheduled to terminate in 2011 will end in 2010.

8. Next meeting October 17, 2008

9. Adjournment

Respectfully submitted,
Judith Faust, Secretary