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

Approved Minutes

Date: 1/14/15

Members Present: Tom Bickley (Library), Lonny Brooks (CLASS), Monique Cornelius (Budget, Presidential Appointee), Mary Fortune (CEAS), Julie Glass (CSCI), Jiansheng Guo (CLASS), Audrey Katzman (Academic Affairs, Presidential Appointee), Nancy Mangold (CBE, COBRA Chair), Saeid Motivalli (CSCI), Jeff Simonds (CEAS), Glen Taylor (CBE), Nancy White (CEAS)

Guests: Sophie Rollins (Academic Senate), Jim Zavagno (AVP Facilities)

1. Approval of the Agenda as revised
   a. M/S: Fortune/Guo. Addition of the election of a secretary for the Spring and Winter quarters, discussion about the faculty computer refresh cycle and a faculty meeting place.

2. Approval of Minutes
   a. M/S: Fortune/Motivalli. Meeting minutes from 11/12/14 were approved.

3. Reports
   a. Report of the Chair – Mangold discussed the formation of a Steering Committee for the Quarter to Semester conversion. The committee will not have a COBRA representative.
   b. Report of the Presidential Appointee – Cornelius reported that the Budget Office is working with Payroll and Human Resources to distribute the budgeted compensation amounts for the 2014-2015 academic year. Katzman is working with departments on effective forecasting for the remainder of the academic year, to make sure that allocated amounts are spent. Good forecasting and strategic decision making can help the University align with expectations of the State to spend money as planned.

4. Old Business
   a. 14-15 COBRA 1: COBRA’s Executive Summary for CSUEB 2013-14 Revenue and Expense Summary by Fund Group
      M/S: Fortune/Bickley, the document containing some minor changes was approved.
   b. Classroom Upgrade Master Plan and Faculty Subcommittee
      i. Review faculty volunteers and survey questions – a number of faculty members have volunteered to serve on a focus group or subcommittee to discuss classroom redesign. Zavagno restated the importance of getting input from different faculty across campus who teach in small, medium and large classrooms.
      ii. Select faculty representatives – 2 representatives from each college (tenure/tenure track/lecturer), 1 from Library, 1 from Facilities (nonvoting), and 1 scheduled (nonvoting) will be on the subcommittee. The group will help shape a survey to be sent out to faculty, give feedback for classroom redesign and solicit feedback from other faculty. Names will be emailed by Mangold as members are finalized.

5. New Business
   a. Monique Cornelius was elected to serve as the COBRA secretary for the Winter and Spring of 2015.
   b. Faculty computer refresh – Guo feels that an official policy is needed for computer refresh on the campus, with specific criteria for when an early refresh is needed. Currently, computers are eligible for refresh every 5 years. There are 4 choices of computers which cost up to $1,500 each. IT will replace a computer after 4 years if there are problems with the computer.
Eric Neumann from IT will be invited to a future COBRA meeting to discuss the refresh budget and deployment of computers if Mangold can establish that this falls under the purview of COBRA rather than the Faculty ITAC Committee.

c. Faculty lounge/club/meeting place for research, instruction, exchange and collaboration – Guo and others feel that there is a lack of an official gathering place for faculty. Faculty development is a good start but a more sizable area with options for formal and informal meetings is desired. A large space with a sink, refrigerator, microwave and small meeting rooms would be ideal. This will be added as an agenda item for the next meeting. With the opening of the new faculty building next year, some existing space may become available which makes this a good time to request an official faculty meeting space.

6. Adjournment: 4 p.m., M/S: Guo/Motivalli