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

Approved Minutes

Date: 10/8/14

Members Present: Tom Bickley (Library), Lonny Brooks (CLASS), Monique Cornelius (Budget, Presidential Appointee), Audrey Katzman (Academic Affairs, Presidential Appointee), Nancy Mangold (CBE, COBRA Chair), Glen Taylor (CBE), Nancy White (CEAS)

Members Absent: David Bowen (Engineering)

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

1. Introductions

2. Approval of the Agenda

3. Reports
   a. Report of the Chair – We are short a few members. One new member is needed for CEAS to replace Mary Fortune for the Fall 2014 Quarter (she teaches during the COBRA meeting time), another for Dennis Chester, who is now an Associate Dean in CLASS and can no longer serve on the committee, and one from CSCI. Mangold provided a summary of the documents passed by COBRA last year and discussed the main priorities for this year, which include investigating the cost of the quarter to semester conversion and working with Facilities on the process of upgrading classrooms.

4. Business Items
   a. COBRA Policies and Procedures: Members were asked to review this document to see if changes or additions are needed for 14-15.
   b. Classroom Upgrade Master Plan and Faculty Focus Group (AVP Facilities Development & Operations, Jim Zavagno). Zavagno discussed the project being started to upgrade classrooms on campus. The upgrades are for classrooms only, not labs or other spaces at this time. According to Mangold, COBRA has been approved for involvement with the project to upgrade classrooms by ExCom. COBRA will seek interested faculty members for a sub-committee or focus group to consult with Facilities Development and Operations. The group being formed should include faculty that teach in different types of classrooms (small, medium, large, special). Having an opportunity for faculty input early in the classroom upgrade project is appreciated by COBRA members.
   c. Budget considerations for Quarter to Semester
      i. 12-13 COBRA 2: Identification of Tasks & Costs Associated with the Q2S Conversion. Mangold reviewed this document, which contains information that will be useful for COBRA to develop updated tasks and costs for the upcoming quarter to semester conversion.
      ii. Quarters to Semesters: Planning to Plan, by Carl Bellone. Mangold discussed this plan which can provides a foundation for COBRA’s work this academic year to establishing updated costs for the quarter to semester conversion.

5. Adjournment
   a. The meeting was adjourned at approximately 4:00 p.m.