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

Approved Minutes

Date: 11/12/14

Members Present: David Bowen (CSCI), Monique Cornelius (Budget, Presidential Appointee), Jiansheng Guo (CLASS), Nancy Mangold (CBE, COBRA Chair), Jeff Simonds (CEAS), Glen Taylor (CBE), Nancy White (CEAS)

Members Absent: Tom Bickley (Library), Lonny Brooks (CLASS), Julie Glass (CSCI), Audrey Katzman (Academic Affairs, Presidential Appointee)

Guests: Mike Hedrick (Academic Senate), Sophie Rollins (Academic Senate)

1. Approval of the Agenda as revised
   a. M/S: White, Simonds. The discussion about focus groups was moved to first on the agenda.

2. Approval of Minutes
   a. M/S: Simonds, Guo. Meeting minutes from 10/22/14 were approved.

3. Reports
   a. Report of the Chair – Mangold discussed an email with an attachment containing potential survey questions that was sent on behalf of Mangold and COBRA to faculty. The email was regarding a focus group being formed at the request of Jim Zavagno (AVP of Facilities Development and Operations) to obtain faculty input about classroom renovation. Mangold was called to an ExComm meeting to speak about the matter. ExComm felt a survey had been sent out without their approval and stated their preference for the faculty group to serve as a subcommittee of COBRA rather than a focus group.

4. Old Business
   a. Classroom Upgrade Master Plan and Faculty Focus Group – At the 10/8/14 COBRA meeting, Zavagno discussed the need for faculty input for a project to upgrade classrooms on campus. The upgrades are for classrooms only, not labs or other spaces at this time. Several faculty volunteers have expressed interest in providing input for the classroom upgrade project.

CEAS: Eric Engdahl, Missy Wright
CLASS: Keith Inman, Nina Haft, Holly Vugia, Grant Kien
CBE: Asha Rao
CSCI: Caron Inouye

M/S: Bowen, Cornelius. Faculty representation for the Classroom Renovation Sub-Committee was recommended as follows.

**Membership:** At least 2 members from COBRA, 2 from each college (including lecturers) 1 from the Library (can be a lecturer), 1 from Facilities (non-voting), 1 scheduler (such as Martha Wallace or Cecilia Grima as a consultant when needed, if they agree, non-voting)

**Meeting times:** Winter and Spring quarters, 4 meetings total, at the convenience of the members
Info needed from volunteers:
Department:
Rank:
Years on campus:
What size classes do you teach?
Small (less than 30)
Medium (30-74)
Large (75+)
Modes of instruction:
Lecture
Seminar
Group work
Presentation (by students)
Demonstration
Other
Technology used:
Projectors
Video/Audio/DVD
Internet
Course-related software
Other

Are you willing to engage your colleagues to solicit input regarding their classroom experiences and bring that information back to the subcommittee?
YES
NO

5. New Business Items
   a. 13-14 Revenue and Expense Report – Mangold revised the format for the report. Because there are now two years of data for comparison (12-13 and 13-14), bar charts are being used on the report instead of pie charts. Members made some minor suggestions for the format and font size that Mangold will incorporate into the report. A suggestion was also made to add a comment or explanation at the end of the report about the balance, which often includes funds already committed.

   Guo would appreciate a breakdown of salaries for administration, faculty and staff at a future meeting. Mangold will ask Brad Wells to supply this information in his January report. Members would like a better understanding of the Continuing Education balance. Brian Cook will be invited to a future meeting to address that issue.

   M/S: Simonds, Taylor, members approved forwarding the report with changes to ExComm.

6. Adjournment
   a. M/S: Taylor, Simonds. The meeting was adjourned at approximately 4:00 p.m.