1. Organizational Meeting
   a. Welcome New Members – 2015-16 COBRA Members
      i. CEAS - Paul Carpenter and Mary Fortune
      ii. CLASS - Jiansheng Guo and Lonny Brooks
      iii. CSCI - Jason Singly and Julie Glass
      iv. Library – Tom Bickley
      v. CBE – Nancy Mangold and Glen Taylor
      vi. Presidential Appointees: Monique Cornelius and Audrey Katzman
   b. Elect Chair
      i. Nancy Mangold was elected as Chair.
   c. Elect Secretary
      i. Monique Cornelius– Fall Quarter
      ii. Jason Singly – Winter Quarter
      iii. Audrey Katzman – Spring Quarter

On behalf of Michael Hedrick, Julie Glass thanked all committee members and sends his gratitude for all the hard work. On behalf of all COBRA Members, Glen Taylor thanked Nancy Mangold for serving as Chair and for all her hard work. Nancy Mangold thanked all COBRA Members, the secretaries, and members of the Classroom Upgrade Subcommittee and members who served on the Faculty Lounge Project.

2. Approval of the agenda without changes.
   a. M/S: Taylor/Bickley

3. Approval of 3-11-15 Minutes without changes.
   a. M/S: Glass/Katzman

4. Reports
   a. Report of the Chair
      Mangold informed COBRA that she sent the Summer Session report to Audrey and Monique for review. Brian Cook, Brad Wells and Darrell Haydon reviewed and added comments. Mangold has forwarded the document to the Academic Senate.
   b. Report of Presidential Appointees
      There were no reports of the Presidential Appointees
   c. Report of the Semester Conversion 15:24
      i. Jason Singly informed COBRA they have started meetings with the various Divisions to discuss their request for semester conversion budget. They have met with the Registrar and discussed her needs for the semester conversion. Monday with IT and rest of the month. The goal is to continue meetings so by the end of the month we can come up with a budget for the University that represents the actual cost. Singley will continue to update
COBRA as he receives more information. Our own IT staff will be involved in the IT areas of the conversion along with some new staff and/or consultants. The University is moving our Blackboard servers to be managed by Blackboard. This should make it easier and allow for more storage and reliability. The University is reviewing the pay schedules for the conversion and taking into consideration the 9 month appointments.

d. Report of Classroom Upgrade Master Plan
   i. No report was given. A draft of the report has been completed.

5. Business
   a. Discussion of funding and workload - Provost Houpis
      i. The budget model has been the same as the last 4 years. It is an Activities Based Costing Model (ABC). It is based on actual costs of funding and considers all the main variables that go into a cost structure. The main variables are: average salary, corrected TT and lecturer’s number (look at reimbursed release time), tenure track total ratio, mode of instruction, FTES target by mode of instruction and SFR. The model has some fixed costs (administrative cost, deans and chair salaries, administrative and technical staff). A variety of items are modeled out such as: operation expenses, supplies, and office supplies. The model contains a modifying coefficient based on past practices. There is also a formula for assessment and professional development and equipment.
      ii. FTES is set at start of the year. We look at how much FTES was set last year, and how much FTES has been allocated to the campus from the Chancellor’s Office and then you do your best guess as to where you put those additional/new FTES. The FTES targets are adjusted by College.
      iii. The SFR is not the same over the 4 Colleges. For example, initially CBE had the higher SFR, so as new funding came in then you help the college with the higher SFR. Then, most reductions in SFR were going to CBE. We use a series of equations used to drop the SFR the money the college gets goes up in relation to the drop of SFR’s. I have not penalized any Colleges in the past.
      iv. Provost Houpis confirmed the model could be used at the Department level. A Dean can use the same model. The Provost stated he has used the model as a Dean in the past. He also reminded everyone that everyone has to understand that there will be winners and losers and that the Dean, Chair and Faculty have to agree to use the model.
      v. Provost Houpis confirmed he is giving no directive to workload in regards to 3/3 or 4/4. He expects the Colleges to meet their FTES target and does not want to limit creativity.

   b. DRAFT 14-15 COBRA 4: Restoration of Faculty Lounge/Club Facility on Hayward Hills Campus.
      i. Motion to approve with revisions and forward to Excom: NM ask Guo and Brooks to revise document and forward to Nancy to forward to Excom
         M/S: Brooks/Singley

   c. Classroom Upgrade Master Plan project report COBRA 5
      i. Motion to approve COBRA 5 with revision and edits
         M/S: Glass/Brooks

6. Adjournment: 4:10 p.m.
   M/S: Katzman/Cornelius