AMENDED Minutes

Date 10-14-15

Members Present: Nancy Mangold (CBE, COBRA Chair), Audrey Katzman (Academic Affairs, Presidential Appointee), Monique Cornelius (Budget, Presidential Appointee), Julie Glass (CSCI), Jiansheng Guo (CLASS), Glen Taylor (CBE), Paul Carpenter (Kinesiology)

Members Absent: Tom Bickley (Library), Lonny Brooks (Communication), Bobbie Plough (Ed Leadership)

Guests: Luz Calvo

1. Introductions
   Nancy welcomed all 2015-16 COBRA members and had brief introductions.

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

3. Reports
   a. Report of the Chair
      i. Nancy informed COBRA that Darrell Haydon (AVP of Finance) and Debbie Chaw (Interim CFO and VP of Administration & Finance) were not available due to previous commitments. Debbie Chaw is available to come to COBRA to present the financial report on November 25th.
      ii. Nancy informed COBRA that Jiansheng and Glen would give an update on the Classroom Upgrade Master Plan Special Subcommittee today.
      iii. Nancy invited Jim Zavagno to speak but he was not available today.
      iv. Nancy confirmed the immediate topics for COBRA are:
          Analysis of financial reports
          Classroom Upgrades
          Quarter to Semester Conversion
   b. There were no reports from the Presidential appointees.

4. Business Items:
   a. COBRA Policies and Procedures: changes or additions for 15-16?
      i. This was tabled to the end of the meeting to accommodate guest speaker.
   b. Continuation of Classroom Upgrade Master Plan Subcommittee in 15-16
      i. COBRA discussed the 2014-15 subcommittee members and participation and discussed confirming the 2015-16 subcommittee members.
      ii. Jiansheng and Glen discussed the highlights of the subcommittee work for 2014-15.
         • The subcommittee meetings were not policy meetings, but very practical meetings.
         • There were various surveys conducted and meetings regarding most technical aspects were conducted separately. (meetings regarding Wi-Fi)
         • The University had a subcontract for classroom design. Subcommittee members described what they would like, classrooms were divided into 4
categories and they described the needs for the various sizes. (tables, chairs, where to set up outlets, height of desk)

- Facilities went to search, and came back with pictures. At the end of June the subcommittee finalized the size and layout of room with least and most significant improvements for the rooms.
- 4 classrooms were to become prototypes. Each one was to be developed so Faculty could see what works and what would not work. It was understood that some rooms would be more costly and classrooms would be taken offline.
- There was a June meeting and field trip to Mickelhohn and Science to see/identify models. Several rooms were identified for the prototypes. Many members were unable to attend.
- The first rooms are scheduled for Summer 2016 and the budget is set at $2 million dollars.

iii. Nancy thought it would be helpful to have Debbie Chaw and Jim Zavagno here for next meeting.

iv. Audrey discussed the challenges of taking classrooms offline, the need for detailed discussions regarding what classrooms where identified, amount of time needed, and the cost of each prototype. It is also important that this is done in summer so it does not affect instruction.

v. The committee discussed the next steps for the subcommittee and COBRA.
   1. The University might identify a project manager who could implement a process with time lines, and who could prioritize this project.
   2. Budgets should be assigned to each prototype.

vi. Glen and Jiasheng applaud Jim on the work of including Faculty in this process.

vii. Nancy suggests that COBRA members send questions to her by next Wednesday so she may give them to Debbie and Jim prior to them attending the next COBRA meeting.

viii. COBRA agreed to ask Debbie Chaw, Jim Zavagno and Carolyn Nelson to attend the next COBRA meeting.

c. Faculty Consultation on Space Allocation referral from Chair Hedrick
   i. Luz Calvo came to speak to COBRA regarding the GANAS program and their current and future space needs. She attended ExCom the previous day and they made a referral for her to speak to COBRA.
   ii. GANAS is an innovative access and retention program at Cal State East Bay that targets and serves newly arrived community college transfer students. GANAS is currently located in the trailers and the space that they are scheduled to move to have no space for students of the program to congregate.
   iii. Luz pointed out two space policies currently found on CSUEB web site that are not being used and have not been implemented. There is a concern of lack of transparency or deliberate process.
   iv. GANAS is requesting to remain in their current location and not move to the new Student/Faculty Building. There is currently no process for Faculty to express how space is conducive to students.
   v. Nancy agreed that we would look at the two policies dated in 2009.
   vi. Nancy confirmed Jim will be coming to the next meeting.
   vii. Nancy also clarified that COBRA’s charge is to inform Faculty regarding space.

Nancy confirmed next meeting discussions will be Space Allocation Policy and Classroom Upgrade. Nancy will invite Debbie Chaw, Jim Zavagno and Carolyn Nelson.

Sophie will send out call to all faculty and original subcommittee members to confirm their participation for 2015-16.

5. Adjournment: 3:50 p.m.

M/S: Katzman/Cornelius