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

APPROVED Minutes

Date 10-28-15

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) Tom Bickley (Library),

Members Absent: Lonny Brooks (Communication)

Guests: Carolyn Nelson (Interim Provost), Debbie Chaw (CFO), Jim Zavagno (Facilities), Eileen Barrett (CLASS)

1. Approval of agenda.
   Nancy requested to move item (c) Faculty Consultation on Space to item (a) 15-16 Classroom Upgrade Master Plan Subcommittee in order to accommodate time of guest.
   a. M/S Guo/Mangold

2. Approval of the 10/14/15 minutes.
   Minutes were approved with minor changes:
   • 3a. (i) change the financial report date listed as October 28th to November 25th.
   • 4b. (iv) change “classes offline” to “classrooms offline”
   a. M/S: Bickley/Glass

3. Reports
   a. Report of the Chair
      i. There was no report of the Chair in order to accommodate COBRA guest.
   b. Report of Presidential appointee
      i. There were no reports from the Presidential appointees.

4. Business Items:
   a. 15-16 Classroom Upgrade Master Plan Subcommittee
      i. Membership
      ii. Flowchart??
      This item was tabled in order to accommodate COBRA guest
   b. 14-15 COBRA 4: Restoration of Faculty Lounge/Club Facility on Hayward Hills Campus
      i. Follow up on any action following the passage of the document
      This item was tabled in order to accommodate COBRA guest
   c. Faculty Consultation on Space Allocation
      i. Jim Zavagno gave some history regarding faculty consultation. In past he and Brad Wells presented on Capital Outlay and met with COBRA to put together a document that went to Academic Senate regarding COBRA involvement in space accommodations. A subcommittee was assembled which included Faculty, Staff and Students along with the involvement of IT.
         • This was not for specific design, but to get a sense of standards we could apply to (4) diff kinds/size classrooms (small, medium, large, and specialty).
         • Surveys were sent to faculty and students to see what they would like to see in a classroom. The outcomes of the surveys were: physical layout, furnishings and technology.
      ii. Jim Zavango informed COBRA the next step is to construct prototypes of each design. The (4) rooms identified for prototypes so far are: small (AE247), medium (N Science 220 & MI 3060), large (AE235) and specialty (MI2002).
Jim confirmed the earliest time frame to construct a small and medium prototype would be summer quarter.

iii. There was a lot of discussion on the impact of taking classrooms off-line, the estimated cost of the various prototypes, and the selection of furniture for the prototypes.

iv. Eileen Barrett gave an update on scheduling and the class schedule. The task force includes faculty members appointed by ExCom, Audrey Katzman, David Lopez and other students. The committee is reviewing various models of time modules from other campuses and will submit a recommendation to the Academic Senate by early Winter quarter. One of the main issues includes classes not being taught on Fridays.

v. Debbie Chaw gave some history of Warren Hall, the Student Administration Building and the new Student Faculty Building. There was discussion on the occupancy of the Student Faculty Building. Debbie informed COBRA of the plan to move the designated group of people first, move people from the trailers, and then to we will inventory what spaces remain that’s when we can use COBRA to help recommend what to do with remaining space.

vi. Nancy Mangold proposed to work with Debbie and Jim on developing two documents:
   a. Document similar to a progress report on classroom upgrade including the development of classroom prototypes. This would be sent to the Academic Senate.
   b. An information piece on classroom/space allocation, what has been done with main space, vacated space, and trailers.

5. Adjournment 4:02 p.m.