Meeting Notes
Business and Operational Practices Working Group
November 6, 2013, 9:00-10:30 a.m., HH 309

Attending: Blake Araki, Heidi Bornhorst, Dyann Fong, Lilikala Kameʻeleihiwa, Thomas Katsuyoshi, Hugh McKenzie, Earl Matsushita (Convener), Nicholas Metivier, Sheri Mishler, Dierdre Nakamura, Alan Nakanishi, Martin Nguyen, Mark Nishimoto, Traci Shimizu, Clifton Tanabe, Gale Yamada, Rebekah Carroll, Susan Hippensteele

1. Member Introductions
2. SPC/WG update
3. Housekeeping issues (meeting time, other?)
   a. Time Change- Meetings will be 8:00-9:30 moving forward
4. Brainstorming recommendations/initiatives
   a. Building Coordinators
      i. Addresses the communication issues
      ii. Create a mechanism to improve list compilation
      iii. New Buildings- Should they have a Building Manager built into funding for bldg?
   b. Discussion of facilities specs for new buildings
      i. Could address facilities issues and planning
   c. Discussion of issues that make communication difficult
   d. Staffing issues discussed

Next Steps
1. SH will discuss building coordinator ideas with SPC; with approval will discuss with KC and AS
2. Convener- Earl, SH will follow-up

Next Meeting: Wednesday, December 4, 2013, 9:00-10:30 a.m., HH 309