Meeting Notes
Business and Operational Practices Working Group
December 4, 2013, 9:00-10:30 a.m., HH 309

Attending: Roxanne Adams, Blake Araki, Heidi Bornhorst, Dyann Fong, Thomas Katsuyoshi, Earl Matsushita (Convener), Nicholas Metivier, Sheri Mishler, Dierdre Nakamura, Martin Nguyen, Traci Shimizu, Clifton Tanabe, Gale Yamada, Rebekah Carroll, Susan Hippensteele

1. SPC/WG update
   a. Campus-wide Conversation
      i. January CC focus will be an Strategic Planning implementation and progress
      ii. Representative (convener) from each WG will panel for the conversation
      iii. Representatives will also participate in a leadership meeting to discuss the conversation
   b. TK reports on SusWG experience
      i. Discussion of better partnerships between academic and facilities
      ii. Administrative mechanism for management of long-term projects

2. Bldg Manager/Coordinator Update
   a. Discussion of who coordinates the list
      i. Currently, ad hoc compilation and updates
   b. Building Coordinators
      i. Needs authority
      ii. More than just forwarding
         1. Discussion of what responsibilities are
   c. Discussion of zone management
      i. How it could be used on the website
      ii. Staffing needed to successfully do zone management
      iii. Resource concerns
   d. Staffing issues discussed
      i. Chancellor raised staffing issue
   e. Discussion of creating a list of coordinator duties
      i. Discussion of other methods of getting the maintenance, etc announcements
         1. Voicemail?

3. Brainstorming recommendations/initiatives
   a. Discussion of cancellations of planned maintenance/
      i. There are no disincentives for late cancels
      ii. There are no disincentives for not participating in Manoa Green Days
   b. Personal appliances in offices
      i. Refrigerators and other appliances in offices
      ii. See them campus wide
      iii. Perhaps rules on these appliances to reduce energy consumption
iv. Lunch rooms more available

Next Steps
1. WG members will forward their bldg. coordinator lists to SH
2. RC will etc specific bldg coordinators for PD/duties and compile for the next meeting.

Next Meeting: Wednesday, January 8, 2014, 9:00-10:30 a.m., HH 309