Meeting Notes  
Business and Operational Practices Working Group  
January 8, 2014, 8:00-9:30 a.m., HH 309  

Attending: Roxanne Adams, Blake Araki, Heidi Bornhorst, Dyann Fong, Irene Kikkawa, Earl Matsushita (Convener), Nicholas Metivier, Sheri Mishler, Dierdre Nakamura, Alan Nakanishi, Martin Nguyen, Mark Nishimoto, Traci Shimizu, Rebekah Carroll, Susan Hippensteele  

1. SPC/WG update  
   a. Campus-wide Conversation and Leadership Team meeting  
      i. Rescheduled for February 4th and 13th  
      ii. EM will represent this WG  
2. Zone Management  
   a. Suggested that this group make a recommendation on zone management  
   b. Discussion of current structure  
      i. Different groups are already working in zones, but they do not necessarily match up  
      ii. Not easy to create a single set of zones  
         1. Structure  
         2. Reporting  
      iii. Organization is complicated  
         1. Q: What are the expectations  
         2. Q: How to move forward without doing violence to what works well already  
   iv. Information the WG needs  
      1. List of assignments  
      2. Total Staff  
      3. Visual of current zones from each group  
      4. APPA Report- Facilities Condition Index  
   v. Assess the following information  
      1. Demand on workforce  
      2. # of buildings  
      3. Condition  
      4. # Daily Workorders  
      5. FPI ranked against other universities  

Next Steps  
1. SH will ctc AS regarding origin of current zone names and configuration  
2. Each group will forward their current organizational structure  

Next Meeting: Wednesday, February 5, 2014, 9:00-10:30 a.m., HH 309