Meeting Notes  
Business and Operational Practices Working Group  
February 5, 2014, 8:00-9:30 a.m., HH 309  

Attending: Roxanne Adams, Blake Araki, Heidi Bornhorst, Dyann Fong, Earl Matsushita (Convener), Nicholas Metivier, Sheri Mishler, Dierdre Nakamura, Alan Nakanishi, Martin Nguyen, Mark Nishimoto, Clifton Tanabe, Gale Yamada, Rebekah Carroll, Tom Apple, Susan Hippensteele  

1. Discussion with Chancellor Apple  
   a. WG discussed charge and zone management issues with TA  

2. Zone Management Map Review  
   a. Discussion of personnel  
      i. Zone managers makes sense if more people  
      ii. Id shared positions across zones  
      iii. Need space and equipment  
   b. Repairs vs. Preventative maintenance  
      i. Proactive vs. Reactive  
      ii. High use buildings  
   c. ZM Goals  
      i. Changes experience for both sides  
   d. Building Coordinators and Zone Managers Discussion  
      i. Ownership of the list  
         1. Who should hold and manage  
      ii. Need improvement on both sides  
   e. ZM Metrics  
      i. How to measure success?  
   f. Update the list  
      i. Need 1 coordinator per building  
      ii. Review the PDs of Building Managers to determine duties  
      iii. 60 Primary buildings need a BC  
      iv. Draft a recommendation for identifying Building Coordinators  

Next Steps  
1. SH will draft the description/recommendation for BCs from existing PDs and forward to WG  

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