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

Attending: Heidi Bornhorst, Dyann Fong, Irene Kikkawa, Earl Matsushita (Convener), Nicholas Metivier, Dierdre Nakamura, Alan Nakanishi, Mark Nishimoto, Traci Shimizu, Clifton Tanabe, Gale Yamada, Rebekah Carroll, Susan Hippensteele

1. SPC/WG Updates
   a. Campus Conversation and LTM Follow-up
      i. Possible CC at JABSOM in the future
      ii. SPC meeting to focus on implementation
          1. Last meeting- discussed the BOPWG BC recommendation
          2. Lots of questions and discussion around this topic
   2. Discussion of Building Coordinator Recommendation
      a. Backpage to include information for BCs
      b. How to address buildings that house multiple disciplines
         i. Consider offering potential examples
         ii. Ultimately- Need 1 contact person per building for each of the 60 primary buildings
         iii. Discussion of reporting lines and workload
         iv. Concerns regarding authority discussed
      c. Review of Draft document
         i. Edits to the introduction
         ii. Discussion of the nature/scope of past BC training meetings
            1. Suggestion- Have a panel of seasoned BCs to talk to the group
            2. BC resource website
         iii. Edits to the Duties list

Next Steps
1. SH will incorporate edits and send updated draft to the WG.
2. Send any suggestions for edits/changes to SH.

Next Meeting: Wednesday, April 2, 2014, 8:00-9:30 a.m., HH 309