Meeting Notes
Business and Operational Practices Working Group
April 2, 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, Dierdre Nakamura, Mark Nishimoto, Traci Shimizu, Clifton Tanabe, Rebekah Carroll, Susan Hippensteele

1. Discussion of Building Coordinator Recommendation
   a. Role of BC
      i. Two-way communication
      ii. Discussion of end-user expectations
      iii. Training required for all BCs, even those who have been in the role
      iv. Updated training annually
2. Group Edits of Recommendation
   a. Discussion of duties
      i. Edits discussed/and noted for incorporation
      ii. Suggestion that a “handbook” be created for BCs, but keep this document short
      iii. SH will contact relevant offices (Security, Planning, EHSO, etc.) regarding particular duties related to those offices. Will report back to group.
      iv. Draft will be updated with today’s changes before the added meeting

Next Steps
1. SH will incorporate edits and send updated draft to the WG.
2. Group will meet a second time this month to complete draft edits.
3. Send any suggestions for edits/changes to SH.

Additional Meeting: Tuesday, April 15, 2014, 8:00-9:30 a.m., HH 209