Meeting Notes  
Business and Operational Practices Working Group  
April 15, 2014, 8:00-9:30 a.m., HH 309

Attending: Roxanne Adams, Blake Araki, Dyann Fong, Thomas Katsuyoshi, Irene Kikkawa, Earl Matsushita (Convener), Nicholas Metivier, Alan Nakanishi, Mark Nishimoto, Traci Shimizu, Rebekah Carroll, Susan Hippensteele

1. Updates  
   a. SH contacted Campus Security, EHSO, EM  
      i. Campus Security discussed Locking/Unlocking  
      ii. EHSO advises not including any health and safety as a duty-  
         1. Already have officers for this, and it would greatly increase training required and oversight of the EHSO  
         2. Recommends BC as a communication point but not having responsibility for health and safety matters  
      iii. EM- unable to speak with, but suspect that the response would be similar to that of CS and EHSO

2. Group Edits of Recommendation  
   a. Attach “Core Building List” for clarification purposes  
   b. Position is about communication/coordination not a technical position  
      i. Needs to be a good communicator, organizer  
   c. Edits to specific duties discussed  
      i. SH will incorporate the edits

3. Discussion of BC authority  
   a. Cancellation fee for last minute cancellations  
      i. Timeframe  
      ii. Discussion of impact of cancellations  
         1. Costs associated with cancelling  
         2. Supports BC authority

4. Glossary of terms  
   a. SH will coordinate with BA on what terms to include  

Q: Will there be a special website for BCs?  
A: Yes

Next Steps  
1. SH will incorporate edits and send to WG for final review  
2. SH will discuss the cancellation fee with SPC  
3. SH will communicate availability of DF to assist with PD if needed  
4. Next meeting will discuss Zone Management Recommendation or work on planning BC training

Next Meeting: Wednesday, May 7, 2014, 8:00-9:30 a.m., HH 309