Meeting Notes
Business and Operational Practices Working Group
June 4, 2014, 8:00-9:30 a.m., HH 309

Attending: Roxanne Adams, Blake Araki, Heidi Bornhorst, Justin Delp, Dyann Fong, Earl Matsushita (Convener), Dierdre Nakamura, Alan Nakanishi, Traci Shimizu, Rebekah Carroll, Susan Hippensteele

1. Bldg Coordinator Rec. Implementation
   a. Discussed status of BC assignments
      i. On track, all should be in place before September training
   b. Discussion of Training
      i. Plans to bring together all relevant topics at Manager’s meeting
      ii. Then divide topics/responsibility
      iii. Prioritize: What needs to be covered now, what can be covered later
   c. Goals
      i. This time next year- a well-established system
      ii. Develop a manual for BCs
      iii. Set-up a system for review of the manual
   d. Plan of action for developing training
      i. Go to units and determine what topics/materials BCs need to know
      ii. Discuss strategies for how to do this training
         1. Problem-solving
         2. Situational learning
      iii. Meetings to develop training/Manual
         1. WG agrees to add additional meetings
         2. Zone Management
     a. Discussion of ZM
        i. What does/should the ZM system look like? How do we get from where we are today to there?
        ii. 3 Phase rollout
           1. Phase 1: What we already are doing/can do
           2. Phase 2: What needs to happen next
           3. Phase 3: 4-5 years out
     b. Current OFG Zones
        i. 18 building services, 2 Landscape, 1 Shops, 1 A & E
        ii. Discussion of desirability of Zone Alignment
        iii. Discussion of current facilities operational organization

Next Steps
1. SH will talk to SM about signoffs procedures/policies
2. BOPWG members will brings training topics/materials to the June 18th meeting
3. SH will help with training coordination

Next Meeting: Wednesday, June 18, 2014, 8:00-9:30 a.m., HH 309