Meeting Notes  
Business and Operational Practices Working Group  
June 18, 2014, 8:00-9:30 a.m., HH 309  

Attending: Blake Araki, Heidi Bornhorst, Justin Delp, Dyann Fong, Nicholas Metivier, Alan Nakanishi, Clifton Tanabe, Rebekah Carroll, Susan Hippensteele

1. Bldg Coordinator Selection Update  
   a. A reminder will go out  
   b. TA gave instructions at LTM for how to make these selections  
   c. BCs are the first step toward ZM and improved efficiencies

2. Training Planning  
   a. Discussion of how we should proceed  
      i. Depends on what we mean by training  
         1. Develop a manual  
         2. Building Specific  
         3. Are we concentrating only on the 60 primary buildings?  
            a. Different buildings have different needs  
            b. Should we divide by building type  
         4. Building Specific  
            a. Possibly include CC and Housing  
      ii. Discussion of first round of training  
          1. More Generic  
          2. Basics  
          3. Phase 1 of training  
             a. Train for problems  
             b. Encourage connection between BC and occupants  
          4. Review what other universities have done  
             a. RC to research other universities BC training  
                i. Will forward links  
          5. Topics to include/discuss at next meeting  
             a. Wants vs. needs  
             b. Cancellation fee  
             c. Incentivizing effective communication

3. Training Categories  
   a. Regular  
   b. Emergencies  
   c. Special Topics

Next Steps  
1. RC will send training links to WG  
2. BOPWG members will bring training topics/materials to the July 30th meeting  
3. SH will invite current building coordinators to July meeting

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