Meeting Notes
Business and Operational Practices Working Group
September 10, 2014, 8:00-9:30 a.m., HH 309

Attending: Roxanne Adams, Blake Araki, Heidi Bornhorst, Dyann Fong, Irene Kikkawa, Earl Matsushita (Convener), Alan Nakanishi, Mark Nishimoto, Clifton Tanabe, Gale Yamada, Juanita Andaya, Lynn Mayakawa, Byron Moon, Harry Partika, Pua Santos, Rebekah Carroll, Susan Hippensteele,

1. Review/edit Building Coordinator Handbook
   a. Start Page 11
   b. Discussion of role in safety protocol
      i. Current BCs discussed examples of their role in developing safety protocols
      ii. EM deferred to units in several examples
      iii. Protocol currently not universal
      iv. Discussion of difficulty in getting alarms turned off
      v. Need to include the difference between emergency and non-emergency
         1. For example: scope and impact of emergency situation
   
2. Discussion of Emergency Section of Handbook
   a. Need to review/tweak references

3. Discussion of separating “Health” section
   a. Size and scope of different situations to be considered
   b. Specify numbers for emergency
      i. Ex: Are you calling from a campus phone or a cell phone

4. Discussion of Moped/Bike parking issues
   a. Difficulty with them parked and locked in places they don’t belong
   b. Skateboarding issues
   c. Enforcement issues

5. Lockout Protocol
   a. What are the procedures if someone is locked out?
      i. Call Security
      ii. They ask for and verify ID
   b. Amend “Key Emergencies” part
      i. Add that lockouts should be reported to CS

Next Steps
1. SH will incorporate edits and forward to WG members ahead of next meeting
2. SH will send reminder for BC appointments

Next Meeting: Wednesday, September 17, 2014, 8:00-9:30 a.m., HH 309