

# AGENDA

## Quarterly Meeting of the Building Coordinator Program

Friday, 27 April 2018 9:00 a.m. – 11:00 a.m.

Farish, Room 232

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|--|----------------------------|
| 1. Welcome                                       | Jacquie Vargas             |
| 2. Auto Fleet Management Changes                 | Neal Smith                 |
| 3. Hurricane Season Preparations & Resources     | Ginger Walker              |
| 4. Door Prize                                    | Jennifer Rea               |
| 5. Sustainability Office Update                  | Mike Mendoza/Maria Honey   |
| 6. Project Manager for Cougar Substation         | Barry Simmons              |
| 7. Project Manager for Quad Housing              | Ed Mader                   |
| 8. Door Prize                                    | Jennifer Rea               |
| 9. Electronic Access Controls                    | Ron Harris/Miracle Johnson |
| 10. Keyless Access Services Update               | Roland Bourque             |
| 11. Building Coordinator Responsibilities Review | Jacquie Vargas             |
| 12. Other Communication Announcements            | Jacquie Vargas             |

### Building Coordinator Program Tentative Meeting Dates

Friday, July 27 ❖ Friday, October 26

Training Date

Friday, November 9

*Thank you for understanding the cancellation of the January BC meeting. My grandfather was ill and passed away on January 25th. We appreciate your patience during that time.*

*♥ Jennifer Rea, Facilities Communications*