

AiM Advisory Meeting
Thursday, October 3, 2013 – 8:45 AM
Webster Hall 204

Advisory Committee

On July 24, 2013, the University of Hawai‘i Business Process Council established the AiM Advisory Committee. The AiM Advisory Committee is composed of the following members:

- Ryan Kurashige, Chair – Office of Capital Improvements (OCI)
- Steve Smith – Information Technology Services (ITS)
- Tammy Vandevender – Financial Management Office
- Debbie Ishii/Designee – Office of Human Resources
- Laurel Johnston/Designee – Budget Office
- Yaa-Yin Fong/Designee – Office of Research Services (ORS)
- Kevin Griffin – University of Hawai‘i at Mānoa
- Kathy Cutshaw/Designee – University of Hawai‘i at Mānoa
- Juanita Andaya – University of Hawai‘i at Mānoa
- Marcia Sakai/Designee – University of Hawai‘i at Hilo
- Donna Kiyosaki/Designee – University of Hawai‘i–West O‘ahu
- Michael Unebasami/Designee – Community College System
- JoAnn Yuen – Faculty Representative

OCI Staff Support – Chassidy Shinno and Shari Goudreault

AiM Software Background

The University purchased the AiM software in 2008 after a national solicitation for an asset/work/space management software. AiM is currently in use at all ten University of Hawai‘i campuses.

AiM Modules

- Customer Request/Work Management
- Preventive Management
- Inventory and Shop Stock Management
- Human Resource and Time Management
- Purchasing Management
- Space Management

Business Process Meeting – September 25, 2013

1. Clear that improved communication is required at the executive level. Primary communication between OCI, ORS, and Mānoa has been at staff level.
2. Understanding Space Planning and Space Data

F&A Indirect Cost Recovery reporting – ORS
Space data for planning and reporting – Mānoa Space Planning
3. Advisory Committee Charge

Review and identify key areas of need
4. Deliverables of Committee/Commitment by Units
 - A. ORS Facilities and Administrative Survey
 - B. UH Mānoa
 - C. UH Hilo
 - D. UH West O‘ahu
 - E. UH Community Colleges
5. Timeline for Deliverables
6. Standardization of Terms/Definitions

Suggestions for Development of a Committee Charge

- AiM should be formally recognized as the system of record for building and room information for the 10 UH campuses.
- Space management practices should be adopted and maintained at all campuses within the UH System.
- Determine best methodology for collecting/managing the following new data sets:
 - Grant Location
 - People (Occupant) Demographic Data and Location
- Defining a recognized process for Space Planners to obtain advanced notice and/or real-time updates for changes in room occupants, room usage, etc.
- Helping to set data collection standards and relevant definitions for all campuses to reference in their space planning processes (i.e. FICM classifications, KFS Org Codes, UH Username for person/occupant records, etc).