AiM Advisory Committee Meeting Recap
October 3, 2013 – Webster Hall 204

ATTENDEES
- ☒ Ryan Kurashige, Chair – Office of Capital Improvements (OCI)
- ☒ Steve Smith – Information Technology Services (ITS)
- ☒ Tammy Vandevender – Financial Management Office
- ☒ Debbie Ishii – Office of Human Resources
- ☐ Laurel Johnston/Designee – Budget Office
- ☒ Yaa-Yin Fong – Office of Research Services (ORS)
- ☒ Kevin Griffin – University of Hawaiʻi at Mānoa
- ☒ Kathy Cutshaw– University of Hawaiʻi at Mānoa
- ☒ Designee for Juanita Andaya – University of Hawaiʻi at Mānoa
- ☒ Marcia Sakai – University of Hawaiʻi at Hilo
- ☒ Donna Kiyosaki – University of Hawaiʻi–West Oʻahu
- ☒ Designee for Michael Unebasami/Designee – Community College System
- ☒ Designee for JoAnn Yuen – Faculty Representative
- ☒ Steve Meder – UHM Facilities & Planning
- ☒ Justin Delp, UHM Facilities & Planning
- ☒ Lo-Li Chih, UHH Space Planning
- ☒ Vernon Medeiros, UHH Space Planning
- ☒ Chassidy Shinno, AiM Consultant, OCI
- ☒ Shari Goudreault, AiM Coordinator, OCI

HOUSEKEEPING ITEMS
- INFORMATIONAL MATERIAL -- will be made available on the BPC website, courtesy of Ann Sakuma of Mānoa VC Kathy Cutshaw's office.
- STANDING MONTHLY MEETINGS – an online scheduling survey shall be sent out to narrow down best day/time (i.e. 1st Wed of each month).

REVIEW OF AiM BY CHAIRPERSON
- REVIEW OF PRIMARY AiM MODULES – to give attendees sufficient background information about AiM and its varied use by the 10 UH campuses.
- COMMUNICATION AT EXECUTIVE LEVEL – since the core of the AiM work and communication is handled at the staff level it is important for information and updates to be shared at the executive levels. The interactions of the committee will help foster communication.
- UNDERSTANDING SPACE PLANNING and SPACE RELATED DATA – in order for a defined and meaningful charge to be developed, committee members need to understand the fundamental aspects of space planning and management. (See notes on the demo by UHM below)
- SYSTEMWIDE STANDARDIZATIONS – because there are no existing space management standards at the system level, the committee can help to formulate a useful protocol of measurable metrics, core areas of analyses, and common language and best practices.

DEMO BY KEVIN GRIFFIN
Kevin Griffin, from the Office of Physical, Environmental, and Long Range Planning gave a brief presentation on his integration of AiM into Mānoa's operational methodology.

- AiM USED IN THE PLANNING PROCESS
  - o Intake of requests from field (moves, renovations, need for new space, departmental occupancy reporting, construction projects, etc).
  - o Housing detailed data elements pertaining to buildings and rooms (square footage, usage types, org occupancy, assets and equipment, infrastructure and EHSO details). Looking at buildings/rooms through these varied aspects can help plan requests/projects.
  - o Updating data elements on a regular basis via space survey, and other methods. Committee can help to mobilize other avenues for maintaining data.
  - o Reporting tools – graphs/charts, overlay with CAD drawings using AiMCAD plugin.
- DATA ANALYSES AND REPORTING CAPABILITIES (in reference to an example of a request for new lab space by new researcher)
  - o Organizational occupancy by building -- usage type, square footage.
  - o Departmental and College occupancy by floor within specific buildings (laid over CAD drawing of the floor).
  - o Usage type by floor within specific buildings (laid over CAD drawing).
  - o Asset locations by floor within specific buildings (laid over CAD drawing).
  - o Open Facilities' work orders by floor within specific buildings (laid over CAD drawing).
  - o Field survey analyses based on total square footage of campus.
- DATA SOURCES STILL SOUGHT – to round-out the reporting with even more comprehensive data, new data sources are still being sought. Looking to committee for help to identify and/or assign sources of data.
- POLICY FOR DATA UPDATING & MANAGEMENT – maintaining data over time is a key need to assure powerful reporting and effective planning. An informational dashboard for on-demand reporting needs is being planned for the executive level. However, an assurance of accurate, real-time data is necessary before sharing the data at various levels.

CONCERNS FROM ORS
The Office of Research Services is a primary user of AiM's space data collection. Their periodic reporting for the Facilities & Administrative (F&A) Cost Recovery program fuels some core areas of space data collection and management.

- PREPARATION FOR 2016 F&A COST RECOVERY REPORT – this means that data collection should occur in 2015. All prep work should be executed accordingly.
- SYSTEMWIDE SPACE DATA – currently ORS is obtaining data from Mānoa, but seeks to include data from grant work administered at all campuses and its related sites. Proposing that space management practices be adopted and maintained systemwide.
- EFFECTIVE DATA EXPORTING – ORS believes the data needs for the F&A Cost Recovery reporting be integrated within the systemwide space management practices. As this federal report is a high priority for every campus, the data needs should be synthesized within the UH repertoire of space data. This will allow ORS to export data as needed, without administering a separate regimen.
- DATA SOURCES STILL SOUGHT -- to round-out the reporting with even more comprehensive data, new data sources are still being sought. Looking to committee for help to identify and/or assign sources of data.

CORE NEEDS FOR THE COMMITTEE TO CONSIDER
Identifying the core needs for effective space management data, for planning and F&A Cost Recovery reporting, will assist the committee in defining its charge and timetable.

- 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.
- Set criteria for prioritizing System wide and campus needs due to resources and staff.
- Formalize agreements with other systems (PeopleSoft, Kuali, ITS ID Management, etc.) to talk to each other, and not duplicate data collection efforts.
    - Use existing systems or processes that are already in place, adding fields to capture additional information.
- Develop consistent and standardized reports across the campuses and ORS.
    - Can be used as a tool for developing CIP budget.
    - Track space we have and space we need, and justify requests for new buildings.
- Set up a common data dictionary and relevant definitions for all campuses to reference in their space planning processes.
    - Data from other systems and programs such as FICM codes, KFS Org Codes, UH Username for person/occupant records, etc.
    - Infrastructural data standardizations such as room numbering and labeling/naming conventions.
    - Identify new data sources (data not currently collected anywhere)
        - Grant locations
        - People/Occupant demographic data and locations
- Implementation of a Space Change Notification policy as a means to upkeep and manage data integrity.
- Coordination between ORS and campuses to eliminate duplicating the data collection process, and make the F&A less cumbersome to complete if the information is already captured.
    - Avoiding last minute rush for F&A survey in 2015-16

ACTION ITEMS:

1. Pin down a standing monthly meeting date/time. Online survey shall be sent to gauge members' availability. (OCI)
2. Committee to review list of core needs to develop a charge and valid timetable. Goal is to have this finalized in November 2013. (Committee)
3. First draft of a data dictionary with data source crosswalks where applicable. (OCI, ORS, Mānoa and Hilo Space Planning)