

Aim Advisory Committee Meeting #2 Recap  
November 13, 2013 – Webster Hall 204

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ATTENDEES

- ☒ Ryan Kurashige, Chair – Office of Capital Improvements (OCI)
- ☒ Steve Smith – Information Technology Services (ITS)
- ☐ Yaa-Yin Fong – Office of Research Services (ORS)
- ☐ Kathy Cutshaw - University of Hawai'i at Mānoa
- ☒ Tammy Vandevender – Financial Management Office
- ☒ Debbie Ishii – Office of Human Resources
- ☐ Dennis Nishino for Laurel Johnston – Budget Office
- ☒ Kevin Hanaoka – Office of Research Services (ORS)
- ☒ Kevin Griffin – University of Hawai'i at Mānoa
- ☒ Juanita Andaya – University of Hawai'i at Mānoa
- ☒ Marcia Sakai – University of Hawai'i at Hilo
- ☒ Donna Kiyosaki – University of Hawai'i–West O'ahu
- ☒ Denise Yoshinori-Yamamoto for Mike Unebasami – Community College System
- ☒ JoAnn Yuen – Faculty Representative
- ☐ Joel Weaver – Faculty Representative
- ☐ Steve Meder – UHM Facilities & Planning
- ☒ Justin Delp, UHM Facilities & Planning
- ☒ Lo-Li Chih, UHH Space Planning
- ☒ Vernon Medeiros, UHH Space Planning
- ☒ Kelcie Watai – PFMO
- ☒ Karen Morimoto – GALC
- ☐ Marilyn Takeshita - Office of Human Resources
- ☐ Michael Hodges – ITS, Technology Infrastructure
- ☒ Chassidy Shinno, AiM Consultant, OCI
- ☒ Shari Goudreault, AiM Coordinator, OCI

REVIEW OF EVENTS SINCE LAST AiM ADVISORY COMMITTEE MEETING

- Space Planning presentation by Kevin Griffin on 11/8/13
- First work session for data dictionary on 11/6/13
- Preliminary meeting with ITS Identity Management Information

REVIEW OF COMMITTEE CHARGE AND DELIVERABLES

The deliverables, timeline and desired end goals were discussed, and some areas of concern were mentioned.

## 1) The Need for Policy and Procedure

It was noted that it should be the committee's charge to help draft policy and procedure in the area of space management.

Also, the policy itself usually does not name a software system, so will need to provide a rationale if naming AiM. Otherwise, the policy should not name AiM or be AiM focused, but rather a Space Management policy.

## 2) Identify sources of new data

### a. People demographic data

- This should be defined more as to what "people" means. (e.g. faculty, staff, students, etc.)
- What is People demographic data? Examples include: Name, department, org hierarchy, Title (position description), student information (majors).
- What is people data needed for? People demographics are important for running ratio reports, such as how many square feet/major.

### c. Grant location data

- There is still a need to look into finding a data source. Kevin Hanaoka mentioned he is looking at KFS or MyGrant.

## 3) Program standards

- Utilization rates are a strong desire to space planners, although may not necessarily be a charge of the AiM Advisory committee. However, it is recognized as a need to be addressed and perhaps recommended to the board. What kind of space utilization software is available to complement AiM? It was suggested that the Star system might provide the information needed.
- Space standards are also of great interest to space planners, and will differ by type of institution.

## Desired End results:

Item 2 – Staggered implementation of space management and planning programs at the ten campuses. It was expressed that there are not enough resources (man power) available.

Item 3 - A concern was brought up that participation in surveys is too cumbersome to complete, that if possible, to have the information already entered from previous survey years be populated so that the departments do not have to start from scratch. Also, departments may have limited resources to complete such a labor intensive survey.

Using a web based interface and AiM Web Services, a new interface could be designed to address these concerns.

To add - Subject matter experts agree that there is a need to identify national reports (e.g. National Science Foundation, APPA, etc.). Participation in the APPA is helpful to benchmark certain aspects of space and operations with other institutions. Creating standards for report layouts across all ten campuses would be used for these national reports, and would be made available to interested parties.

#### CREATION OF STEERING TEAM

Created to help share the leadership and promote timely decision making. The subject matter experts are to compile materials for committee to discuss and move to adopt.

#### UPDATE ON MEETING WITH IMS AS A POSSIBLE SOURCE FOR PEOPLE INFORMATION

Preliminary meeting with Identity Management System (IMS) as a possible system of record for all demographic data needed. Interested parties are invited to take part. Contact Chassidy Shinno.

#### REVIEW FIRST DRAFT OF THE DATA DICTIONARY

Reviewed the general layout, and areas to be expanded upon to include:

- Format
- Example Raw Data
- DB Fieldname
- System of Record
- Used – Yes/No
- Notes

The first work session included Vernon Medeiros from UHH, Kevin Griffin and Justin Delp from UHM. The group will work on one section at a time starting with the fields in the Property module in AiM. Other areas will include the Space Management module and the FICM codes, and expand as needed. The group will work individually and come together for work sessions to review and discuss. Those interested are invited to participate in work sessions, contact Shari Goudreault.

#### **ACTION ITEMS:**

- Revise and Finalize Deliverables
- Schedule next Data Dictionary work session