

Aim Advisory Committee Meeting #3 Recap
December 11, 2013 – Webster Hall 204

ATTENDEES

- ☐ Ryan Kurashige, Chair – Office of Capital Improvements (OCI)
- ☒ Bill Wroblewski for 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
- ☒ Steve Yamada – Office of Human Resources
- ☐ Michael Hodges – ITS, Technology Infrastructure
- ☒ Chassidy Shinno, AiM Consultant, OCI
- ☒ Shari Goudreault, AiM Coordinator, OCI

Formal adoption of the Committee Charge as amended per November meeting discussion

Committee Charge finalized and formally adopted, but it is a living document so if there is a need to revisit any items of the charge it may be modified at any time.

Updates from working groups

1. Data Dictionary group
 - a. Last session was on 11/27/13 with UH Hilo and UH Manoa.
 - b. The overall scope has been defined, and new fields and sections added to include the Work Management, Asset Management and Human Resources modules. The main focus will be on the Property-Location module and Space Management module.
 - c. Work session in January will include Kelcie Watai from PFMO. Many discrepancies are being found in property codes between AiM and KFS, and Kelcie has been working with

UH Manoa and UH Hilo, and soon with the community colleges. The meeting in January will be to have a discussion to create ground rules and standardize across all 10 campuses. We ask that all 10 campuses be represented at this next meeting (to be scheduled).

- d. Next work session scheduled for 12/18/13 at 1:30.

2. People Data/UH IMS group

- a. Preliminary crosswalk presented to help understand what kind of people data we are looking for.
 - i. Included are all fields that AiM already collects, as well as incorporating information that UH Hilo collects from their directory, and suggestions from the last AAC meeting.
- b. Meeting to be scheduled in January with Michael Hodges to discuss what information is already being captured, what can be captured, and what areas need more networking with other groups/systems.
- c. A suggestion was brought up that perhaps a policy or procedure should be created first, to identify a process of where information can be obtained that may dictate what type of information is collected. Both can be worked on simultaneously, targeted start date in January.

3. Policy Drafting group

- a. Work session to be scheduled in January
- b. First draft to be presented at the next AAC meeting (February 2014)
- c. To identify a process or instance of where information can be obtained that may dictate what type of people information is collected.
- d. To include a change notification policy for people data.

Information sharing on UH's R25 scheduling software

The need to calculate room utilization rates requires a room scheduling software. There is no overlap between AiM and a room scheduler (R25), but are complementary and work together to present a bigger picture.

- 1. UH already has R25, which is an event and class scheduler that pulls data from Banner. Some major problems with R25 is that it is difficult to use and not everything is entered into the system, so data is not complete.
- 2. 25Live is the updated version of R25. It is web based, has a front facing reservations piece and is more user friendly.
 - a. After reviewing both systems, UH West Oahu has a strong interest in 25Live. They feel R25 is too cumbersome and difficult to use for their purposes.
 - b. UH Hilo is also interested in a demo of 25Live after hearing that West Oahu feels that R25 is too difficult to use.
 - c. Will reach out to community colleges to see if they are also interested in a demo of 25Live.

- d. A demo can be arranged with the vendor through Aaron Yamane with the ITS MIS group.
3. X25 is a report writing tool for 25Live.
4. There is a need for standardization of the practice to centralize room scheduling in order to maintain accurate data.
5. Although not a charge of the AAC, the committee can recommend to the BPC to create a policy for standardization and for software.

Update on standardizing data collection for national reports

1. National Science Foundation report – UH Manoa and UH Hilo are currently working on completing the NSF report due in December. ORS clarified that in future, they mainly want UH Manoa and UH Hilo to complete this report.
2. When working on the NSF report, UH Manoa found that an entire set of data is unknown, the Classification of Instructional Programs (CIP). This is required by the report but we do not track this information, is used to link fields of study or academic disciplines to a space.
3. AiM is capable of tracking this CIP information in the Space Management module under Programs.
4. It was suggested that moving forward, CIP information be incorporated into the campus space survey and that the committee require departments to provide this information.
5. Standards for data collection will be documented for other campuses future use.

UH AiM blog site

1. Now live on the Internal User page, accessible from the eFacilities website.
2. A tool meant to help keep internal users up to date with different aspects of AiM, and a means to track historical information as well.
3. Posts are searchable by subject and comments are enabled so users can engage in dialog.
4. The main site and the internal site will continue to be under construction to be more user friendly and informative.

ACTION ITEMS:

1. Contact Aaron Yamane or Chassidy Shinno if interested in a demo of R25, 25Live and X25. (Committee members)
2. Touch base with community colleges if interested in demo of 25Live. (OCI)
3. Schedule Data Dictionary work session in January to discuss ground rules and standardization for property codes. Contact Shari Goudreault if interested in participating. (OCI)
4. Schedule work session in January with the Policy Drafting group. (OCI)
5. Schedule work session in January with UH-IMS group. Contact Chassidy Shinno if interested in participating. (OCI)