

Aim Advisory Committee Meeting #4 Recap
February 19, 2014 – Webster Hall 201

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

ANNOUNCEMENTS

- Thank you to all those participating in the working groups for your time, effort and commitment. It is essential that you are communicating with and updating your administrators, so they can offer comments and suggestions back to the group.
- The three deliverables were originally going to be presented to the BPC in April 2014 – revised target date is July 2014
- Working groups – please consider a monthly whole-day work session, where each charge can be worked on with greater productivity.

UPDATES FROM WORKING GROUPS

1. Policy and Procedures for Obtaining/Maintaining Space Related Information
 - a. Revised target date to June 2014 for final vote to the AAC and presentation to the BPC in July 2014.
 - b. Executives at each campus need to consider what their Space Master Plan is – The BPC mandates that Space Management practices be adopted and maintained at all campuses. In order to maintain the policies and procedures that the AAC is about to promulgate, some questions to consider: What is the Space Master Plan for each campus? What resources will be needed to enter and maintain the data? Data collection, which AiM is used for, is a subcomponent of the overall larger picture.
 - c. Comment from a faculty rep that a space plan policy should have benefit/value to the people who will be updating the data.
2. Identifying Sources of New Data
 - a. Divided into two phases:
 - i. Identifying existing data sets and its sources
 1. Working group has identified the people demographic sets of data that reside in existing systems (e.g. PeopleSoft, Banner, Kuali). Need to crosswalk and map out where they are, and to conceptualize a plan to bring the data into IMS and centralize there. IMS has agreed to be the system of record for this information.
 - ii. Recommend methods of collecting new data sets
 1. Data currently does not exist anywhere – data needed is People Location (where they sit) and Grant Location (where the research is occurring).
 2. Determine what other sets of data to collect, but not necessarily to execute how to collect it. This will be something the campuses will work on collaboratively, and ties back to the Space Master Plan. Some questions that each campus needs to consider: What are your expectations of your data? What kind of questions do you want answered? This will help us know if we are collecting the right things. Each campus will have different needs, and if other data sets are needed, we can further examine.
 - d. Together, these sets of data will create a complete set of people demographic information that will be housed at UH IMS. A work in progress, which will grow as we start to identify sources of information.
 - e. Revised target date of April 2014 to deliver a conceptual plan for phase one to the AAC. Phase two target date relates back to what is your Space Master Plan?

3. Standardized Data Dictionary

- a. As this will be a living document, targeting for 90% completion by March 2014 for approval by the AAC, with the remaining 10% to be worked on collaboratively by campuses (to revise, refine and update) as they begin to implement modules and increase their use of AiM.
- b. Several work sessions have been held over the past two months. All known information has been populated in all modules (Property, Space, Work Management, Human Resources and Asset Management). Next step will be to work on further discussion items that have been highlighted.
- c. Members of the working group should brief their executives with their participation and agreement of work completed on Data Dictionary, so any comments or revisions can be made before it goes to vote by the AAC next month and be finalized.

NEW PARTNERSHIPS

1. Institutional Research and Analysis Office
 - a. The official reporting entity at UH. They have a great interest in the data that AiM is collecting
2. Data Governance Office
 - a. Working closely with them to ensure we are properly collecting and sharing data
3. R25 Technical Lead, Aaron Yamane

R25 AND 25LIVE UPDATE

1. R25 white paper delivered in response to the campuses' interest in more information about space utilization rates. R25 complements AiM, they do not collect the same kind of data.
2. Make sure your administrators are aware of the details so the campuses can get together to discuss and decide if they would like to purchase R25/25Live.
3. R25 provides information on classroom space, but on Manoa campus classrooms represent about 5% of space. Other things to consider and perhaps bring up at the demo - Research labs are measured by different metrics, not how many hours utilized.

ACTION ITEMS:

1. If interested in a demo of R25, 25Live and X25, please complete the short survey at [R25/25Live Demo Attendance](#). (Committee members)
2. Data Dictionary – Working group to brief their executives so the data dictionary will be ready to vote on and be finalized next month by the AAC. (Data Dictionary working group)
3. Schedule work session with the Policy Drafting group. (OCI)
4. Schedule work session with People Data group. (OCI)