

Aim Advisory Committee Meeting #5 Recap
June 20, 2014 – Information Technology Center 105A

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
- ☒ Velina Sugiyama for 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
- ☐ Michael Hodges – ITS, Technology Infrastructure
- ☒ Pearl Iboshi - Institutional Research and Analysis Office
- ☒ Sanford Beppu – Institutional Research and Analysis Office
- ☒ Chassidy Shinno, AiM Consultant, OCI
- ☒ Shari Goudreault, AiM Coordinator, OCI

CHRONOLOGY

Reviewed background of how the AiM Advisory Committee (AAC) began, and charges by the Business Process Council (BPC).

REVIEW OF DELIVERABLES

- I. Policy and Procedures for Obtaining/Maintaining Space Related Information
 - a. Overview of the process
 - i. Representatives from all campuses met as a steering team to determine what would work for all the campuses as there is an immediate and pressing need for policies.
 - ii. Make clear that there is a distinction between space management/information and space planning. They have different meanings and should be separate policies.

- iii. Focused on data and data gathering, recommendations for best practices and reporting. Looked at the larger issues, not details in the exact steps.
 - b. Applicability/Scope, section C - Reporting standards should be revised to include the UH Institutional Research and Analysis Office (IRAO) and their needs for space utilization reports.
 - c. Policy Guidelines, section D – the steering team recommended using the shorter summary language that points to ORS space survey instructions due to changing federal regulations. The committee agreed that the summary statement as written should be used instead of the alternative language. It was suggested that a reference back to ORS should be included in this section, as the main resource for more information.
 - d. Best Practices, Section E.2 – Space Change Notification procedures. It was suggested that PNF be changed to more general language.
- II. Identifying Sources of New Data - Centralizing people data in one system of record, and what it will take to bring these data sets into AiM. (Refer to AiM People Data Spec Outline)
- a. Phase I – Recognizing UH Identity Management System (IMS) as the system of record that can centralize people data. Working to bring in existing people data from IMS to AiM using a message broker.
 - b. Phase II – looking to bring in data sets about faculty and staff that are currently in PeopleSoft but not in IMS. Increasing the data sets centralized in IMS.
 - c. Phase III – the “dream” phase for additional desired data sets, these are complex to incorporate into the interface (procedural agreements may be required). Looking at student data, and also collecting people location data in the future.

A question was raised about RCUH employees. IMS has information on anyone with an @hawaii.edu account, which includes RCUH employees. Each hawaii.edu account has a role tied to it, so will look at the different roles and determine which will be brought into AiM.

- III. Standardized Data Dictionary
- a. Aim to be online as a living document that can be modified at any time.
 - b. The dictionary is AiM-centric.
 - c. All fields in the data dictionary are representative of the various fields in each module. New fields from v6.3.1.1 added.
 - d. Will be noted to the BPC that this is a living document that will evolve over time.

APPROVAL OF DELIVERABLES

Deliverables approved for transmittal to the Business Process Council by the AiM Advisory Committee.

RESOURCES

Will recommend upfront to the Business Process Council that execution of a policy such as this requires many resources, and should be mindful that these resources are necessary in order for the policy to be implemented and succeed.

ACTION ITEMS:

Revise language in the Draft Policy document for:

- Section IV-C - include IRAO needs for reporting utilization
- Section V-D - use summary language and remove alternative language. Include reference to ORS as the main source for information regarding F&A.
- Section VI-E,2 – remove PNF and replace with more general language.