# UNIVERSITY of HAWAI'I®
### SYSTEM

July 8, 2014

## MEMORANDUM

**TO:**        Kathy Cutshaw, Vice Chancellor for Administration, Finance, and Operations
University of Hawai'i at Mānoa

Michael Unebasami, Associate Vice President for Administrative Affairs
University of Hawai'i–Community Colleges

**FROM:**    Ryan T. Kurashige
Manager – Administration and Support Services

**SUBJECT:**    AiM Advisory Committee Deliverables

This memorandum is to notify you, co-chairs of the University of Hawai'i Business Process Council (BPC), that the AiM Advisory Committee (AAC) has finalized its deliverables for consideration by the BPC.

The AAC was established by the BPC at its meeting on July 24, 2013, with the charge to review and identify key needs and deliverables on space information needs across the University of Hawai'i System. The AAC formally met five times, with its last meeting on June 20, 2014, when its deliverables were approved. The AAC's recommendations are posted at the BPC website and include:

I.  Policy and Procedures of Obtaining/Maintaining Space Related Information
http://www.hawaii.edu/bpc/projects/aim/2014-06-20/DraftExecutivePolicy.pdf

II.  Identifying Sources of New Data
http://www.hawaii.edu/bpc/projects/aim/2014-06-20/AiMPeopleDataSpecOutline.pdf

III.  Standardized Data Dictionary
http://www.hawaii.edu/bpc/projects/aim/2014-06-20/DataDictionaryFinal.xlsx

While the AAC's deliverables have been finalized; we note that execution of new policies and procedures will require resources that currently do not exist. Therefore, we recommend that the resource issue be addressed prior to, or simultaneously with, the execution of the new policies. Execution of the recommended policies without resources will result in the inability of the University to adhere to its own policies.

I would like to express my gratitude for the active participation and recommendations by the AAC members. Additionally, we heavily depended on AAC steering committee members, who spent much time, effort, and commitment in completing the AAC deliverables.  Members of the steering committee include:

> University of Hawai‘i at Mānoa
> Kevin Griffin
> Justin Delp
>
> University of Hawai‘i at Hilo
> Vernon Medeiros
>
> University of Hawai‘i–West O‘ahu
> Kimo Yamaguchi
> Jennifer Watanabe
>
> University of Hawai‘i–Community Colleges
> Denise Yoshimori-Yamamoto
>
> University of Hawai‘i System
> Kevin Hanaoka
> Michael Hodges
> Kelcie Watai
> Shari Goudreault
> Chassidy Shinno

Should you have any questions in this regard, please call me at 956-8216.