



**MEMORANDUM**

**TO:** SUBOA, CCBOA and Facilities Managers

**FROM:** Robert M. Haelen, Senior Vice Chancellor for Capital Facilities 

**DATE:** January 15, 2019

**SUBJECT:** Update on AiM Property, Space Management and Asset Life Cycle

It has been roughly 20 months since SUNY went live with the AiM Property and Space Management modules, and 17 months since going live with Asset Life Cycle. The Property and Space modules replaced the outdated BCI and PSI inventory systems, whereas the Asset Life Cycle module (not currently applicable to Community Colleges) replaced the old Building Condition Assessment Survey (BCAS).

These systems were implemented to enhance SUNY's accountability over the State's capital investments, thereby demonstrating that SUNY is a good steward of the State's assets and worthy of additional capital investment by the State.

It is imperative for campuses to take a very active role in managing and updating the data routinely.

This includes:

1. **Property:** Updating Property data which includes characteristics of Properties (buildings, sports fields etc.);
2. **Space:** Updating Location data (rooms) and keeping organizational occupancy accurate, as to who (Department [CIP] and Organizational Occupancy [chart of accounts]) is using the space, and for what purpose (usage [NACUBO Code]); and
3. **Asset Life Cycle:** Making updates to Assets to reflect work done through capital projects.

..... all in real time.

To accomplish this, campuses may request unlimited logins for the system. Various roles may be assigned to personnel to allow read only and/or edit permissions.

The following describes the update responsibilities in greater detail:

**Property:**

While some of the PSI guidelines may be outdated with respect to the new AiM software, the core tenet still holds true.....*all properties that are occupied or operated by SUNY for its mission, whether they be owned by New York State or another entity, regardless of whether they are on or off campus, shall be included in BCI/PSI, now in AiM.*

To expound on the above statement: in addition to space in typical State owned buildings, all leased space in buildings owned by other than SUNY, space used for housing students in buildings owned by related entities, and space used in buildings owned by related entities such as foundations, alumni organizations or other 501.c.3 organizations, is required to be included in AiM.

Applying this core principle to the AiM software will provide a comprehensive inventory of all properties operated or occupied by SUNY Colleges and Universities, providing a robust set of data for future capital and programmatic planning.

Updates to property are done through completion of the [Property Action Form](#) which is available on the Office for Capital Facilities (OCF) webpage. The completed form is to be sent to OCF who will update the property in AiM.

**Space:**

AiM is the space data of record for both State Operated campuses and Community Colleges. It is important to insure this data is accurate and available for academic reporting and other purposes including tracking of research space for indirect cost recovery, reporting on use by auxiliary corporations, and capital project planning.

An important additional purpose for the space data is Private Use. Tracking of campus Private Use is essential to meeting IRS requirements for the proper use of tax-exempt capital financing. A revised process for tracking Private Use will be sent to campuses in the near future.

Some campuses have been early adopters and regularly update their property and space data; while other campuses have yet to make any significant edits or updates to their data. Campus space data will be pulled each fall around October-November to be used for key reports, including important decisions such as capital allocations. Hence, accuracy of the data is invaluable to the campuses. Inquiries will be made to campuses that have not made edits or updates, given that future capital investment will be predicated on demonstration of good stewardship.

### **Asset Life Cycle:**

Maintaining the asset data contained in AiM is important to the accuracy of the Life Cycle Model. Asset Updates are to be accomplished through Project Based Updates, Annual Audit Reviews and general usage of the AiM system for capital planning and project needs.

A capital project can effectively reset or greatly extend the estimated remaining life of many assets, altering the amount of deferred maintenance backlog and improving the overall Facility Condition Index (FCI). As part of the project management process, SUCF staff, in conjunction with campus staff, will identify and update the assets affected by each project at two key milestones: construction start and beneficial occupancy.

Campus Let asset updates completed by the campus are to be coordinated and submitted to SUCF for update at similar milestones: campus coding and beneficial occupancy. Discussions are underway to explore the feasibility of letting campuses identify and update the asset data directly into AiM.

On an annual basis between January and June, the campus will validate and audit 25% of the campus asset data for accuracy. Campuses will be provided reports for the 25% of assets scheduled for that year's review. The campus will be expected to validate and correct the data as needed pertaining to assets, types, quantities, condition and expected life for the properties listed in that audit year. Residential facility assets will be updated as well as part of the annual process.

The campus is also encouraged to continuously use the AiM system for data reporting and project planning. Through reporting and use of the data, the campus will recognize opportunities to request corrections and edits to asset data.

This shared responsibility, between the campus and Fund, for maintaining and validating the AiM Asset data will result in greater reporting accuracy. Having the most up-to-date information is critical for both development of the capital plan and advocacy for more capital funding.

Campuses have full responsibility for the data in AiM, as it is vital data for many purposes. The following summarizes the campus, Fund and OCF responsibilities.

**Property:** Campuses are responsible for providing property information and changes to OCF. OCF will update the property data.

**Space:** Campuses are responsible for updating space data including occupancy and usage.

**Asset Life Cycle:** Campuses will work in conjunction with Fund staff to update educational facility assets. Residential facility assets are the campus' responsibility with assistance from OCF. Asset life cycle for community colleges will be implemented in the future.

To aid campuses in managing their space data in AiM, SUNY's Office for Capital Facilities has developed numerous resources, which include the AiM Resources webpage, the AiM Property & Space Management Training manual, and a YouTube channel with several short "how to" videos. SUCF and the Campus Program Managers are available for assistance in managing the asset data.

Please reach out to the AiM Help Desk at [AiMHelp@suny.edu](mailto:AiMHelp@suny.edu) for any assistance related to the AiM software or any questions regarding space management or asset data. Thank you.

c: Karren Bee-Donohoe (OCF)  
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