Administrative Applications Committee Meeting

Minutes

January 18, 2010
9:00 a.m. – 11:00 p.m.
District Annex – Conference Room 1

Membership

Ted Phillips ☞
Marie Mestas ❑
Joe Cabrales ❑
Nancy Davis ☞
Kathy Wilson ❑
Patrice Hollis ❑
James Smith ☞
Robert McAtee ☞
Dio Shipp ❑
Penny Ongoco ❑
Kaylee Hrisoulas ❑
Everett Garnick ☞
Keith Wurtz ❑
SBVC Faculty ❑

Other Attendees

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☞ - in attendance

TOPIC	DISCUSSION NOTES
1. Committee charter review (review of organizational bullet points)	**Priority items for now include: Prioritize software projects, define standards, review and recommend policies and procedures, develop a security strategy, ensure TCO model, assist in development and resolution of needs and schedules for training, testing & support.**
2. Meeting standards adoption (rules for meetings)	**Handout delivered. Members were asked to review on their own time.**
3. Overview of DCS Projects currently in progress (status report). Discussion of current project management and prioritization environment.	**Report delivered. Everett stated that each project should be reviewed with the requestor or department but this would take a long time. It was suggested that the report presented would provide enough information to managers to determine if the project was still needed and if changes in the request were needed. This will be used to contact management for projects re-approval.**
4. Brainstorm criteria for prioritization (what criteria do we want to base our prioritization on?) Ideas: Federal/State mandates, ROI, Cost, customer service improvements, size, etc. Hint: Each criteria must have a defined way to calculate it.	**Strategic value, ease of completion, is this a funding source project, cost of project, will this build the organizational resources (resource impact), is this a project that will allow us to comply with some mandate (fed, CA), what is the user priority, is there a critical deadline and what is it.** **Weighting is preferred over straight values by category. Next meeting will discuss categories and weighting again.**
5. Standards of system acquisition, implementation and management (Discussion- if time allows)	**Not discussed this meeting**
6.	
7.	

To Do Items

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____