Administrative Applications Committee Meeting

Minutes

March 1, 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

None
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✍ - in attendance

TOPIC	DISCUSSION NOTES
1. IT Strategic Plan: Goals and objectives for addressing weaknesses and challenges	**Goals and objectives were discussed as well as notations regarding adjustments to the "Strengths" section of the strategic plan. See further detail below. As background on where we are now with the plan, James Smith explained that at least on two occasions the SBVC campus was involved in open presentation and discussion of the strategic plan. Everett explained that the plan in process has been developed with input from the DETS Executive Committee which consists of representation from all District sites; faculty, staff, and management.**
2. 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.	• **These criteria are for purposes of prioritizing an accepted project only. These projects are vetted through an initital review with a proposed project team consisting of a project lead, at least one user liaison, a programmer, a tech, and one or more users before getting to the committee. Criteria related to this vetting process are not needed here.** • **The committee will have the right to send a request back to the project team for more work prior to approving and prioritizing it.** • **Y/N vs scaled answers: The committee agreed in most cases Y/N answers will provide enough differentiation between projects to order them well. Specific criteria will be further discussed.** • **Weighting will be discussed after all criteria are developed.** • **We need to use "evidence-based decision making". We cannot play favorites.** • **The committee will also set timeframe expections for projects.** • **See below for criteria matrix. We will continue to work on this next meeting.**

Topic 1: Goals for IT Strategic Plan

Goal 1: Develop a user community that is knowledgeable in, and can effectively use, application systems provided. (Address weaknesses 4-8)

- **Objective 1: Develop and deliver new training and documentation on use of systems**
- **Objective 2: Provide a campus-wide training calendar**
- **Objective 3: Create a campus-wide technology training committee to coordinate training and documentation efforts. There is currently a committee at each campus but they don't leverage each other's efforts.**
- **Objective 4: Build training programs for technology systems into Safe Colleges delivery and tracking system.**
- **Objective 5: Obtain feedback on needed training from meetings with user focus groups (Datatel, surveys, office suite, SARS, ImageNow, etc)**
- **Objective 6: Engage vendors where needed**
- **Objective 7: This goal and its associated objectives must be accepts and embraced by management at all district sites.**

Goal 2: Provide a financial base to allow the District to keep pace with technology (Address weaknesses 1, 9 and 10)

- **Objective 1: Identify opportunities and partner with grant writing experts to obtain grant funding.**
- **Objective 2: Plan ahead for technology upgrades and purchases where possible**

Goal 3: Eliminate or reduce project backlogs to a manageable level

- **Objective 1: Institutionalize the project process.**
- **Objective 2: Develop a project communication mechanism to keep people informed about the status of their projects.**

Goal 4: Create a consistent and effective communication mechanism to ensure all constituencies are aware of what is happening at DETS

Topic 2: Prioritization Criteria

The criteria below are up for discussion. Add or remove criteria as needed.

CRITERIA	VALUE DEFINITION	WEIGHT	NOTES
1. Is this federally or state mandated	YES/NO		
2. Is there is hard cost in dollars?	YES/NO		
3. Will this project return dollars?	YES/NO		
4. What is the cost in resources?			This is different than size of project (7). Currently means human resources. This cannot be Yes/No because all projects will use up resources.
5. Will this project reduce overall resource needs? By how much?			
6. What level of customer service improvements would this project provide?			
7. What is the size of the project			Size refers in some way to the amount of effort needed to complete a project. The values are left to be defined but would normally encompass total expected resource utilization including time, money, facilities, etc.
8. Does this project have strategic value? What is it?			
9. Is this project easy to complete or hard?			
10. What is the project scope?			Who/how many will be affected/reached?
11. Is this an accredidation issue?	YES/NO		
12. Is this related toa strategic plan goal?	YES?NO		