Administrative Applications Committee Meeting

Minutes

March 15, 2010
9:00 a.m. – 11:00 p.m.
District Annex – Conference Room 1

TOPIC	DISCUSSION NOTES
1. Minutes approval from 3/1/10	**Approved (members to submit final comments by end of day)**
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.	**See page 2 below. Next week we will continue with criteria finalization and weighting.**
3. Location of agendas and minutes	**Reviewed (on www.sbccd.org> Faculty & Staff Information & Forms > District Committee Minutes/Collegial Consultation > DETS Committees > Administrative Applications Committee Live link: (http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/DETS_Committees/Administrative_Applications_Committee.aspx)**
4. Other	**Patrice Hollis - ok to attend (moved to FA)** **Students – none from Valley, Kaylee – student from CHC** **Faculty – Need to ID someone from Valley (check with John Stanskas)**
5. Other	**Reviewed/demoed project database**
6.	

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

To Do Items

1. Nancy check with Patrice__
2. Everett check with John S_
3. Prep to discuss weights next meeting_
4. _____
5. _____
6. _____
7. _____
8. _____

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. Will this project return dollars (revenue source)?	YES/NO		Does this actually make money?
3. Will this provide service improvements?	YES/No		
4. Does this project have strategic value?	YES/NO		A statement of the strategic value should be included
5. What is the project scope? (dept, div, campus, district-wide)	.25,.5,.75,1		Who/how many will be involved?
6. What is the project scope? (percent of population that will be effected: faculty, staff, students, community)	%		Who/how many will be affected/reached?
7. Is this an accredidation issue?	YES/NO		
8. Is this tied to a grant/categorical funding source?	YES/NO		Will this help us maintain the funding source?
9. Is this related to an audit?	YES/NO		
10. Enter a time-sensitive due date	Calculate 0 to 1		Due date in relation to current date. Calculate using a formula like: A = number of days from now to due date B = Estimated elapsed days to complete project C = A – B (C is days to start of project) D = 364/(C+364) (if the result is zero or less, then set to 1) This formula yields a number from 0 to 1 with numbers moving higher as the dates converge. Example (using elapsed project days = 60 and start date of 1/1/2010): 1/2/2010 -59.00 1 1/3/2010 -58.00 1 1/5/2010 -56.00 1 1/10/2010 -51.00 1 1/15/2010 -46.00 1 2/1/2010 -30.00 1 3/1/2010 0.00 1 4/1/2010 30.00 0.923858 5/30/2010 89.00 0.803532 12/31/2010 300.00 0.548193 1/2/2011 301.00 0.547368 1/1/2012 660.00 0.355469 1/1/2013 1020.00 0.263006 1/1/2014 1380.00 0.208716

			1/1/2015 1740.00 0.173004 1/1/2016 2100.00 0.147727 1/1/2017 2460.00 0.128895 1/1/2020 3540.00 0.093238 1/1/2025 5340.00 0.063815 1/1/2030 7140.00 0.048507 As the number of days increases, the need to start the project decreases and the calculated fraction value also decreases.