

Administrative Applications Committee Meeting

Agenda

April 5, 2010
9:00 a.m. – 11:00 p.m.
District Annex – Conference Room 1

TOPIC	DISCUSSION NOTES
1. Minutes approval from 3/15/10	
2. Old business: Review to-do list: a. Nancy check with Patrice b. Everett check with John S	
3. Brainstorm criteria for prioritization a. Review web committee ideas b. Finalize list c. Set weights	
4. Update on activities	
5.	
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

R - in attendance

To Do Items

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

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Current 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 accreditation 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		<p>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):</p> <table border="1"> <thead> <tr> <th></th> <th>Days</th> <th>Calc</th> </tr> </thead> <tbody> <tr><td>1/2/2010</td><td>-59.00</td><td>1</td></tr> <tr><td>1/3/2010</td><td>-58.00</td><td>1</td></tr> <tr><td>1/5/2010</td><td>-56.00</td><td>1</td></tr> <tr><td>1/10/2010</td><td>-51.00</td><td>1</td></tr> <tr><td>1/15/2010</td><td>-46.00</td><td>1</td></tr> <tr><td>2/1/2010</td><td>-30.00</td><td>1</td></tr> <tr><td>3/1/2010</td><td>0.00</td><td>1</td></tr> <tr><td>4/1/2010</td><td>30.00</td><td>0.923858</td></tr> <tr><td>5/30/2010</td><td>89.00</td><td>0.803532</td></tr> <tr><td>12/31/2010</td><td>300.00</td><td>0.548193</td></tr> <tr><td>1/2/2011</td><td>301.00</td><td>0.547368</td></tr> <tr><td>1/1/2012</td><td>660.00</td><td>0.355469</td></tr> <tr><td>1/1/2013</td><td>1020.00</td><td>0.263006</td></tr> <tr><td>1/1/2014</td><td>1380.00</td><td>0.208716</td></tr> </tbody> </table>		Days	Calc	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
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			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.		