

<b>Administrative Applications Committee Meeting</b>			
<b>Minutes</b>		<b>April 5, 2010</b> <b>9:00 a.m. – 11:00 p.m.</b> <b>District Annex – Conference Room 1</b>	
<b>TOPIC</b>	<b>DISCUSSION NOTES</b>		
1. Minutes approval from 3/15/10	Approved		
2. Old business: Review to-do list: a. Nancy check with Patrice b. Everett check with John S	<b>Patrice- follow up still needed</b> <b>John- emailed. No response yet.</b> ----- <b>Nancy- follow up with Marie, Penny, Patrice</b> <b>Joe- Follow up with Cheryl</b> <b>Kathy- Follow up with Robert</b> <b>James- Follow up with Keith and Dio</b>		
3. Brainstorm criteria for prioritization a. Review web committee ideas b. Finalize list c. Set weights	<ul style="list-style-type: none"> <li>• <b>Web committee ideas do not apply</b></li> <li>• <b>List and weights finalized- report created</b></li> <li>• <b>Due date criteria was briefly discussed but no formula recommended.</b></li> </ul>		
4. New software application purchases (Administrative)	<b>This committee should be involved in reviewing proposed purchases and recommending or not recommending them. However, evaluation criteria need to be developed first.</b>		
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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- in attendance

**To Do Items**

1. Remind members of meetings
2. Think about defining values for each criteria that are more expanded than yes/no- maybe 1-3 and define what each value (1,2 and 3) would represent.
3. Begin to think about standards for evaluation of application system acquisition.
4. \_\_\_\_\_
5. \_\_\_\_\_

To see posted minutes and agendas for this committee,  
[Click to link to posted agendas and minutes](#)

Time-sensitive due date calculation:

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):

	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
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.