Administrative Applications Committee Meeting

Agenda

April 19, 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. Minutes approval from 4/5/10	
2. Follow up with missing members: a. Nancy> Patrice, Penny, Marie b. Joe> Cheryl c. Kathy> Robert d. James> Keith, Dio	
3. Priority classifications: Define values other than yes/no. Define meanings.	
4. Standards for evaluation of application systems acquisition	
5. List of needed policies/procedures	
6. Information/feedback	

To Do Items

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

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Current Prioritization Criteria:

The criteria below have been defined.

CRITERIA	VALUE DEFINITION	WEIGHT	NOTES
1. Is this externally mandated	YES/NO	.2	
2. Will this project return dollars (revenue source)?	YES/NO	.1	Does this actually make money?
3. Will this provide service improvements?	YES/NO	.1	
4. Does this project have strategic value?	YES/NO	.1	A statement of the strategic value should be included
5. What is the scope of influence? (dept, div, campus, district-wide)	.25,.5,.75,1	.1	Who/how many will be involved?
6. Population Affected (percent of population that will be effected: faculty, staff, students, community)	%	.1	Who/how many will be affected or reached?
7. General (requires note)	YES/NO	.1	General category for special circumstances
8. Is this tied to a grant/categorical funding source?	YES/NO	.1	Will this help us maintain the funding source?
9. Enter a time-sensitive due date	Calculate 0 to 1	.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): 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.