Administrative Applications Committee Meeting

Minutes

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	**Ok except for list of criteria on second page not updated and current.**
2. Follow up with missing members: a. Nancy> Patrice, Penny, Marie b. Joe> Cheryl c. Kathy> Robert d. James> Keith, Dio	**Information still needed**
3. Priority classifications: Define values other than yes/no. Define meanings.	**No changes were made. Criteria, values, and weights are good as is. Ready to forward to executive committee.**
4. Standards for evaluation of application systems acquisition	**See page 3 for a starting discussion. Review again next meeting.**
5. List of needed policies/procedures	**Research other colleges and come next meeting prepared with list of policies/procedures from those.**
6. Information/feedback	**None**

To Do Items

1. Find policies and procedures from other colleges. Prep a list for next meeting.

2. Prep for continued discussion of software acquisition standards.

3. Contact assigned members to find out if they still plan to participate.

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

Current Prioritization Criteria:

The criteria below have been recommended for non-web based projects. (Web-based project priorities are recommended by the DETS Web Standards Committee)

CRITERIA	VALUE DEFINITION	WEIGHT	NOTES
1. Is this externally mandated	YES/NO	.2	Federal. State, audit, etc.
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)	Examples: .25,.5,.75,1	.1	Who/how many will be involved? (should never be zero)
6. Population Affected (percent of population that will be effected: faculty, staff, students, community)	Examples: .25,.5,.75,1	.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** 1/15/2010 · -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 1/1/2015 · · 1740.00 · 0.173004 1/1/2016 · · 2100.00 · 0.147727 1/1/2017 · · 2460.00 · 0.128895 1/1/2030 · · 7140.00 · 0.048507 As the number of days increases, the need to start the project decreases and the calculated fractional value also decreases.

Software purchases

What criteria will be used to vet software purchases?

1. How it will be used or why it is necessary in the "Notes" section of the Financial 2000 PR.
2. Such software purchases need to be examined in terms of what ancillary effects their purchase may have.
3. Will this purchase necessitate hardware or operating system upgrades or purchases?
4. Will the purchase require additional training for operators or technical support? (Who will need training?)
5. Will this training require the expenditure of additional funds?
6. What other resources might be consumed due to this acquisition?
7. Have you discussed with DCS/CTS support issues for this software?
8. Is there a licensing component to this purchase?
9. Will licensing require further expenditures?
10. Is this software that will require periodic updates?
11. If so, when do you imagine the next purchase will be necessary?
12. What exactly is this software for?
13. Who will this acquisition affect (how many and where)?
14. Where will it be installed and used?
15. Has its use been discussed for both Colleges?
16. How many license(s) are you planning to purchase?
17. Is there a secure funding source for both the original purchase and on-going maintenance?
18. Who will support this software?