Administrative Applications Committee Meeting

Agenda	May 3, 2010 9:00 a.m. – 11:00 p.m. District – PDC 105

TOPIC	DISCUSSION NOTES
1. Minutes approval from 4/19/10	
2. Follow up with missing members: a. Nancy> Patrice, Penny, Marie b. Joe> Cheryl c. Kathy> Robert d. James> Keith, Dio	
3. Standards for evaluation of application systems acquisition	
4. List of needed policies/procedures	
5. Information/feedback **Help Desk** **Training** **Student Email** **Informer** **Campus Organizations** **SARS** **WebAdvisor**	

To Do Items

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

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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?