

**WACTC Tech Task Force**  
**STRATEGIC TECHNOLOGY ADVISORY COMMITTEE**  
**Minutes**  
**February 19, 2021**  
**Noon – 2:30 p.m.**  
**WebEx / Zoom**

**In Attendance:** Chad Stiteler, Eva Smith, Grant Rodeheaver, Joe Duggan, Marc Lentini, Marisa Ellis, Sandy Main, Scott Zinn, Stephanie Delaney, Steven Sloniker, Teresa Rich, Ward Naf, Wendy Hall

**Not in Attendance:** Brian Culver, Kristi Wellington Baker, Mark Jenkins

**Meeting Objective:**

Discuss strategic goals and strategies. Focus on formalizing Communications, Process and Strategic Planning documentation and governance.

**Introductions; Review & Approval of Minutes**

- Moved, seconded, carried to approve January 15<sup>th</sup> meeting minutes
- Introduced Steven Sloniker from Yakima Valley College – representing HRMC

**WACTC Tech – STAC Update**

- Gave update on progress of the process and workflow
- Grant and Eva will share more at the WACTC meeting on February 25<sup>th</sup>

**ACTION:** Scott will send grant the Processes document by Wednesday to include in WACTC Tech presentation.

**Sub-Group Break-Out Reports**

- Process (Scott Zinn – lead, Brian Culver, Joe Duggan, Marc Lentini, Sandy Main)
  - Came up with the components of the Process: Governance, Mission Alignment, Return on Investment (ROI), and Proposal Process
- Communications (Kristi Wellington Baker – co-lead, Marisa Ellis – co-lead, Grant Rodeheaver, Stephanie Delaney, Steven Sloniker, Ward Naf)
  - Combined information from Communications and Process sub-groups and came up with a draft one-pager
    - Includes goals, guided principles, strategies, authority/decisions
    - Reviewing to see if any paragraphs can be combined
- Strategic Planning (Eva Smith – lead, Chad Stiteler, Mark Jenkins, Teresa Rich, Wendy Hall)
  - Made terminology changes to give document more shelf life, more basic language

**Wrap-up – Actions for next meeting/agenda**

March meeting will come back together as one big group

- Will work on duplication and basic language on all documents

**ACTION:** STAC member representatives need to make sure to give updates and report out to their commission at their regular meetings.

**Adjourned – 2:28 pm**

**Upcoming Meetings**

March 19<sup>th</sup>

April 9<sup>th</sup>

May 13<sup>th</sup>

June 10<sup>th</sup>