

WACTC-Tech Task Force
STRATEGIC TECHNOLOGY PLANNING & GOVERNANCE
August 20, 2018
10:00 a.m. – 2:00 p.m.
Edmonds Community College

In Attendance: Chad Stiteler, Dennis Curran, Elliot Stern, Eva Smith, Glenn Colby, Grant Rodeheaver, Katie Marks, Marisa Herrera, Mark Jenkins, Reagan Bellamy, Tammy Frankland, Teresa Holland-Rich

Not In Attendance: Brian Culver, Chato Hazelbaker

Introductions

Review of Last Meeting

Strategic Planning Approach (Grant)

Meeting with Gartner will be in September (27th) – hopefully up in the Seattle area

- To get their feedback on the governance process and what their role would be
- Hope to hear back from them this week

Goal of Task Force

- To present a draft at the October WACTC Tech Committee with a review – get their feedback
- Present the final November or December to WACTC Tech Committee

Continue Team Discussion (Working Document)

Audience is our presidents

Decision Matrix to include in our document (All – once we have guiding principles)

??Not sure where you wanted these comments

- 3 decision paths
- Starts with college need
- How do we determine how the cost gets spread across the colleges?
 - SBCTC gives money to pay up front then they go back to the colleges to see who will be using the software
 - If it is system required everyone needs to pay their share
 - If not system required the college will say we don't use so won't be paying
- Concept of how do we not think about money all of the time. Should we be considering it and then talk about funding after we have discovered it is needed? What functions about the software do we like?
- Who does the RFP?
 - A representative group
- Reporting functionality

- Technology doesn't implement itself. Best ones are where we have built community of practice around it.
- The cost of SBCTC supporting
- Different support levels depending on the system and the college need
- Depending on the technology it will have to be supported locally
 - FTE's needed should be part of the overall cost for ownership
- Can keep adding more things without the planning for FTE's and how it is going to be supported (college and/or SBCTC)
- Is it system supported or not – solution would be presented at time of request
- Thinking about all sources of funding – RFP, consortium, etc.
- Developed at system level – but colleges/SBCTC can choose what parts they want/need
- Committee would know what different options there are and determine/assess the action plan
 - Get to the actual cost at college/SBCTC level
- Are we actually getting the support/service we thought we'd get

Guiding Principles (Elliot, Grant, Mark)

- High level for governance
- Try to avoid getting into the weeds of IT Specific

Organizational structure (Dennis, Eva, Reagan, Glenn)

- Saw this as a committee that already exists
- All commissions need to be represented
 - Putting under IT Commission
 - With data governance, e-Learning, etc.
 - SBCTC has a voice/place as co-chair
- Two-year minimum commitment of members
 - Current members would become familiar with the long-term issues, etc.
 - ITC reports to the WACTC Tech Committee (Data Governance is sponsored by RPC – reports to the president's committee)
 - Statewide SBCTC commissions – accessibility has to be one of the key pieces (criteria, etc.)
 - Cross-organizational representation sponsored by ITC
 - Will discuss with Gartner regarding the structure
 - WACTC Tech would take to presidents (especially system wide)
 - Make-up of the committee
 - Stakeholders
 - Receiving requests and proposals, etc.
 - Responsible for some of the system management (funding and support mechanisms)
 - Call out all who are represented by the commissions

Process (Dennis, Eva, Reagan, Glenn)

- Proposals
- Outcomes
 - Recommends Proposal
 - Doesn't Recommend
 - Recommends Further Review and who should be involved in that further review
 - Who needs to be informed/consulted
- Minutes & Decisions
- Representative from the commissions
 - Commissions are going to have to choose wisely who their representative is
- We want to hear about business need, not software

Framework Model

Funding Mechanisms – not sure if we want to address (maybe guiding principles)

Strategic Planning Section – will be separate. Still need the piece of how this ties into Strategic Planning (after meeting with Gartner). Strategic Plan will guide the governance structure.

Governance structure needs to be defined

Executive Summary (All)

Working Lunch

Process Design and Discussion

Next Steps and Work Plan Development (Wrap-up)

- Put in comments in “suggesting” – through 8/31/2018
- Final review team (Grant, Eva & Donna, etc.) will get it refined for the Gartner meeting
- Gartner meeting – September 27th, Thursday – host (Shoreline College) – 10:00-2:00 with some facilitation from Gartner, help lead us through the final document
 - Will have them send some examples
 - Will let WACTC-Tech know we are working with Gartner for suggestions and future processes