

**WACTC-Tech Task Force**  
**STRATEGIC TECHNOLOGY PLANNING & GOVERNANCE**  
**January 30, 2019**  
**10:00 a.m. – 2:00 p.m.**  
**Edmonds Community College**

**In Attendance:** Brian Culver, Chad Stiteler, Eva Smith, Glenn Colby, Grace Kendall, Grant Rodeheaver, Katie Marks, Marisa Ellis, Marisa Herrera, Mark Jenkins, Sandy Main, Tammy Frankland, Teresa Holland-Rich

**Not in Attendance:** Reagan Bellamy

**Meeting Objective:**

The purpose of this meeting is to continue with development of the task force recommendations to the WACTC-Tech Committee. The scope of this task force has been extended to June 2019.

**Introductions**

**Review of Last Meeting**

- How do we keep the plan alive – 2 year update/review, etc.
- RACI Tool:
  - who has accountability and responsibility for the plan
  - who needs to be consulted
  - who needs to be kept informed of decisions
  - defines decision structure
- Need to consider a new date for the February meeting
- Reviewed minutes from November's meeting
  - Need another representative for Instruction – Elliot Stern
  - Need another representative for HRMC – Dennis Curran
  - Recommended defining our portfolio – on agenda of what we have so far
    - Don't have a portfolio
    - Need to have case management in portfolio
  - Grant reported to WACTC Tech
    - strategic plan and governance need to align – WACTC Tech agreed
  - Came up with set of questions to come up with the governance processes
    - How does this committee fit in with the other commissions/committees
  - Grant had conversation with Jan re: strategic vision and direction
    - Jan suggested getting a state board member involved – Wayne Martin – still need to talk with him
      - Didn't have specific guidance – when we have something more tangible will have her take a look
    - When we bring Gartner back we should have Wayne in attendance.

**Presentation to Commissions:**

- Where we are today – This is the charge of the committee and this is what we have done with it (work off the PowerPoint):

- Need to keep in mind what our purpose is and what we can take back to our commissions
- Get rid of the term “core technology” – maybe change to “core systems” (include support or don’t support)
  - What is the expectation of this committee and how do we move things through the process?
  - There have been multiple attempts to define the term (3 different definitions currently floating around)
  - PeopleSoft and how other products integrate with it
  - We need to come up with another word besides core
    - It has to interact with our core PeopleSoft technology
  - Got mixed with what was the original promise of ctcLink
  - What part does ctcLink project own – has changed
  - What part do the schools own
  - Core – have to discuss all
    - here is the standard data for reporting
    - here is the input required by PeopleSoft
- Report back to commissions where we are now
- We are in the next steps now
- Goals – draft proposal document that went to Gartner – why we need governance and a strategic plan
- Framework – why we are doing this and how it fits in with the strategic plan and other governance.
- Context – diagram – at center should be guiding principles
- Scope – 3 pillars are the core of what we do
  - Realistically we’re going to need some wiggle room
- Having processes in place and having mechanisms to get things vetted – becomes advisory to the WACTC Tech
- To have more integrated and intelligent discussions about technology
- Needs to be owned by the presidents
- Instead of ctcLink Pillars – Core Administrative Systems
- Guiding Principles – integrate more from strategic plan as well
- Operating Structure
- Processes & Tools – connections with the commissions
- Next steps

### **Introduction to ITC Tools & Practices Inventory 2017-2018**

- ITC has created a portfolio
  - If somebody has any questions or wants to add something to the list they contact Eva or another ITC member
  - Everyone who has a link has edit rights and can add an entry
  - Identifying what we really need
  - Commissions can refer to this
  - Included survey from the guided pathways
  - Can get a quick overview of what other colleges are using
  - SBCTC hasn’t entered anything in – can add as one of the colleges
    - Get this in a format that we can look at to see what is commonly purchased

- Looking for feedback on what is missing
- Sandy will take a look at the one we have at SBCTC
- Master contract list – add a link to the list

## Working Lunch

### Review and Discuss 2008 Strategic Technology Plan

- Grant would like to talk about how we update the Strategic Plan and keep it current – methodology around it
  - How do we manage it in a way that is nimble and flexible
- Questions to take back to the commissions
  - **To do - Answer the questions about your commission (add link to the commissions from the SBCTC website)**
- Strategic Technology Plan – start with where we are now
  - What's next – some tasks have been completed
  - Emerging technologies that impact the plan
  - Gartner can help with some of this from what they have researched
- Guiding principles
  - Accessibility – add to #3
  - Still have some gaps from previous plan
  - How do we deal with the emergent needs
  - **For next meeting – what are some of the emergent needs?**
  - **Take what we came up independent of this and look for overlaps and see what we want to add**
    - **How would we use this to make it efficient**
- Goal and Strategies
  - **Grant will take back to Jan – make sure we are tying this to SBCTC**
    - What does she want to align this to?
    - What do we need to do going forward?

### Future Meetings:

- February 27, 2019 – Bellingham Technical College – 8:00 am – 2:00 pm -
  - **Cancelling since Yakima's is in two weeks**
- March 13, 2019 – Yakima Valley College – 8:00 am – 2:00 pm
  - **Arrive the night before – will have dinner altogether**
  - **Grant will set up a WebEx pre-meeting with Gartner – would like for them to work on the strategic direction in technology**
- April 2019 – TBD
  - **Donna sending doodle poll – will see if Shoreline or Bellingham can host**
- May 2019 – TBD
  - **Donna sending doodle poll – will see if Shoreline or Bellingham can host**
- June 2019 – TBD

**Mark will set up Basecamp for this Task Force committee to communicate with each other in between meetings.** Can schedule a WebEx in between meetings if necessary.