



Executive Leadership Committee Meeting **DRAFT**

Feb. 27, 2020, 2 to 3 p.m.

SBCTC, Olympia

Meeting Participants

Voting Members

- Jan Yoshiwara, co-chair, SBCTC
Executive Director, ctcLink
Project Executive Sponsor
- Chris Bailey, co-chair, Lower
Columbia College president
- Kevin Brockbank, Spokane
Community College president
- Amy Morrison, Lake
Washington Institute of
Technology president
- Shouan Pan, Seattle Community
Colleges chancellor
- Julie White, Pierce College Fort
Steilacoom president

Non-Voting Members

- Christy Campbell, ctcLink
Project Director
- Choi Halladay, ctcLink Project
Steering Committee chair
- Grant Rodeheaver, SBCTC
Deputy Executive Director for IT

Guests & Staff

- Tim Wrye, Highline College, IT
Commission representative
- Janelle Runyon, ctcLink Project
Communications Manager
- Paul Giebel, Moran
- Bradley Lane, Instruction
Commission
- Bill Belden, WSSSC
- Brett Riley, BAC
- Scott Wagemann, RPC

Approval of Minutes

The December 12, 2019 meeting minutes were approved as submitted.

ctcLink Presentation at ACT (Trustees Conference)

Christy gave an overview of the ctcLink presentation that she and Peninsula President Luke Robins gave to trustees during their winter conference in Olympia. The information was well-received and the trustees thanked the panel for the update and being honest, direct and transparent about the project challenges and how they are being addressed.

Steering Committee Membership Nominations

Choi Halladay gave an update on the call for nominations for the two vacancies on the ctcLink Steering Committee (one voting Executive Sponsor, one non-voting Project Manager).

The deadline for submissions is coming up on March 2, 2020.

ctcLink Replacement Solutions Update

Budget Planning Tool

Currently waiting on a sole-source contract to be set up. Colleges won't be ready to engage with Mythics until this summer due to conflicting finance activities. The colleges want to see a schedule and get a better understanding of resource needs for implementation.

Online Admissions Application

The Business Affairs Commission (BAC) unanimously recommended to WACTC that the \$305,000 estimated annual maintenance costs for the new OAA solution (developed by KasTech) be distributed to college districts using the same (headcount) methodology as other ctcLink service and maintenance costs. WACTC-Tech will be asked to approve this recommendation and bring it to

WACTC tomorrow morning for “first reading.” It is then expected to be presented for a vote during WACTC’s next business meeting (March 25).

CampusCE

CampusCE is the continuing education software replacing “OSECE” in ctcLink. Colleges have been given a choice to opt in to use—or continue using—CampusCE or opt out of using the product.

Christy explained that a final step in finalizing costs is determining how to spread the ongoing maintenance costs across the colleges that opt-in (ongoing costs fall outside of the ctcLink project budget). She and John Boesenberg presented information to BAC at the Feb. 20 meeting. BAC has some options, which it is suggesting to WACTC-Operating Budget Committee right now at the OBC meeting. We should hear more about next steps following the OBC meeting and prior to the WACTC business meeting in the morning.

ctcLink Program Status

Deployment Group 3

Christy and Choi gave an overview of the Steering Committee’s recent decision to split Deployment Group 3 into DG3-A (Lower Columbia, Olympic) for a March 9, 2020 go-live and DG3-B (Cascadia, Peninsula and Pierce) for a May 11, 2020 go-live.

The suggestion to split the deployment into two groups was initiated by SBCTC due to concerns about readiness and adequate support at SBCTC for all 6 colleges to come online at once. While it was a difficult decision, Choi noted it was a good one and DG3-B colleges will make good use of the additional preparation time. Several members commended the decision to split DG3 into two groups.

While splitting DG3 required some timeline adjustments within the project schedule, Christy said it did not affect the overall project budget or timeline. The project is still slated to complete with DG6 in 2022 within the approved budget.

Deployment Group 4

Christy said the ctcLink Project Management Office (PMO) will be reviewing the DG4 schedule and working with DG4 PMs to better understand what adjustments need to be made. At this time, Deployment Group 4 is still on track for a February 2021 go-live date. More work needs to be done to review the Business Process Fit Gap (BPF) schedule and determine whether further adjustments need to be made within the existing schedule.

Deployment Group 5

The Steering Committee recently approved adjusted dates for DG5. May 26, 2020 was approved as the official implementation phase kickoff date. The go-live date is set for Oct. 2021 (specific date in October to-be-determined).

ctcLink Support Organization – Update

Grant Rodeheaver gave an update on the status of the ctcLink support organization. Dani Bundy has moved over to the SBCTC support organization and will oversee the new ctcLink Customer Support team. The training team has moved over as well. There is much more to do to build up the support organization, but all agreed this is a very positive step.

Accessibility in ctcLink

The group discussed the recent letters of concern from various commissions/councils and committees regarding accessibility of ctcLink.

Grant noted the WACTC-Tech committee will be hearing from the Strategic Technology Advisory Committee (STAC) later today. They will be discussing STAC's goals and strategies, which includes a "focus on accessibility of Enterprise Systems and developing a framework for evaluating all technologies." There is a strong commitment to accessible technology for students, faculty and staff, and the group will be working on accessible technology throughout the system, including ctcLink.

Grant shared that SBCTC will respond to the letters of concern. He also said SBCTC has a draft work plan in place for ctcLink accessibility and will begin communicating the plan and progress through the appropriate channels. The SBCTC is also filling an "accessible technologist" position in the Education Division that will oversee/coordinate accessible technology initiatives both inside the agency and in system contexts, such as the Committee on Accessible Technology Oversight (CATO).

SBCTC is planning to upgrade to PeopleTools 8.57, which will address some of the known accessibility issues in ctcLink. Grant said the upgrade is a substantial undertaking and is slated to be completed in August 2020. In addition, work to address other issues (e.g., customized pages) is also underway.

It was noted that hundreds of colleges across the nation use Oracle PeopleSoft and it could be beneficial to discuss accessibility issues with other PeopleSoft colleges/universities.

Adjourn

The meeting was adjourned at 3:10 p.m.