



Executive Leadership Committee Meeting Minutes

October, 2018 | 11 a.m. to Noon

McMenamins Anderson School, Bothell, WA

Meeting Title	ctcLink Executive Leadership Committee
Date:	October 4, 2018
Time:	2:00 p.m. – 3:00 p.m.
Location:	Webex and McMenamins Anderson School

Members Present

Jan Yoshiwara, co-chair, SBCTC Executive Director, ctcLink Project Executive Sponsor

Joyce Loveday, co-chair, Clover Park Technical College president

Kevin Brockbank, Spokane Community College president

Ivan Harrell, Tacoma Community College president

Denise Yochum, Pierce College Fort Steilacoom president

Choi Halladay, ctcLink Project Steering Committee Chair

Grant Rodeheaver, Deputy Executive Director for IT, SBCTC

Christy Campbell, ctcLink Project Director, SBCTC

Also in attendance:

- Cheryl Nunez, VP of Equity and Inclusion at Olympic College attended the meeting on behalf of **Marty Cavalluzzi**, Olympic College president
- Several WACTC-Tech commission liaisons attended to hear the ctcLink update
- Janelle Runyon, ctcLink Communications Manager

Welcome

Co-chair Joyce Loveday welcomed everyone and thanked the WACTC-Technology Committee commission representatives for attending the meeting. There was a question about the role of those members for the cELC meeting. Joyce said while WACTC-Tech members are not on the cELC committee, it is recommended they attend to get the ctcLink update.

Approval of Minutes

Minutes from the October 4, 2018 meeting were approved as presented.

Updated ctcLink Charter Approval

Christy Campbell said as part of the project's Initiation Phase, colleges are preparing and submitting local ctcLink project charters. As part of that process, the original ctcLink project charter was reviewed and found to be outdated, with roles not clearly defined. The ctcLink

project management office (PMO) updated the charter to reflect the new project approach, methodology, budget, governance structure, schedule, roles and responsibilities. The ctcLink Steering Committee, Jan Yoshiwara (executive sponsor) and Grant Rodeheaver (project sponsor) have all reviewed the updated charter. Since this is an enterprise-wide charter, it needs cELC approval. Choi Halladay said the updates reflect the big picture changes that have been made as part of the project restart. After some discussion, the committee requested a few minor grammar and formatting edits.

ACTION: The committee approved the new ctcLink Project Charter (with the requested formatting and wording changes). Janelle will gather the needed signatures.

ctcLink Program Status

Christy Campbell reported on the ctcLink project status:

Remediation

The Remediation Summary dashboard shows the remaining remediation items grouped by issue/item within each of the three pillars. Of the 358 Remediation items, 40 remain open. That is great progress, but it is important to remember several of the items remaining are big-ticket items, such as the need for a new online admissions application solution. The FirstLink/Pilot college representatives in the room stressed concern on the timeline of the new online admissions implementation. They would like it sooner than with the Deployment Group 2 implementation in October 2019. This is a high priority for SBCTC/ctcLink and staff are looking into various solutions and talking to other PeopleSoft colleges regarding their online application for students. Detail to the Remediation Summary page is included in the back of the meeting presentation slide deck.

Deployment Group 2 (DG2)

DG2 is tracking green overall. Budget is green and the Schedule is tracking yellow due to the overlap of DG2 and DG3 activities, which is being closely reviewed. In addition, Scope is yellow due to the outstanding decisions on the new solutions mentioned in Remediation (OAA, continuing education, physical inventory, etc.). Christy also noted the PMO is creating a new requirements traceability matrix and will be reviewing all items de-scoped under the previous vendor and governance to make sure all the items that were de-scoped prior to and at the beginning of the Remediation process were, in fact, meant to be de-scoped or if some of those items should have remained as in-scope for the project.

Deployment Group 3 (DG3)

The PMO is currently working on a project schedule for DG3. A pre-kickoff meeting with DG3 project managers (PMs) is scheduled for November 2. Bi-weekly meetings with DG3 PMs will begin following the pre-kickoff. The PMO building that network of colleges that will be working closely together to be successful. A peer review process is going to be implemented so colleges in the same deployment group can evaluate each other and work closely together for a successful implementation.

External Oversight

- The State's Office of the Chief Information Officer (OCIO) had nine (9) conditions for approval of the new Investment Plan (January 2018). Seven of the nine conditions have been met. The OCIO will be sending an official notice/letter stating this. The remaining two conditions are under way or planned. See slide 7 for detail.
- Moran has asked The Burgundy Group for a fully documented Technical Architecture of the ctcLink system as they have implemented it in the Amazon Web Services (AWS) environment.

Budget

The project is about \$5 million under budget due to some delayed hiring and due to the money not yet spent on solutions, such as OAA and continuing education. The money is still needed and will be spent, just later than originally planned.

Upcoming PM/OCM Activities

Christy shared several upcoming events for college and project PM and OCM (organizational change management) staff.

Project & Organizational Change Management (PM/OCM Training)

- Organizational Change Management training at SBCTC - One-day Session – Oct. 9 or 10, 2018
- Project Management training at SBCTC - Two-day session – Oct. 18-19, 2018

Next Project Manager (PM) Summit

- Project Management Summit at Pierce College Fort Steilacoom – one-and-a-half days, Nov. 1-2, 2018

Deployment Group 3 Pre Kick-Off

- Meeting at Pierce College Fort Steilacoom – Friday, Nov. 2, 2018, 12:30 to 2:30 p.m.

Additional Discussion

There was a request to bring overall functionality of the system back to the committee for a high-level discussion. This came from a FirstLink/Pilot college perspective and was mainly focused on business processes and perhaps training issues as it seems some staff are doing many manual workarounds and “tricking” the system and perhaps not using the system as intended. Christy noted this should be revealed during the training materials rework and delivery as part of DG2 and something to monitor as we move forward. There was also a request to discuss Accessible Technology and, specifically, accessibility within ctcLink with the Student Services commission (WSSSC). Christy will be at WSSSC and can address accessibility concerns with the group. It is a top priority for ctcLink and SBCTC.

Next Meeting

The next meeting will be held November 7 at 2:00 pm in SeaTac in conjunction with the ACT (college trustees) conference.