



## Executive Leadership Committee Meeting Minutes

December 13, 2018, 2:00 – 3:00 p.m.

Renton Technical College, Renton, WA

### Members Present

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

Kevin Brockbank, Spokane Community College president

Marty Cavalluzzi, Olympic College president

Choi Halladay, ctcLink Project Steering Committee Chair

Grant Rodeheaver, Deputy Executive Director for IT, SBCTC

Christy Campbell, ctcLink Project Director, SBCTC

### Members Absent

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

Ivan Harrell, Tacoma Community College president

Denise Yochum, Pierce College Fort Steilacoom president

### Others in Attendance

John Boesenberg attended for Jan Yoshiwara

Stuart Trippel, WACTC-Tech Business Affairs Commission representative

Brian Culver, WACTC-Tech Information Technology Commission representative

Eva Smith, WACTC-Tech IT Commission past chair

Reagan Bellamy, WACTC-Tech HR Management Commission representative

Paul Giebel, External QA, Moran Technology Consulting

Janelle Runyon, ctcLink Communications Manager

### Welcome

Committee co-chair Joyce Loveday welcomed everyone to the meeting—both online and in-person.

### Approval of Minutes

Approval of minutes from the October 4, 2018 and November 20, 2018 meeting tabled to the next meeting due to lack of quorum at the beginning of the meeting.

### ctcLink Program Status

Christy Campbell reported on the ctcLink project status:

## **Spokane Communications Update**

Kevin Brockbank updated the committee on some recent correspondence. He said the Community Colleges of Spokane (CCS) Board of Trustees directed leadership to write a letter to the OCIO's office, and copied to the State Auditor's Office, SBCTC and others. He said that CCS was not in agreement with SBCTC closing their financial books. The letter detailed those concerns and objections, and asked for assistance from a neutral party to help resolve the issues. They are concerned that CCS is at an impasse with SBCTC to solve the problems. He said they still have different opinions that they can't find common ground on and he felt it was important that cELC was aware of the correspondence and how CCS is doing with ctcLink overall. John Boesenberg said it is a difficult situation and he appreciates the risk that CCS is feeling. He said the SBCTC touched base with all parties involved. OFM and the OCIO's office both responded with input. At this time, TCC has closed its financial books and CCS has as well. SBCTC is working with them regarding outstanding issues and to help Spokane meet their obligation to have auditable financial statements. Kevin confirmed that conversations with SBCTC are ongoing and they have agreed to disagree on some things. He said CCS is still feeling uncomfortable with where they are with Remediation and the project overall, and some concerns remain about some long-term functionalities of the system.

## **Remediation**

- Of the 195 Remediation open items that the project started with last year, 41 remain to be completed
- There are still some big items in the 41 that remain to complete. While there is a lot that remains, this is significant progress.
- Tacoma is currently reporting Remediation as "Green" (on track); have closed their books
- SBCTC Project Team reporting Remediation as Red due to missed completion dates on several items. Solution plans are in place to close out remaining items.
- Spokane is reporting as Red (significant issues); they are closing books, but issues with that, which Kevin addressed earlier.
- There has been significant activity/progress on a new Continuing Education tool.
  - Vendors responded to RFP
  - Vendor demos December 19
  - Selection proposal planned to go to ctcLink Governance for approval in January
  - As a condition of Remediation close-out approval, OCIO will also review/approve solution proposal
- The new Online Admissions Application solution is also making some progress
  - A system-wide OAA Workgroup is working with the project team to review online applications in use at PeopleSoft colleges and universities in the US.
- The plan is to have a solution decision for Continuing Education and Online Admissions Application by the end of January 2019.
- Budget/Planning tool solution decision will follow, in February
- The team will be testing the "Accessibility" of ctcLink in March (along with Deployment Group 2 System Integration Testing)

## **Deployment Group 2**

- DG2 is in the Structure Phase of the project, focused on local configuration and conversion/data validation activities.
- DG2 is the PeopleSoft Upgrade for Spokane and Tacoma and initial implementation for Clark and the SBCTC agency
  - DG2 Go Live is scheduled for October 2019

## **Deployment Group 3**

- DG3 is gearing up for their go-live in early 2020 – (Lower Columbia, Peninsula, Olympic, Pierce and Cascadia)
  - DG3 PMs are having bi-weekly meetings with the ctcLink/SBCTC project team
  - Began peer review meetings to evaluate and assist each other toward go-live readiness
  - On-campus DG3 “Road Shows” this week with Project Management Team (at Peninsula today)
  - There will be additional on-site meetings in January
  - The official DG3 Kickoff is set for January 28

## **Deployment Group 4**

- DG4 is in the queue! (Bellevue, Centralia, Columbia Basin, Edmonds, Highline, Seattle, Wenatchee Valley)
- The project will start tracking DG4 progress of Initiation (Prep) Phase activities beginning in early 2019.

## **Moran Quality Assurance Report**

- The Agency Financial Reporting System (AFRS) CEMLI is the one “Red” item on Moran’s monthly report. Progress is being made, but it remains “Red” as it is something that need to be completed for the SBCTC to meet state financial reporting requirements. All other recommendation areas (Training, Testing, etc.) are “Yellow” and being tracked closely.

## **ctcLink Governance**

Kevin asked to discuss how decisions are handled within the current ctcLink governance process (Working Group, Steering Committee and ctcLink Executive Leadership Committee). He noted that cELC has not had any substantial decisions come before the group, yet there are many decisions being made. (Examples given were the discussion around using “job data or permission controls for budgeting purposes” and the recent security design/issues discussions that might be of interest to presidents). Christy and Choi gave an overview of the governance process as it was designed (also noted on the “ctcLink Governance” webpage on the SBCTC.edu website). The more detailed day-to-day decisions come before the Working Group first and are escalated to the Steering Committee for approval. Any items that would affect the overall budget or scope of the project would be escalated to cELC. Christy suggested that documentation from the decisions made at the lower levels can be made available to cELC for those interested in the decisions being made at the Working Group and Steering Committee levels of governance. The significant decisions will also continue to be reported out as part of the cELC update.

## **Next Meeting**

The next meeting in January will be scheduled in coordination with ACT in Olympia.