



Executive Leadership Committee Meeting Minutes

June 6, 2019, 3:00 – 3:30 (*Meeting shortened due to extended WACTC Executive Session*)

Columbia Basin College, Pasco

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

Deidre Soileau, Pierce College Fort Steilacoom interim president

Marty Cavalluzzi, Olympic College president

Choi Halladay, ctcLink Project Steering Committee Chair

Christy Campbell, ctcLink Project Director, SBCTC

Members not present

Grant Rodeheaver, Deputy Executive Director for IT, SBCTC

Others in Attendance

Brian Culver, WACTC-Tech Information Technology Commission representative (outgoing)

Tim Wrye, WACTC-Tech Information Technology Commission representative (incoming)

Bill Belden, Student Services Commission (WSSSC) representative

Charlie Crawford, WACTC-Tech Instruction Commission representative

Eva Smith, (*in attendance to discuss Strategic Technology Task Force with WACTC-Tech for WACTC-Tech portion of meeting*)

Kristi Wellington Baker, SBCTC, (*in attendance for Strategic Technology Task Force for WACTC-Tech portion of meeting*)

Janelle Runyon, ctcLink Communications Manager

Welcome

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

Approval of Minutes

The March 21 and April 24, 2019 minutes were approved as presented (*the March 21 minutes have previously been tabled due to the lack of a quorum at the April 24 meeting*).

ctcLink Project Activities Update

Christy Campbell reported on two recent project presentations for system leadership groups

- SBCTC Board Meeting: Joyce Loveday, Grant Rodeheaver and Christy gave an update on the ctcLink project during the SBCTC Board Meeting at Clover Park Technical College on May 1, 2019. There was particular interest from the Board regarding how the SBCTC Agency was doing as far as the agency implementation as part of Deployment Group 2.
- Association of College Trustees (ACT): Michele Johnson, Pierce College's Chancellor and Christy gave a project overview and update to college trustees at the ACT conference in Walla Walla on May 24. It went well and there was positive feedback from trustees regarding progress they are seeing. It was communicated that there are still issues to be worked through, there will be challenges, but things are moving ahead. Michele discussed high-level project activities and risks that would be of interest to trustees. There was a lot of interest and support in the room.

Choi Halladay gave an update on recent Steering Committee discussions and decisions.

Deployment Groupings

At the last cELC meeting, the group discussed the issue of recent requests of colleges to shift to different deployment groups.

Since the last meeting, the Steering Committee made the following recommendation:

The Steering Committee approved a moratorium on any future college-initiated changes to the current deployment groups due to the high risk associated with additional colleges moving to later deployment groups and the inability for colleges to move to an earlier deployment group at this stage in the project.

The Steering Committee requests that cELC:

1. Adopt the above recommendation
2. Communicate the moratorium to presidents at the WACTC business meeting
3. Follow up with a formal communication from cELC co-chairs to the WACTC/Presidents

ACTION: The cELC unanimously approved a moratorium on any future college-initiated changes to the current deployment groups, and will communicate this decision to all presidents.

Deployment Group 2 Go-Live Schedule

Choi explained that the Steering Committee approved the Deployment Group 2 Go-Live Schedule at its last meeting. The schedule spans two weekends—first for the ctcLink/PeopleSoft Upgrade for Spokane and Tacoma (Oct 11 – 14, 2019) and, second, for conversion from legacy to ctcLink for Clark and the SBCTC Agency (Oct 25 – Oct 28, 2019).

Choi and Christy explained that future go-lives will most likely require two weekends per deployment group for conversion and cutover. Dates will be selected with payroll cycles in mind as well as academic calendars.

Steering Committee Charter Amendment

Choi gave an overview of recent wording changes to the Steering Committee charter, which will be made to other governance charters as applicable.

- **The College Executive Sponsor title was expanded** to include “The senior college executive assigned to ctcLink oversight.” This was added with the future in mind, as some colleges may not have an “executive sponsor” after their college goes live with ctcLink, but they still will need someone with ctcLink leadership oversight.
- **The Project Manager title was expanded to include “or functional/business analyst.”** This was also with the future in mind. Down the road, a college may not have a ctcLink project manager, but Steering Committee membership currently includes two college ctcLink project managers. Expanding this title in the charter allows colleges that have already gone live and no longer have that position to still be able to nominate a senior business analyst to the steering committee.
- In addition, a clause was added noting that **“An individual may only serve as a voting member at one level of ctcLink governance; however, the individual may participate concurrently as a non-voting member at other levels of ctcLink governance.**

Note: Need to make adjustments to cELC charter as applicable.

Remediation

Christy gave an overview of Remediation. The in-scope open items have gone from 195 in November 2017 down to the current 22. Christy noted that the FirstLink/pilot college PMs are reviewing the list of items noted as closed as of April 1, 2019 to validate their agreement to the remaining Remediation list.

- **Continuing Education solution:** Vendor negotiations continue with CampusCE. At this time the pricing is the issue and we are trying to understand the cost differences per college. Working hard to understand the pricing structure. The committee is asking colleges for information about their continuing education programs to get a better understanding of size or each at the colleges.
- **Online Admissions Application solution:** Christy, Choi and Tim Wrye held a meeting with the WSSSC chair prior to this (cELC) meeting. They have come to a mutual agreement. WSSSC is agreeable to SBCTC/project going out for an RFI (rather than an RFP) as well as implementing the enhancements (“quick wins”) identified by the OAA workgroup and project staff.

Additional Agenda Item

Handout from Olympic College

Guided Pathways Implementation & ctcLink Functions: Gap Analysis

Marty Cavaluzzi provided a handout for the group based on discussions with his team at Olympic College. He noted as all colleges move toward Guided Pathways and now that the Legislature has funded it, more colleges in our system will be moving to this model. He said it makes sense for our system's admissions application to follow the Guided Pathways framework and to use common language that students understand. Will this be possible in the ctcLink online admissions application?

Due to limited time, there was a brief discussion about the upcoming Guided Pathways work sessions and how the ctcLink team and Guided Pathways leadership/workgroup will be working together on these issues this summer and beyond.

Meeting Closure

Due to the late meeting start, the meeting was adjourned after 20 minutes to allow time for the WACTC-Tech meeting to take place in the remaining time allotted.