



Executive Leadership Committee Meeting Minutes

July 26, 2018 | 11 a.m. to Noon
Skamania Lodge, Summit 8, Lower Level

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| Meeting Title | ctcLink Executive Leadership Committee |
| Date: | July 26, 2018 |
| Time: | 11 a.m. to noon |
| Location: | Skamania Lodge (no webex) |

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

Marty Cavalluzzi, Olympic College president

Ivan Harrell, Tacoma Community College president

Denise Yochum, Pierce College Fort Steilacoom president (*online, but unable to participate due to technical difficulties on site at Skamania*)

Choi Halladay, ctcLink Project Steering Committee Chair

Grant Rodeheaver, Deputy Executive Director for IT, SBCTC

Christy Campbell, ctcLink Project Director, SBCTC

Whitney Dickinson, OCIO (*online, but unable to participate due to technical difficulties on site at Skamania*)

(Charlie Crawford, Bill Belden and Brian Culver from WACTC-Tech also attempted to join the meeting)

Welcome

Welcome to new members Marty Cavalluzzi and Denise Yochum. Jan Yoshiwara and Joyce Loveday are the co-chairs for 2018-19. As suggested at the last meeting, WACTC-Tech members are welcome to listen in on the cELC meeting to hear the ctcLink project status update, since that update will not be repeated at WACTC-Tech. (*Note: Due to technical difficulties at Skamania, cELC and WACTC-Tech members that were attending via webex were unable to hear the meeting*).

Approval of Minutes

Minutes from the May 31, 2018 meeting were approved as presented.

cELC Charter Approval

The committee reviewed, approved and signed the ctcLink Executive Leadership Committee charter. Once signatures are gathered for those attending the meeting remotely, the final charter will be added to the cELC resources webpage.

ctcLink Program Status

Christy Campbell gave an update on the ctcLink project. The program is currently on track and under budget (due to some delayed hiring). Deployment Group 2 (DG2) participants have requested a late October go-live date, which needs to be reviewed and approved by the Steering Committee. The project is monitoring the scope and timing of implementing the new chart of accounts design, a budgeting tool, as well as the continuing education and online admissions application solutions.

There was significant discussion about Remediation items and status of each. Specifically, the group discussed the importance of the new online admissions application (OAA) tool and that usability for students is key with any solution that is chosen. SBCTC leadership will ensure that the group(s) involved in developing OAA requirements and choosing a solution are completing activities in step with the project timeline.

Deployment 2 Status

Christy reviewed the Deployment 2 status. She said there is a specific focus on the overlap of Deployment 2 and Deployment 3 activities. This will be watched closely.

Budget Status

As previously discussed, the project is tracking under budget due to delayed hiring on a few positions and since planned spending on solutions such as OAA and continuing education have not yet taken place.

Risks & Issues

Two risks and three issues noted on the program status were also discussed along with mitigation actions for each (see July 26 PowerPoint for details).

Next Meeting

The next meeting will be at Cascadia College on October 4, 2018.