

**ctcLink**

# **Executive Leadership Committee**

## **Charter**

First Approved: 05 October 2017

## Change Log

<b>Date</b>	<b>Author</b>	<b>Version</b>	<b>Change Reference</b>
05 October, 2017	Acting ctcLink Steering Committee	1.0	In process, no previous document
30 October, 2017	WACTC	2.2	Address escalation to WACTC and/or SBCTC Board for issues beyond authority; clarify project budget authority/ limitations and appeals from ctcLink Steering Committee.

## **PURPOSE**

The primary function of the ctcLink Executive Leadership Committee (cELC) is to take responsibility for the sustainability, business case and the achievement of outcomes of the ctcLink project. The ctcLink Executive Leadership Committee assumes and clarifies the governance role previously assigned to the Washington Association of Community and Technical colleges (WACTC) Technology Committee. The ctcLink Executive Leadership Committee will monitor and review the project status, as well as provide oversight of the project. The ctcLink Executive Leadership Committee is responsible for making recommendations to WACTC and/or the Washington State Board for Community and Technical Colleges (SBCTC) to ensure success of the project. Any issue or decision that is beyond the authority of the ctcLink Executive Leadership Committee will be advanced appropriately.

## **AUTHORITY AND DECISIONS**

The ctcLink Executive Leadership Committee is responsible for:

- Total Project Budget, as approved by WACTC and the SBCTC Board;
- Overall Project Schedule, within the approved budget;
- Global Scope, within the approved budget.

The ctcLink Executive Leadership Committee will monitor and review the project status, as well as provide oversight of the project. The ctcLink Executive Leadership Committee will establish the metrics by which the project and status will be monitored. The ctcLink Executive Leadership Committee will direct the ctcLink Steering Committee to address issues as needed related to risks associated with project success, performance, or status.

The ctcLink Executive Leadership Committee makes decisions based on recommendations from the ctcLink Steering Committee that impact the total ctcLink project budget, that impact the total project schedule, or that alter the global scope of the project. This includes, but is not limited to decisions such as:

- changes to the ctcLink budget(s) beyond current fiscal year, but remaining within the overall approved budget;
  - changes impacting the Innovation account must be approved by the state OFM;
- changes to the deployment structure that will change the overall project schedule;
- changes to the project that will affect the overall scope of the project;
- appeals of ctcLink Steering Committee decisions regarding scope, configuration, etc.;
- enterprise decisions which may require local college policy changes.

Decisions by the ctcLink Executive Leadership Committee are final.

## **APPROACH**

Consultative communication channels will be established and maintained, as needed, with the SBCTC trustees and staff and the WACTC Executive Committee, to receive and communicate relevant ctcLink project related information.

## **COMMITTEE COMPOSITION**

The ctcLink Executive Leadership Committee comprises the following:

Voting members (6 total):

- Co-Chair – The SBCTC Executive Director
- Co-Chair – The WACTC Technology Committee Chair (2 years)
- Current college presidents on the WACTC Technology Committee (2 years)
  - One president will be designated to serve on the ctcLink Selection Committee, which is responsible for identifying college executive sponsors, project managers, or subject matter experts (SME) to serve on the ctcLink Working Group and ctcLink Steering Committee.

Non-voting:

- Washington State Office of the Chief Information Officer (OCIO) representative
- SBCTC Deputy Executive Director, Information Technology
- ctcLink Project Director
- ctcLink Steering Committee Chair

## **COMMITTEE MEMBER ROLE AND RESPONSIBILITY**

The ctcLink Executive Leadership Committee leverages the combined experience, expertise, and insights of its members to provide support and guidance for those who are managing the ctcLink project activities. Thus the ctcLink Executive Leadership Committee members should each:

- Understand the strategic implications and outcomes of initiatives being pursued through the ctcLink project;
- Appreciate the significance of the ctcLink project for all major stakeholders and represent their interests holistically and systemically;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the ctcLink project;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means the members:

- Review the status of the project;
- Attend the scheduled meetings;
- Review available materials before meeting and be prepared to discuss and vote;
- Work to develop collaborative decisions that support the major needs of the campuses;
- Help balance conflicting priorities and resources;
- Consider ideas and issues raised;
- Check adherence of ctcLink project proposals to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the ctcLink Executive Leadership Committee regarding the project's progress and outcomes; and
- Report on ctcLink project progress when needed, such as to WACTC, SBCTC, heads of other government agencies, etc.

## **COMMITTEE MEMBER SELECTION**

- Co-Chair – The SBCTC Executive Director: The position is selected by the SBCTC Board.
- Co-Chair – The WACTC Technology Committee Chair (2 years): The WACTC Technology Committee Chair and Vice-Chair are confirmed by the SBCTC Executive Director and the WACTC President. Ideally, the Chair of the WACTC Technology Committee should have previously served for two years as the Vice-Chair of the WACTC Technology Committee, after which the individual is confirmed to serve as the Chair of the WACTC Technology Committee for another two years.
- College President Members: College presidents are selected to serve on the WACTC Technology Committee by the WACTC President in consultation with the WACTC Technology Committee Chair.
- Staff – OCIO representative – assigned
- Staff – SBCTC Deputy Executive Director, Information Technology – assigned
- Staff – ctcLink Project Director – assigned
- Staff – ctcLink Steering Committee Chair – selected by ctcLink Steering Committee

## **COMMITTEE MEETINGS**

The ctcLink Executive Leadership Committee meets monthly, coinciding with the monthly WACTC meetings or as required, to monitor and review the ctcLink project status, as well as provide continued oversight of the project. Each meeting will be scheduled for 60 minutes. An annual calendar of the meetings will be developed and communicated to the ctcLink Working Group, the ctcLink Steering Committee, and posted in the Issue and Decision Log.

The co-chairs facilitate the meeting and agenda. Committee attendees should be present at the agreed-upon location or connected via telecommunications. Minutes from the meeting should document any decisions that are made. Staff will update the ctcLink Decision Log.

## **QUORUM**

This committee is composed of six voting members. Four of the six voting members constitute a quorum.

## **VOTING**

In general, the ctcLink Executive Leadership Committee will strive for consensus as it engages in decision-making and issue resolution. However, it may not be possible to attain 100% consensus on all topics and alternatives. Votes will be taken by the co-Chairs as required. A two thirds majority vote, as long as quorum is reached (4 of 6 voting members), will constitute a final decision.

## **APPEALS**

Appeal decisions of the ctcLink Steering Committee are reported to the ctcLink Executive Leadership Committee, which has the prerogative to review the decision or simply let the decision stand. Decisions by the Steering Committee cannot be appealed directly to the ctcLink Executive Leadership Committee.

## **MEETING AGENDA**

At each meeting, the ctcLink project status will be reported by the ctcLink Project Director. Four members must be present to have a quorum for any voting decisions. Agenda items for the meeting are set by the co-chairs and will address the ongoing status of the project as well as study and action items which originate from the ctcLink Steering Committee. The agenda will use the outline below:

- A. Introduction and Consent Agenda
  - a. Review agenda
  - b. Minutes from last meeting
  - c. Consent agenda items
- B. Project Report
  - a. Scope
  - b. Schedule
  - c. Budget
  - d. Changes made within the above three parameters
  - e. Milestone Review
  - f. Review dashboard metrics
  - g. Review of actions or changes as a result of implementing prior meeting decisions
- C. Study Items
  - a. Review and discussion of proposals, requests, issues escalated from the ctcLink Steering Committee, for which an immediate decision is not requested
- D. Action Items
  - a. Items for decision in this meeting, escalated from the ctcLink Steering Committee – optionally reviewed as a Study Item in prior meeting(s)
- E. Review and summarize new actions from this meeting
  - a. Communicate in the ctcLink Issue and Decision Log
- F. Plans, date and location for next meeting

## **COMMUNICATIONS**

The meeting minutes will be reviewed and approved by co-chairs and posted to the ctcLink web site no later than three days following each meeting. Decisions from each meeting will be communicated to the ctcLink Steering Committee and to other stakeholders via the ctcLink Issue and Decision Log, based on the nature of the decision.