



CTCLINK EXECUTIVE LEADERSHIP COMMITTEE

Meeting Minutes
May 31, 2018
Centralia College

In attendance

Jan Yoshiwara (co-chair) SBCTC; **Luke Robins** (co-chair), Peninsula; **Joyce Loveday**, Clover Park; **Chris Bailey**, Lower Columbia; **Ivan Harrell**, Tacoma; **Kevin Brockbank**, Spokane; **Christy Campbell**, SBCTC; **Choi Halladay** (Steering Committee Chair), Pierce; **Grant Rodeheaver**, SBCTC.

Welcome

Co-chair Jan Yoshiwara opened the meeting and welcomed everyone to the first ctcLink Executive Leadership Committee (cELC) meeting. Jan also introduced Grant Rodeheaver, SBCTC's new deputy executive director of IT, as well as TCC's new president, Ivan Harrell.

The plan is to hold the cELC meetings during the first half hour of the regularly-scheduled WACTC-Tech meetings. It was suggested (later, during WACTC-Tech) to allow WACTC-Tech members that are not on cELC to attend the cELC meeting as observers so both groups hear the same ctcLink project update.

Approval of Minutes

No meeting minutes to approve since this was the first cELC meeting.

ctcLink Program Status

ctcLink Project Director Christy Campbell reviewed the overall project status dashboard as of May 18, 2018:

- The Global Design Review sessions to review global configuration/settings in PeopleSoft have been well-attended. Recommendations that come out of the sessions will go through the governance process for review and approval.
- Business Process Fit/Gap sessions for Deployment Group 2 (DG2) colleges/agency will begin in late June and continue through August, with some blackout dates in between to allow for year-end close and other college activities.
- Project staffing is coming together with 52 of the 62 positions filled. Six are in process of being filled and four are on hold as project management office assesses project needs.
- Deployment Group 2 kickoff is scheduled for June 6 and Business Process Fit/Gap sessions begin in June.
- Responses to the 10 open external quality assurance recommendations/risks are listed on the status dashboard.
- Progress on the outstanding post-remediation items continues. The new Chart of Accounts

design has gone through the Global Design Review process by all colleges and will go to Governance for approval. The Faculty Workload “Package #2” enhancements are scheduled to be finalized in June. Student and Third-Party Invoices is also part of the Global Design Review sessions. In addition, the SBCTC/ctcLink finance staff continue to support Spokane and Tacoma with fiscal year-end close activities. This work will continue into June as there is still data being analyzed to better understand why reconciliation issues remain.

- The next time the committee meets there will be a new look to the project status dashboard.

Deployment 2 Status

Deployment Group 2 (DG2) is the addition of Clark College and the SBCTC agency to ctcLink as well as an upgrade to PeopleTools 8.56 and Campus Solutions 9.2. The DG2 go-live date discussions have been taking place with Tacoma, Spokane, Clark and SBCTC. There is interest in aligning DG2 go-live with the implementation of the new Chart of Accounts so colleges can start on the newly designed Chart of Accounts at the same time as they go live with the PeopleSoft upgrade. July 2019 has been discussed so colleges could start the new academic year with the new chart of accounts. More discussion is needed among all parties regarding the best date that is least disruptive to students and major business processes. Bi-weekly meetings with DG2 project managers and college subject matter experts begin in June.

Budget Status

The project is currently tracking \$3 million under budget, largely due to salary savings due to some planned positions not yet filled or filled later than originally planned and the additional scope items (e.g., continuing education, online admissions, and security redesign) that have yet to be decided-upon and implemented. That money will be needed for staffing and application solutions, so it is a temporary savings at this point.

Other In-Progress Activities

New or updated software solutions for Physical Inventory, Continuing Education, Online Admissions and Dashboards/Analytics (OBIA) are in in scope and in various stages of requirements development, review, and approvals. As the solution for each of these is identified, the project will be reviewing the project schedule and determining the best fit for implementing each of the solutions into the deployment schedule. It was noted that from a college and student perspective, the online admissions application should be top priority, with continuing education a close second. It is important to put the priority and focus on the items that serve students.

Risks and Issues

In addition to the top risks and issues outlined in slides 9 and 10 of the ctcLink ELC meeting presentation, a request was made to make sure Remediation activities are noted as a top issue to provide visibility into the continued work on closing out those issues for the pilot colleges that are in progress or have been rolled into future project deployments.

Internal Quality Assurance for College Implementation Readiness

The process flow for tracking college readiness for specific project milestones has been developed and will be reviewed by college project managers, the Working Group and Steering Committee. The readiness criteria will be used for Deployment 3 colleges to ensure they have met the readiness criteria over the next six months as outlined in slide 12.

Committee Charter Review

The ctclink Executive Leadership Committee charter will be loaded to a shared location for committee members to review and provide any feedback. Co-chair Luke Robins asked committee members to review the charter and asked if the group could have it approved via email prior to the July meeting.

Adjournment

Meeting adjourned at 3:15. The next cELC meeting is during the WACTC retreat in July.