



# ctcLink

## STEERING COMMITTEE

February 12, 2019; 1-2:30 PM  
SBCTC Olympia, Bonanza Room and WebEx

### AGENDA

Item	Description	Duration	Facilitator
1.	Welcome	2 Minute	Christy
2.	Approval of Minutes	2 Minutes	Choi
3.	Recap of DG3 Alternate Decision (from 1/29/19 agenda)	5 Minutes	Choi
4.	Continuing Education Replacement Solution – Motion for Implementation Approach & Integration	20 Minutes	Christy
5.	College ctcLink Roles/Responsibilities Alignment Document	15 Minutes	Christy/Dani
6.	Accessibility – Discussion and Next Steps	10 Minutes	Christy
7.	ctcLink Program Status <ul style="list-style-type: none"> <li>• Remediation (CCS, TCC Updates)</li> <li>• Deployment Group 2</li> <li>• Deployment Group 3</li> <li>• Deployment Group 4</li> </ul>	30 Minutes	Christy
8.	Action Items Review and Agenda Items for Future Meeting <ul style="list-style-type: none"> <li>• Online Admissions Application Solution</li> <li>• Moran Report</li> <li>• Steering Committee Charter/Membership</li> </ul>	5 Minutes	Christy/Janelle
9.	Meeting Closure	1 Minute	Christy

### Meeting Participants

#### Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Shanda Diehl, Clark
- Choi Halladay, Pierce
- Lisa Hjaltalin, CCs of Spokane
- Tim Wrye, Highline
- Grant Rodeheaver, SBCTC
- John Boesenberg, SBCTC
- Carli Schiffner, SBCTC

#### Non-Voting Members

- Christy Campbell, SBCTC
- Paul Giebel, Moran Technology Consulting
- Whitney Dickinson, OCIO Representative
- Ligia Cicos, Edmonds PM
- Clay Krauss, Tacoma PM

#### Guests & Staff

- Janelle Runyon, ctcLink Communications
- Reuth Kim, ctcLink PM for Risks/Issues
- Dani Bundy, ctcLink OCM Manage

## Action Items/Follow-Up

Item	Description	Person	Date Open	Status
	Subcommittee to determine implementation and integration standards for the new CE Solution (CampusCE) meet to discuss recommendations to inform/guide contract negotiations	Christy	1/29/19	Group met on 2/5/19 Janelle posted draft proposal/motion language in Google Docs for subgroup review prior to 2/12/19 meeting
	CE Solution recommendation to Steering Committee. Ask lead selection team members to attend/present (maybe with SBCTC Contracts Officer)	Christy	1/15/19	Completed at 1/29/19 meeting
	Add SC Charter discussion to future meeting to discuss membership/executive sponsor language.	Christy	1/15/19	Will add item to a future meeting TBD