



STEERING COMMITTEE

February 26, 2019, 1-2:30 PM
SBCTC Olympia, Bonanza Room and WebEx

AGENDA

Item	Description	Duration	Facilitator
1.	Welcome	2 Minutes	Christy
2.	Approval of Minutes	2 Minutes	Choi
3.	ctcLink Program Status <ul style="list-style-type: none">• Remediation (CCS, TCC Updates)• Deployment Group 2• Deployment Group 3• Deployment Group 4	30 Minutes	Christy
4.	January QA Report - Moran	10 Minutes	Paul
5.	College-Requested Alignment Changes to Deployment Groups Action Item: Discussion & Approval	10 Minutes	Christy
6.	College ctcLink Roles/Responsibilities Alignment Document Action Item: Discussion on Messaging to WACTC & Approval	15 Minutes	Christy/Dani
7.	ctcLink Training Approach Action Item: Discussion & Approval	10 Minutes	Dani
8.	Action Items Review and Agenda Items for Future Meeting <ul style="list-style-type: none">• Online Admissions Application Solution• Security Redesign Approval• Propose Forming Subgroup for Steering Committee Charter/Membership	10 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
	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
	Provide Abraham a list of college reps for CE RFP.	Christy	2/11/19	Completed on 2/12/19
	Set up Google team drive for SC members & load college roles and alignment document for feedback	Reuth	2/11/19	In Progress
	OCIO Requested milestones and readiness tracking for Chart of Accounts for FLCs	Christy	2/11/19	Christy sent Whitney information on 2/19/19; Status Reports will include Chart of Accounts info
	CCS to provide an updated list	Lisa		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	Completed on 2/12/19. Janelle drafted and posted/mailed CE proposal in Google Docs for subgroup review prior to 2/12/19 meeting Group met on 2/5/19
	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
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