



## STEERING COMMITTEE

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

### AGENDA

Item	Description	Duration	Facilitator
1.	Welcome	1 Minute	Christy
2.	Approval of Minutes	2 Minutes	Choi
3.	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>	20 Minutes	Christy
4.	College ctcLink Roles/Responsibilities Alignment Document Action Item: Motion & Approval (If not already completed online prior to meeting)	3 Minutes	Christy/Dani
5.	ctcLink Training Approach Action Item: Discussion & Approval	20 Minutes	Dani
6.	Security Redesign Action Item: Discussion & Approval	20 Minutes	Johnathan
7.	Online Admissions Application Solution Update	15 Minutes	Dennis
8.	Form Subgroup for Steering Committee Charter/Membership Action: Determine membership and who will lead the subgroup	5 Minutes	Christy
9.	Action Items Review and Agenda Items for Future Meeting	3 Minutes	Christy/Janelle/Reuth
10.	Meeting Closure		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
	Follow Up with Abraham on progress on subgroup status.	Dennis	2/26/19	In Progress
	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?
	Refine roles document motion and send out for electronic vote	Janelle	2/26/19	In Progress
	Connect with Joe Holliday on reconvening OAA subgroup for solution finalist recommendations to SC.	Christy	2/26/19	Status?

### Completed:

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/emailed 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
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
Communicate deployment group shifts for Bellevue and Columbia Basin	Janelle & Christy	2/26/19	Completed on 2/27/19