



STEERING COMMITTEE

April 9, 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.	cELC Update	15 Minutes	Choi
4.	ctcLink Program Status <ul style="list-style-type: none">• Remediation (CCS, TCC Updates)• Deployment Group 2• Deployment Group 3• Deployment Group 4 PM Summit May 6-7, May 8 for DG 5 & DG 6	20 Minutes	Christy
5.	Deployment Group Alignment Decision for Shoreline CC	20 Minutes	Christy
6.	Online Admissions Application Solution Update	10 Minutes	Dennis
7.	Continuing Education RFP Update	10 Minutes	Abraham
8.	Subgroup Update for Steering Committee Charter/Membership	5 Minutes	Subgroup Members
9.	Action Items Review and Agenda Items for Future Meeting -Executive Sponsor Next Steps	1 Minutes	Christy/Janelle /Reuth
10.	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
	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
	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?

Item	Description	Person	Date Open	Status
	Connect with Joe Holliday on reconvening OAA subgroup for solution finalist recommendations to SC.	Christy	2/26/19	Complete. Dennis Colgan met with Joe and group.

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
Add SC Charter discussion to future meeting to discuss membership/executive sponsor language.	Christy	1/15/19	Completed on 3/12/19 - subgroup formed
Set up Google team drive for SC members & load college roles and alignment document for feedback	Reuth	2/11/19	Completed in February

Refine roles document motion and send out for electronic vote	Janelle	2/26/19	Completed on 3/12/19
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