



STEERING COMMITTEE

April 23, 2019 1-2:30 PM

SBCTC Olympia, Bonanza Room and WebEx

AGENDA

Item	Description	Duration	Facilitator
1.	Welcome		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 (Training, Testing, Deployment)• Deployment Group 3 (BPF. Data Validation)• Deployment Group 4 (Initiation)• Deployment Group 5 (Early Visits/Reporting) PM Summit May 6-7, May 8 for DG 5 & DG 6	30 Minutes	Christy
4.	Deployment Group Alignment Decision for Shoreline CC	15 Minutes	Christy
5.	Revisit CPW Approvals by Governance (HRMC Request)	10	Christy
6.	RFP Updates: <ul style="list-style-type: none">• Continuing Education (Negotiations, New Requests)• OAA (Discuss Approach to complete)	20 Minutes	Christy/Dennis
7.	Moran Update	5 Minutes	Paul Giebel
8.	Action Items Review and Agenda Items for Future Meeting <ul style="list-style-type: none">-Executive Sponsor Engagement-cELC/President Engagement-SC Charter – Executive Sponsor Role	8 Minutes	Christy/Janelle /Reuth
9.	Meeting Closure		Christy

Meeting Participants

Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttlerman, Seattle
- Shanda Haluapo, 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 Manager

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?
	Provide wording for Campus CE Vendor to Abraham	Tim	4/9/19	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
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
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.
Christy communicate delay in decision for Shoreline placement in deployment group	Christy	4/9/19	Completed