



STEERING COMMITTEE

May 7, 2019 1-2:30 PM

Wenatchee Valley College, Wenatchi Hall, ctcLink Meeting Room and WebEx

Please note location due to PM Summit in Wenatchee

AGENDA

Item	Description	Duration	Facilitator
1.	Welcome		Christy
2.	Approval of Minutes	1 Minute	Choi
3.	<ul style="list-style-type: none">Deployment Group 2 Go-Live Date – Request for ApprovalDeployment Date Selection Process	10 Minutes	Christy
4.	Adhering to current deployment groups (no future changes) - Review proposal language, discuss, make recommendation to cELC for adoption and communication to WACTC/ presidents	15 Minutes	Christy
5.	Executive Sponsor Engagement Discussion	15 Minutes	All
6.	Enhancement Request: PCI Compliant Integrated Cashier Credit Card Solution	10 Minutes	John Ginther
7.	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 6-8) Update	15 Minutes	Christy
8.	Subgroup: SC Charter & Membership (Discussion regarding requirement of college “Executive Sponsor” as voting members)	15 Minutes	All
9.	Meeting Closure		Christy

Meeting Participants

Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, 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 QA, Risks/Issues
- Dani Bundy, ctcLink OCM Manager

Action Items/Follow-Up

Item	Description	Person	Date Open	Status
	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?
	Set up additional meetings: Subgroup for SC Charter/Membership	Janelle	4/9/19	Janelle scheduled meeting for 4/9/19, but SC meeting ran over subgroup meeting time so meeting did not take place.
	Working Session for college reps for CampusCE	Reuth	4/23/19	

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
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
Provide wording for Campus CE Vendor to Abraham	Tim	4/9/19	Completed
Communicate Shoreline Approval for DG6	Christy	4/23/19	Completed