



## STEERING COMMITTEE

July 16, 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	1 Minute	Tim
3.	Chart of Accounts Update from FirstLink Colleges & SBCTC	15 Minutes	CCS, TCC, SBCTC
4.	ctcLink Program Status <ul style="list-style-type: none"><li>• Program Risk</li><li>• Implementation Colleges</li><li>• Pre-Implementation Colleges</li></ul>	20 Minutes	Christy
5.	SBCTC Readiness (Operations and Support) Discussion	10 Minutes	Grant/John/Carli
6.	Remediation: Replacement Solutions Update <ul style="list-style-type: none"><li>• Security Mapping</li><li>• Accessibility Contracts &amp; SBCTC Accessibility Plan</li><li>• Campus CE Negotiations</li><li>• OAA Next Steps</li><li>• Budget Tool Next Steps</li><li>• Physical Inventory Tracking</li></ul>	25 Minutes	Christy/Others
7.	July 30 Executive Sponsor Meeting Planning <i>*Determine July 30 Steering Committee Meeting Schedule</i>	10 Minutes	All
8.	Action Items Review and Agenda Items for Future Meetings	5 Minutes	All
9.	Meeting Closure	3 Minutes	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 Manager
- Reuth Kim, ctcLink PM for QA, Risks/Issues
- Dani Bundy, ctcLink OCM and Training 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?
	Subgroup for SC Charter/Membership	Janelle	4/9/19	Meeting scheduled and held 5/15/19
	Working Session for college reps for CampusCE	Reuth	4/23/19	Shared proposed changes during the 5/21/19 meeting.

### Completed:

Description	Person	Date Open	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/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