



STEERING COMMITTEE AGENDA

August 13, 2019, 1 to 2:30 p.m.
SBCTC Bonanza Room and WebEx

AGENDA

Item	Description	Minutes	Facilitator
1.	Welcome and Agenda Overview	3	Christy
2.	Approval of Minutes, July 30, 2019	2	Choi
3.	Executive Sponsor Seminar Follow-Up Activities <ul style="list-style-type: none">• Work groups	10	Christy
4.	DG4 Initiation Phase Peer Review Recap	10	Kristy/Ligia
5.	ctcLink Executive Leadership Committee 2019-2020 Preview	10	Christy/Choi
6.	Chart of Accounts Update from FirstLink Colleges & SBCTC	5	CCS, TCC, SBCTC
7.	ctcLink Scope Change Form/Process Draft	25	Christy
8.	ctcLink Program Status <ul style="list-style-type: none">• Program Risk• Implementation Colleges• Pre-Implementation Colleges	10	Christy
9.	Remediation: Replacement Solutions Update <ul style="list-style-type: none">• Security Mapping• Accessibility Testing• Campus CE Negotiations• Online Admissions Application RFI• Budgeting Tool Next Steps	10	Christy/Others
10.	Action Items Review and Agenda Items for Future Meetings	3	All
11.	Meeting Closure	2	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
- Ligja 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

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