



## STEERING COMMITTEE AGENDA

May 3, 2022, 1–2:30 PM, Online via WebEx

Item	Description	Minutes	Facilitator
1	<b>Welcome, Introduction of Members and Guests</b>	5	Tim Wrye, Christy Campbell, All
2	<b>Approval of Draft Meeting Minutes: April 19, 2022</b>	3	Tim
3	<b>cELC 4/27 Meeting Recap</b>	5	Christy
4	<b>STAC/Post-Implementation ctcLink Governance Update</b> <ul style="list-style-type: none"> <li>WACTC-Tech and WACTC approval and Next Steps</li> </ul>	10	Grant Rodeheaver, Tim Wrye
5	<b>DG6-B Go-Live Recap</b> <ul style="list-style-type: none"> <li>Conversion Weekend</li> <li>Post Go-Live Support Update</li> </ul>	15	Tara Keen Dani Bundy
6	<b>SBCTC ctcLink Support Organization</b> <ul style="list-style-type: none"> <li><b>Customer Support Update</b> <ul style="list-style-type: none"> <li>ctcLink Support Activities</li> </ul> </li> <li><b>Application Services</b></li> </ul>	5	Dani Bundy  Sandy Main
7	<b>ctcLink Project Closeout Activities</b> <ul style="list-style-type: none"> <li><b>Action:</b> CampusCE – de-scope from DG6-C; phase 3/4 in SBCTC IT</li> </ul>	15	Christy, Susan Maxwell
8	<b>Requirements Traceability Matrix (RTM) - part 1</b> <ul style="list-style-type: none"> <li><b>Study Session for review and discussion</b></li> </ul>	20	Christy
9	<b>ctcLink Program Status</b> <ul style="list-style-type: none"> <li>Overall Status <ul style="list-style-type: none"> <li>DG6-C Status Update</li> </ul> </li> <li>Budget Status</li> <li>Program Risks and Issues</li> <li>Moran QA Report, March 2022</li> </ul>	10	Christy  Reuth Kim Paul Giebel
10	<b>Agenda Items for Future Meetings</b> <ul style="list-style-type: none"> <li>ctcLink Celebration &amp; Short Meeting: 5/17/2022</li> <li>ctcLink Scope Discussion/Vote: 5/17/2022</li> <li>Lessons Learned Report: 5/31/2022 or 6/14/2022</li> <li>TSB Meeting Recap and Final Project Shutdown Status: 6/14/2022</li> </ul>	2	All

## Meeting Participants

### Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Rodger Harrison, Bellevue
- Chad Stiteler, Bellingham Tech
- Tim Wrye, Highline
- Carolyn Tucker, Skagit Valley
- Grant Rodeheaver, SBCTC
- Choi Halladay, SBCTC
- Carli Schiffner, SBCTC

### Non-Voting Members

- Christy Campbell, SBCTC
- Paul Giebel, Moran Technology Consulting
- Rich Tomsinski, OCIO Representative
- Clay Krauss, Tacoma PM
- Brian Lee, Clover Park PM
- Chris McLain, Lake Washington Executive Sponsor

### Non-Voting Commission Reps

- Ruby Hayden, WSSSC
- Peter Lortz, IC

### Guests & Staff

- Janelle Runyon, ctcLink Communications Manager
- Sherry Nelson, ctcLink Communications Coordinator
- Susan Maxwell, ctcLink PM, College Advisor
- Dani Bundy, ctcLink Customer Support Director
- Tara Keen, ctcLink Assistant Project Director
- Sandy Main, SBCTC Application Services Director