



## STEERING GROUP MEETING MINUTES

January 29, 2019

SBCTC Olympia, Bonanza Room and WebEx

### Meeting Participants

#### Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Shanda Diehl, 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

- Mark Jenkins, SBCTC, CE RFP
- Bob Embrey, Seattle Colleges, CE RFP
- Dani Bundy, ctcLink OCM Manager
- Janelle Runyon, ctcLink Communications Manager
- Reuth Kim, ctcLink PM for Risks/Issues

### Meeting Minutes

#### Approval of Minutes

**Action:** Minutes from the January 15, 2019 meeting were approved as presented.

#### Continuing Education Replacement Solution (RFP Award)

Abraham Rocha, SBCTC Contracts Officer, provided background on the requirements gathering and RFP process for the online registration solution for continuing education. Initially, the Continuing Education Council (CEC) sought approval from WSSSC and ctcLink governance to research a statewide replacement solution to Ciber's "OSECE," which did not meet the needs of the colleges and CE students. Following functional and technical requirements gathering, the CEC/SBCTC/ctcLink workgroup issued an RFP. Three vendors responded: Campus CE, Augusoft and Destiny Solutions. Scoring committee members included Sandy Main (SBCTC); Allison Armfield, Christine Burge and Wendy Drum (Community Colleges of Spokane); Bob Embrey (Seattle Central); Mark Veljkov

(Bellevue); Mike Nielson (Green River); Kathy Disney-Kantner (Tacoma); Jodi Worden (Walla Walla); Kristen McConaha (Everett) Rachael St. Clair (Seattle) and Tim Wrye, Highline.

The committee discussed the merits of all three proposals, performed reference checking and received online demos from each vendor. After follow-up questions and further discussion among committee members, Abraham said Campus CE prevailed on price and competitive proposal. After receiving committee executive-sponsor approval, Abraham announced CampusCE as the apparent successful vendor late last week. Now he is in the contract negotiations phase with CampusCE and vendor debriefs with the losing vendors. Once debriefs are complete, the losing vendors have five days to protest.

Steering Committee members discussed some key aspects of the CE vendor selection process, background, and decisions needed for an implementation proposal:

- CampusCE is already in use at 13-15 colleges within our college system. Each college contracts directly with CampusCE and the current annual costs vary.
- It was noted that the pilot colleges (Spokane, Spokane Falls and Tacoma) were very unhappy with the delivered CE solution at go live. Ciber had developed a bolt on to PeopleSoft called "OSECE." It did not work well for students or staff. CCS had previously used CampusCE and, over time, went back to CampusCE. Tacoma has been using OSECE as best they can, knowing a replacement solution was coming.
- Continuing Education was considered "core" to ctcLink since it was originally delivered as a bolt on to PeopleSoft. The implementation of CampusCE would move away from that as each college would have its own instance/implementation of CampusCE. **Is this considered a change to the original scope/premise? If so, does it need to go before the cELC?**
- Tim noted that even though a "single instance" solution was requested in the RFP, none of the vendors responded with that option.
- Bob Embrey, from the CE Council and the scoring committee, said the intent is that each college would have a separate instance, but colleges understand there would be standardized datasets and a pipeline for integration that every college needs to meet. The CEC expects all data will be standardized and that each college will need to conform to a standard processes and configuration for the data to go in. It is also CEC's understanding that it won't be a requirement to use the approved solution but there won't be any other CE solution that is allowed to integrate with ctcLink/PeopleSoft. He also said the expectation already exists among CEC members that if a college is already using CampusCE, there will be some required "reintegration" to adopt to the new baseline standard that is developed. To that end, he said the suggestion that all colleges participate in common process work to build a global standard is a great idea and he said every Continuing Education Department in our college system is expecting to have to do that. Some colleges are already working to get their data in shape in preparation for this work.
- CampusCE assumed (in their pricing structure proposal) that current CampusCE colleges would continue with their existing contracts rather than SBCTC renegotiating an enterprise-wide contract/license for the system. This needs to be addressed during contract negotiations.

**Action:** Grant Rodeheaver made a motion to accept the Continuing Education RFP evaluation committee's selection of CampusCE as the successful vendor for the Continuing Education replacement solution. Tim Wrye Seconded. Shanda Diehl opposed. All others in favor. Motion passed.

**The acceptance vote included a condition** that a subgroup made up of ctcLink Steering/CE RFP selection committee members develop a proposal in the form of a motion to present at the Feb 12 ctcLink Steering Committee meeting. The proposal will include a CampusCE integration approach, the process and options for colleges already using CampusCE, and the opt-in/opt-out options for colleges. This proposal from the Steering Committee will help inform and guide the contract negotiations. Based on that proposal, Abraham will need a small group to meet with him and CampusCE.

The subgroup will get something scheduled by early next week so we can get that discussion going prior to next Steering Committee meeting.

### **Project Status**

Deployment Group 3 officially kicked off yesterday. DG3 colleges are moving forward with initial structure phase activities, reviewing and understanding the global framework in preparation for Business Process FitGap.

Beginning with the next Steering Committee meeting, we will start reporting status of DG4 with their initial Initiation Phase reporting. By mid-summer DG4 will be planning peer review work, with a kickoff for DG4 planned for November timeframe.

### **Moran Quality Assurance Monthly Report**

Paul said consistent with previous reports, Governance and Project Management is going well. Scope and Status remain yellow, but the biggest concern is with Training and Testing. They are making great strides with the new Training approach, but since this was a big change in methodology, they are behind schedule. It will remain red until they catch up. Christy notes the amended budget included \$1.4 million for "training contingency" in case we ran into issues with training. A vendor is coming in to help with specific content development areas to help mitigate this risk. The biggest concern around UAT is that it needs to be set up so it is a learning opportunity for colleges and that hand-offs between different processes within the system are clearly understood. It is important this work is finalized before UAT is scheduled to begin in April.

### **Recap of DG3 Alternate Decision**

Meeting time ran out. Did not discuss. Add to next meeting

### **Charter Discussion/Membership**

No time to discuss. Will add to agenda at future meeting.

Item	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	Group met on 2/5/19 Janelle posted draft proposal/motion language in Google Docs for subgroup review prior to 2/12/19 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
	Add SC Charter discussion to future meeting to discuss membership/executive sponsor language.	Christy	1/15/19	Will add item to a future meeting TBD