



## Steering Committee Meeting Minutes

May 8, 2018

SBCTC Olympia, Bonanza Room and WebEx

Christy Campbell, facilitator

### In attendance:

#### Voting

**Reagan Bellamy**, WVC

**Kurt Buttleman**, Seattle

**Tim Wrye**, Highline

**John Boesenberg**, SBCTC

**Mark Jenkins**, SBCTC

#### Non-Voting

**Christy Campbell**, SBCTC

**Clay Krauss**, Tacoma

**Whitney Dickinson**, OCIO

**Paul Giebel**, Moran

Also in attendance: **Janelle Runyon** and **Jason Gordon**, SBCTC ctcLink project staff

### Not in attendance

#### Voting

**Shanda Diehl**, Clark

**Choi Halladay**, Pierce

**Lisa Hjaltalin**, Spokane (**Matt Connolly**, CCS PM, attended on Lisa's behalf as a non-voting member)

**Grant Rodeheaver**, SBCTC (**Sandy Main**, SBCTC acting deputy director of IT, attended on Grant's behalf as a non-voting member)

#### Non-Voting

Ligia Cicos, Edmonds

## Meeting Notes

### Governance Framework Discussion

Christy Campbell reviewed the three-tiered governance framework and explained SBCTC project staff members will be assigned to each of the three groups to staff the committee—providing meeting materials, agendas, meeting notes and other administrative and logistical support. Christy also explained the responsibility and purview of each group.

## Governance Process and Decision-making Clarifications

- All issues, requests, decisions are submitted to the Working Group (WG) first as set forth in the WG charter. If the WG doesn't have the authority to make a decision based upon the WG Charter, it's escalated to Steering Committee.
- Since every change or issue must start at the lowest governance level (WG), the Steering Committee (SC) may send requests to the WG through the chair or another executive sponsor member for any requests or issues the SC would like reviewed by governance.
- The decisions made at each level will be reported up to the next level of governance.
- Go-live decisions will go through the governance process. Colleges in that deployment will be part of the discussion with the Steering Committee.

## Steering Committee Charter

Christy Campbell walked through the charter and committee members discussed any needed revisions.

### Discussion and Suggested Changes to Charter

- Add OCIO representative to the non-voting members
- The committee will revisit whether there is a need to add more specificity around required committee attendance.
- The meeting materials will be sent out the Friday before the Tuesday meeting and minutes sent out by the Friday following the meeting.
- Be more explicit that committee members are representing the project and college system as a whole, as well as their individual college or agency.
- Add language about delegation authority and the process (if a member can't make the meeting and wants someone to listen in for them as a non-voting member).
- Also add language that the Steering Committee meeting is for members and delegates only, therefore; meeting invitations and materials are not to be sent forwarded or sent to non-members.

## Steering Committee Chair Nomination

Not having a quorum, this was deferred to the next meeting.

## Review Meeting Format/Agenda Items

Christy provided a sample agenda, with topics to include:

- Project Status
- Deployment Status
- Monthly Budget Status
- Decisions
  - Report of Working Group decisions made
  - Decisions to come before the Steering Committee
- Issues
- Risks

- Staffing
- Scope
- Common Process Workshop recommendations
- Quality Assurance (both internal and external)

There were no additions or changes suggested to the agenda topics and format.

## Meeting Closure

Updated charter will be sent out on Friday for review. Next meeting is May 22, 2018, 1-2:30 pm.

## Follow-Up/Action Items

Item	Description	Person	Date Open	Dates	Status
1	Vote on committee chair at next meeting	Facilitator and committee	5/8/18	5/22/18	
2	Update Charter using Track Changes. Provide to committee in advance for review.	Janelle will put in Google Drive for committee review	5/8/18	5/11/18	
3	Voting members approve updated charter and sign at next meeting	Janelle will send out	5/8/18	5/22/18	
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