



Steering Committee Meeting Minutes

May 22, 2018

SBCTC Olympia, Bonanza Room and WebEx

Christy Campbell, facilitator

In attendance:

Voting

Reagan Bellamy, WVC; **Kurt Buttleman**, Seattle; **Shanda Diehl**, Clark; **Choi Halladay**, Pierce; **Lisa Hjaltalin**, Spokane ; **Tim Wrye**, Highline; **Grant Rodeheaver**, SBCTC ; **John Boesenberg**, SBCTC; **Mark Jenkins**, SBCTC

Non-Voting

Christy Campbell, SBCTC; **Ligia Cicos**, Edmonds; **Clay Krauss**, Tacoma; **Whitney Dickinson**, OCIO; **Paul Giebel**, Moran

Also in attendance: **Janelle Runyon**

Meeting Minutes

Approval of May 8, 2018 Meeting Minutes

The minutes from the May 8, 2018 Steering Committee meeting were approved as presented.

Steering Committee Charter Review and Approval

The committee went through the proposed changes to the Charter, made agreed-upon edits during the meeting, and approved the Charter as edited. Voting members in the room signed the final version. Janelle will get the signature sheet to those who attended remotely.

Steering Committee Chair Nomination

Choi Halladay was nominated as Steering Committee Chair. The nomination was approved by consensus. Per the committee charter, the chair is automatically a non-voting member of the ctcLink Executive Leadership Committee (cELC).

Project Status

Christy Campbell reviewed the Project Status Dashboard. The project has closed/completed most of the relaunch planning items. Still working on the Training Plan and the Integrated Work Plan. Meeting for governance groups have commenced. Working Group will reconvene for weekly meetings once Global Design Review sessions are complete. Success indicators are currently green. As part of the meeting materials, the Steering Committee will receive the monthly QA reports along with the agency responses.

Deployment 2: Upgrade Project

The ctcLink production environment will be upgraded to PeopleTools 8.56 with Fluid and Campus Solutions 9.2. In addition, Clark College and the SBCTC agency will join Spokane and Tacoma on ctcLink. Deployment 2 activities kicked off with the Global Design Review sessions May 14 – 25. Bi-weekly meetings with Deployment Group 2 colleges/agency will begin June 6. Business Process Fit/Gap sessions will be one of the first activities. Spokane and Tacoma will be focused on changes due to the Fluid technology and CS 9.2, while Clark and SBCTC will be focused on the broader local configuration work. Conversion activities will

also begin in June, with the opportunity for later deployment group colleges to participate in legacy data cleanup.

Christy provided a high-level timeline for Deployment 2. See slide 14 of the meeting presentation.

Budget Status Report

Monthly budget reports for the project become available mid-month, following the monthly close. Current one is April. Top section is the entire project, including all deployments. The bottom section is specifically tracking the current stage in the technology budget, Stage 2 (Upgrade/Deployment 2). The project is currently \$3 million under budget, mainly due to some of the staffing coming on later in the year than initially expected.

Top Risks and Issues

Christy reviewed the current top risks and issues. See slides 7-8 of the meeting presentation for details.

In-Scope Item – Planning & Budgeting Tool

Christy Campbell explained that following BAC's recommendation to de-scope Hyperion and WACTC-Tech's approval to de-scope Hyperion, she reached out to Oracle to discuss removing Hyperion from the Oracle (Mythics) contract. We are currently paying for Hyperion, but not using it. In that discussion she learned the only option was to trade-out the Hyperion product with a Planning and Budgeting Cloud Solution (BPCS). It appears it would be a savings of at least \$1 million over a five-year period to go swap out Hyperion for BPCS on the current Oracle/Mythics contract. The committee agreed it was a good idea, not only to save the colleges money, but to license a product that the colleges may actually use rather than paying for a product (Hyperion) that they will never use. **By consensus, the committee agreed to pursue the option of saving money by changing the Mythics contract as noted above.** The strategic discussion regarding which tool colleges will actually want to use and implement will follow. This is strictly a money-saving decision and gives us time to go through the proper review to pick the right budgeting and planning tool in the future. Christy will prepare a summary for Steering Committee.

Meantime, Oracle is providing a demo of BPCS on May 24 and PMs, SMEs and members identified by BAC have been invited.

Out of Scope Items

Christy explained PMs, project staff and some accessibility coordinators have been reviewing Grey Heller's accessibility tool, which enhances accessibility features where PeopleSoft is lacking. They are offering another system-wide demo on May 30. In addition, there has also been discussion with both project and ERP support about automating testing to provide a better experience for colleges during User Acceptance Testing. Vendors and tools are being evaluated, including those to automate PeopleSoft testing framework. Looking at funding options, but that would come before the Working Group and Steering for review and decision. Just a heads up for now.

Meeting Closure

Follow-Up/Action Items

Item	Description	Person	Date Open	Dates	Status
1.	Vote on committee chair	Facilitator and committee	5/8/18	5/22/18	Complete
2.	Summary of Mythics contract change overview and decision reported up to cELC and communicated broadly.	Summary: Christy Communicate: Janelle	5/22/18	5/31/18	Will report to cELC on 5/31 and share info out broadly after cELC meeting.
3.	Voting members approve updated charter and sign at next meeting	Janelle	5/8/18	5/22/18	Members on-site signed. Get signature page to remote participants to sign
4.					