



## Steering Committee Meeting Minutes - DRAFT

June 5, 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

#### Non-Voting

**Christy Campbell**, SBCTC; **Ligia Cicos**, Edmonds; **Clay Krauss**, Tacoma; **Whitney Dickinson**, OCIO; **Paul Giebel**, Moran; **Scott Copeland**, SBCTC for Mark Jenkins

Also in attendance: **Jason Gordon**

## Meeting Minutes

### Approval of May 22, 2018 Meeting Minutes

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

### Mythics Contract Summary

Christy Campbell showed the summary of savings for the Mythics contract. There was some confusion on how the savings were shown. Christy will follow up with Mythics for clarification of savings.

### Deployment Group 2 Timeline

Christy Campbell showed the potential dates for Deployment 2 go live. Based on staffing and AWS migration, timeline has to be adjusted. Starting late means there is more overlap between Deployment 2 and Deployment 3. There have been conversations with Clark, Spokane and Tacoma on options for go live. Clark and Spokane prefer to go live in July 2019. Tacoma prefers to go live October 2019. Tacoma was concerned with going live in July because of the proximity to Fiscal Year-end close. They also had concerns regarding end of year classes.

Choi Halladay asked what risk mitigations could be put into place regarding go live dates? Christy said contract resources could be extended to help with the overlap. Choi mentioned that he had more concerns regarding the risk to Deployment 3 colleges with overlap.

The timeline of activities if the go live date was July was shared. Global Design Review sessions have been completed and Business Process Fit / Gap sessions will be starting soon. Choi Halladay asked what the timeline would look like if the go live date was October 2019. Christy said there would be longer gaps between activities.

## New or Updated Scope Processes

### *Supplemental Scope Committee and RFP Process*

Christy Campbell reviewed process for Solution Replacements. Kurt Buttleman asked if box 10 could be clarified that if there was an increased budget, it must go to the cELC. Tim Wrye mentioned that the Working Group needed to be added to the process. It was also recommended that boxes 4 and 7 be removed to simplify the process. Choi Halladay mentioned that if you remove these boxes, it would be helpful if commissions had a clear criteria for what they were looking for.

### *Change Request Process*

Jason Gordon walked through the Change Request Process. Whitney Dickenson suggested that the cELC be added to the process for items that need additional budget.

## Next Meeting

The next meeting will be June 19. Christy shared the agenda for the next meeting.

## Meeting Closure

### Follow-Up/Action Items

Item	Description	Person	Date Open	Dates	Status
1.	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.
2.	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
3.	Follow up with Mythics on contract savings	Christy	6/5/18		
4.	Update process on solution replacements				