



Steering Committee Meeting Minutes

June 19, 2018

SBCTC Olympia, Bonanza Room and WebEx

Christy Campbell, facilitator

In attendance:

Voting

Reagan Bellamy, WVC; **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; **Darby Kaikkonen**, SBCTC for Mark Jenkins; **Linnea Todd** for Kurt Buttleman

Also in attendance: **Jason Gordon**

Meeting Minutes

Project Status

Christy Campbell reviewed the status report template with the committee.

We are still working on determining the go live date for Deployment 2. We are hoping to finalize a date after meeting with the Deployment 2 colleges this week.

The budget status was reviewed with the committee. We are currently under budget. There are also a handful of open positions to be filled.

The work stream status was shown. Scope items would go in program report. Items outstanding will go in remediation progress area.

Working Group Charter

An update needed to be made to the Working Group Charter due to organizational changes at SBCTC. The voting members were determined by the previous structure at SBCTC. The Technical Project Manager is now under the project. The change is to have a shared vote between Production Technical and Project Technical.

Action: The Steering Committee voted to approve the change to the charter.

Common Process Workshop (CPW) Recommendations

Grants

Ligia Cicos presented the decision package for the Grants CPW. This was previously presented to the Working Group and recommended to the Steering Committee. There were 60 participants from 25 colleges.

Action: The Steering Committee voted to approve Grants CPW recommendations.

New Hires

Ligia Cicos presented the decision package for the New Hires CPW. There were 40 participants in the workshop. There was concern regarding process map. There was some confusion on the arrows to the Performs “search match” task.

Action: The Steering Committee voted to approve the New Hire CPW recommendations with a clarification on Performs “search match” task.

Admissions

The decision package for the Admissions CPW was recommended to the Online Admissions Applications (OAA) sub-committee. The decision package will be sent to the Steering Committee for review.

Global Design Review (GDR) Recommendations

Finance / HCM

Emmett Folk began to review the GDR recommendations. Due to time constraints, Emmett will finishing reviewing recommendations with the Steering Committee at the next meeting.

Next Meeting

The next meeting is scheduled for July 3.

Meeting Closure

Follow-Up/Action Items

Item	Description	Person	Date Open	Status
1.	Summary of Mythics contract change overview and decision reported up to cELC and communicated broadly.	Summary: Christy Communicate: Janelle	5/22/18	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	Complete

Item	Description	Person	Date Open	Status
3.	Follow up with Mythics on contract savings	Christy	6/5/18	
4.	Send out Admissions CPW decision package	Jason	6/19/18	