



Steering Committee Meeting Minutes

July 17, 2018

SBCTC Olympia, Bonanza Room and WebEx

Christy Campbell, facilitator

In Attendance

Voting

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

Non-Voting

Christy Campbell, SBCTC; **Whitney Dickinson**, OCIO; **Paul Giebel**, Moran

Also in attendance: **Jason Gordon**, SBCTC

Meeting Minutes

Approval of Minutes

Action: The Steering Committee voted to approve the minutes for June 5, 2018 and June 19, 2018 meetings.

Discussion: Tim Wrye asked that minutes be a bit more in-depth to capture the committee member's discussions in more detail.

Status Update

Christy Campbell reviewed the status report with the committee.

Risks and issues were reviewed. Tim Wrye asked if there was a difference between the risk and the issue related to Chart of Accounts design. Christy mentioned that one is related to the adoption of Chart of Accounts and the other is on the technical side.

Remediation status was discussed. We are currently reconciling remediation tickets to determine overall status. Tim Wrye asked for clarification of remediation ticket numbers. Christy said there was prioritization of tickets with the FirstLink colleges. Critical, urgent, and high tickets were part of scope of remediation. When reviewing tickets with FirstLink colleges, there were a number of closed items they didn't agree were closed.

The budget status was reviewed.

Quality Assurance recommendations were reviewed.

Pillar status was reviewed. There were some delays but they didn't affect the critical path. Whitney Dickinson asked where this is shown. Christy mentioned that because the delays were mitigated, they

wouldn't be visible on the status report. The project timeline was reviewed, with a Deployment Group 2 proposed go-live of October 2019.

Workstream status was reviewed. The testing team is working on the testing plan and is looking at an automated testing tool. Still working on filling training positions. Communications has re-launched the ctcLink Connect Blog in a new location (hosted on SBCTC website). Work is being done to get the environments that are needed. Remediation work is ongoing.

Deployment 2 Status Reports were reviewed. These reports come from the colleges and are self-reported. It was suggested a note be added to the reports that they are self-reported.

Pending Solutions were reviewed. They included Continuing Education solution, Online Admissions Application solution, Budget Planning, and Physical Asset Inventory. RFP was posted for Physical Asset Inventory and vendors responded. A recommendation for the Physical Asset Inventory solution is expected to be delivered to the Steering Committee soon. The ctcLink Project Team is looking at whether or not this could be delivered with PeopleSoft functionality. That would be presented along with a recommendation that comes to Steering Committee.

Shanda Diehl asked for the status of Grey Heller. Christy said Grey Heller needed to go back and implement an upgraded environment to see where gaps are.

Deployment Group 2 (DG2) Timeline

Timeline for Deployment Group 2 (DG2) was reviewed. The colleges agreed on October 2019 for a go-live date. The specific date will depend on payroll processing.

With an October go-live date, there would be large overlap with Deployment Group 3 (DG3). There were three risk mitigation options shared with the Steering Committee.

Risk Mitigation Options:

1. Extend all contractors from May 2019 to October 2019
2. Extend all contractors from May 2019 to February 2020
3. Extend all contractors from May 2019 to October 2019 and select contractors to February 2020

Whitney Dickinson voiced concern over the group making a decision without ample time to review meeting materials. After some discussion, Steering Committee voting members agreed that this discussion has been going on for a couple of months and was expected.

Action: The Steering Committee voted to agree on the October 2019 go-live date with risk mitigation option 3.

Working Group Update

The Working Group has spent time reviewing and updating its charter. Charter has been finalized and signed by voting members.

The group has approved Global Design Review (GDR) recommendations for FSCM/HCM and CS. They have also approved Common Process Workshop (CPW) decisions for New Hires, Grants Management, Absence Management, Benefits Lifecycle, and Course Management.

They are currently reviewing how issues would be presented to Working Group. A template will be created to help facilitate how decision/recommendation items will be presented to Working Group.

Tim Wrye thought these decisions would be approved by the Working Group and not have to go to the Steering Committee. Christy said because this is part of the initial Global Framework, these items were coming to the Steering Committee. On an ongoing basis, these types of decisions could be resolved at the Working Group level.

Common Process decisions could be approved at the Working Group level if the Steering Committee wants to delegate. The Steering Committee agreed to have the next few Common Process decisions come to them for approval and then revisit the question.

Global Design Review (GDR) Recommendations

Finance / HCM

Emmett Folk reviewed the GDR recommendations. Recommendation on Purchasing Items and Item Categories didn't pass at GDR session and is not being recommended. The request is to approve the rest of the recommendations. Due to time constraints, this will be added to agenda for next Steering Committee meeting for final discussion and voting.

Next Meeting

The next meeting is scheduled for July 31, 2018. This is at the same time as Guided Pathways Technology Summit. Steering Committee will be surveyed to determine who can attend next meeting.

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
3.	Follow up with Mythics on contract savings	Christy	6/5/18	
4.	Send out Admissions CPW decision package	Jason	6/19/18	