



Steering Committee Meeting Minutes

July 31, 2018

SBCTC Olympia, Bonanza Room and WebEx

Christy Campbell, facilitator

In attendance:

Voting

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

Non-Voting

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

Also in attendance: **Jason Gordon**

Meeting Minutes

Approval of Minutes

Action: The Steering Committee voted to approve the minutes for July 17, 2018 meeting.

Continuing Education RFP

Christy Campbell reviewed the Continuing Education RFP request.

Over the last eight months a sub-committee has been looking at requirements and identifying new requirements. Sub-committee came up with about 190 requirements. The committee finalized requirements and provided recommendations to the Instruction Commission. Instruction Commission has provided request for Steering Committee to develop and publish RFP.

WACTC asked that RFP go back to them before it went out. RFP will also need to go to the OCIO. Whitney mentioned that the OCIO would like to be involved early enough to provide input on the RFP.

Shanda Diehl wanted to know what was discussed at the July 11-12 Instruction Commission meeting. She wanted to know how they evaluated whether PeopleSoft could or could not meet the needs. It was mentioned that the Instruction Commission did not discuss the technical requirements. Choi Halladay reminded the Steering Committee that the Instruction Commission agreed that requirements for the Continuing Education solution RFP were adequate.

The Steering Committee discussed the requirements being developed before the business process was developed. It was mentioned that there is too much variation with Continuing Education across the college system. The committee agreed that the requirements being developed first was the right approach.

The Steering Committee agreed that the RFP should come back to the Steering Committee for review before it is published.

Action: The Steering Committee voted to approve the development of the Continuing Education RFP with a single abstention.

Status Update

Christy Campbell reviewed the status report with the committee.

From a schedule standpoint, this will continue to be yellow until work is mitigated around overlap of deployments. Scope will also continue to be yellow until solutions are implemented. For budget, we are currently under budget by about \$4 million.

Risks and issues were reviewed. There is a risk regarding staff attending BPFG sessions and many of those attending have questions because of it being their first exposure. To mitigate, project team will hold orientation sessions to accommodate. Another risk is that the current SBCTC PM is separating from SBCTC. The position will be posted shortly. There is a risk of remediation conditions not being tracked and reported. We are now tracking in plan and in the approved remediation spreadsheet.

There is an issue with the finance resources attending BPFG sessions because of fiscal year close activities. There is room in the schedule to adjust if needed. Another issue is with project resources being assigned to production support activities. The team is evaluating work to determine impact to ctclink timeline prior to approving work.

Remediation work is continuing. There were 109 open items that needed to be complete. There were 55 closed items that needed to be completed.

There was an issue with Faculty Workload. This has been delayed due to AWS migration. Because of AWS, project was working in an environment where development work was done. Group refreshed environment and coding was lost. This is an issue for Spokane because they were planning on using this for the next term.

Next week, requirements will be gathered for OAA.

Tim Wrye asked if a Common Process was completed for admissions and for budget. Ligia Cicos responded that this was done for admissions, but that budgeting was not on the list.

The budget status was reviewed. Overall, we are about \$3.9 million under budget. We had work that was planned to start that hasn't started, so this money is allocated.

Quality Assurance recommendations were reviewed. The Steering Committee discussed what would need to be done if some of these items continue to be issues. It was recommended that if corrective action isn't taken on items then the committee should look at what needs to be done.

OCIO Investment Plan Conditions were reviewed.

Pillar status was reviewed. For testing, we are looking at UAT framework and making sure colleges have the framework they need because they need to take ownership. We are trying to build reusable framework to make activities easier for the colleges. For training, we are struggling with the regional Train the Trainer

approach. Looking at ways to mitigate this. Development of training content is also behind from original plan. For Organizational Change Management, tools are continuing to be developed.

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 launched ctLink Blog. Work is being done to get the environments that are needed. There is also still remediation work going on and will be for some time. For technical, developers are working on retrofitting.

Deployment 2 Status Reports were reviewed. There was a question regarding why CCS was reported as red. This is mainly around participation in BPGF sessions, so schedule was adjusted to accommodate.

Staffing Update

There are currently 10 open positions. It was mentioned that a recent opening is the SBCTC PM. SBCTC PM/OCM role will be a shared role and will be posted soon. There are 6 additional open employee roles and 3 open contractor roles.

Governance Update

Charters have been reviewed, updated, and have been signed off on.

Approved decisions by the Steering Committee have been the Deployment 2 timeline and two of the Common Processes. The Working Group has approved global framework for FSCM/HCM and CS. They have also approved five of the Common Processes. Global framework for FSCM/HCM and CS and three additional common processes still need to be approved by Steering Committee.

We are noticing that maintenance items and changes are not coming to the Working Group. Templates are being created to help bring those items to governance.

Choi Halladay discussed meeting with the ctLink Executive Leadership Committee. At the last meeting, a lot of the time was used to talk about remediation. They are working on formulating a way to use 30 minute meeting time more effectively. There also were some concerns about the project hiring staff from colleges.

Next Meeting

GDR decisions will need to be discussed at the 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.	Follow up with Mythics on contract savings	Christy	6/5/18	
3.	Send out Admissions CPW decision package	Jason	6/19/18	