



Steering Committee Meeting Minutes

August 14, 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; **Reagan Bellamy**, Wenatchee; **Grant Rodeheaver**, SBCTC; **John Boesenberg**, SBCTC; **Mark Jenkins**, SBCTC

Non-Voting

Christy Campbell, SBCTC; **Whitney Dickinson**, OCIO; **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 31, 2018 meeting.

Staffing Update

Christy Campbell provided an update on project staffing.

There were two OCM positions recently posted and they will be closing at the end of this week. These positions are critical to deployment 2.

There are two open training positions. These positions have been difficult to fill because of the skills needed. This is the fourth time these jobs have been posted.

Finance analyst positions are currently on hold. These roles are being re-evaluated for the necessary skillset.

Finance Developer position has accepted offer and will be on board in September.

There are a few contractor consultant positions open. These have been difficult to fill.

Whitney Dickinson asked if any of the positions other than the OCM positions are critical. Christy mentioned that the OCM are the most critical and then the training positions.

Governance Update

Choi Halladay provided an update on the ctcLink Executive Leadership Committee (cELC). cELC is trying to come up with strategies to use its 30 minute meetings more effectively and to focus more on the bigger picture governance issues.

Jason Gordon provided an update on the Working Group. The Working Group has focused on creating the template for items that would come into the Working Group for action. The hope is the template makes it easier for items to come to the Working Group.

Common Process Workshop Outcomes

Benefits Lifecycle

Ligia Cicos reviewed the common process for Benefits Lifecycle. A couple of items needed action from the Working Group:

- Background checks and having one vendor for background checks. The Working Group is taking this forward to HRMC to discuss.
- Long-term disability. The recommendation was to take this to the PPMS group. Other than those recommendations, the process was approved by the workshop participants.

Shanda Diehl asked why all colleges would have to have the same process for background checks. It was clarified this is outside of scope of ctcLink, but it was something workshop participants discussed. This is something HRMC will discuss as a best practice. Steering Committee doesn't need to make a decision on this.

Action: The Steering Committee voted to approve the common process VC 04 Benefits Lifecycle.

Course Management

Ligia reviewed the common process for Course Management. It was mentioned the Working Group would look at adding course creation to be included in the integrated work plan (master project schedule). Another item was a course approval tool. It was discussed in the Common Process Workshop and they recommended supporting the long-term selection of a course approval tool. This will go to the Instruction Commission for discussion.

Action: The Steering Committee voted to approve the common process VC 05 Course Management.

Absence Management

Ligia reviewed the common process for Absence Management. It is not being asked to approve the full process. A piece of the process needs to be approved to move forward as part of the implementation for configuration. This is regarding absence processing to be centralized and scheduled to run as per the planned calendar days.

Action: The Steering Committee voted to approve common process Item 1 of VC 12a Absence Management.

Global Configuration Framework

FSCM/HCM

Emmett Folk discussed the global configuration framework for FSCM/HCM. In the last discussion, the remaining questions were around items and item categories. Previously, National Institute of Government Purchasing (NIGP) commodity codes were adopted as a framework for these two configurations. They are globally defined. The proposal at the GDR session was to use NIGP framework, but to make some adjustments to the value definition. The end result was there was no majority vote for this change and to move forward with original framework being used.

Tim Wrye asked if the conversation around chart of accounts was discussed by BAC. Choi mentioned that BAC discussed.

Tim also asked if offboarding questions are being referred to the Security Governance group. He will bring it up at the next Security Governance meeting.

Christy mentioned that the chart of accounts redesign can only improve things so much. There is still work at college that needs to happen to ensure it is working well together.

Action: The Steering Committee voted to approve the global design framework for FSCM/HCM with the recommendation to have Security Governance group look at the offboarding process. Tim will take offboarding recommendation to the Security Governance group.

Status Update

Christy recommended and the Steering Committee agreed to cancel the next meeting (Aug. 28).

Christy reviewed the status report with the committee.

For Schedule section, this will continue to be reported as yellow because of the overlap of deployments. Scope will also continue to be yellow until solutions are implemented. Tara Keen will look at what was de-scoped and evaluate. She will be making sure that what was de-scoped is not supposed to be part of scope. For budget, we do not have an updated budget yet. We are still showing under budget by about \$4 million, but these funds are allocated.

Risks and Issues were reviewed. Many of the risks regard resourcing. Some jobs haven't been filled. There are conflicting activities at colleges so participation in activities has been a challenge. Another risk has been regarding new environments being requested.

There is an issue of configuring payroll to make supplemental payments to system retirees. This is being worked on but taking more time than expected. Another issue is with project resources being assigned to production support activities. This is impacting progress on scheduled project work.

On the individual status reports from the colleges, a change was made to have colleges report separately on remediation, deployment and support items.

For Continuing Education RFP, Christy hasn't had an opportunity to meet with Abraham on development. She will meet with him next week. A group will need to be put together to help with RFP development. Christy will work with Mark Jenkins to identify who should be part of group.

For Online Admissions Solutions, they met this past week around developing requirements. We are expecting approval of requirements in the next month or two and for them to be brought to the Steering Committee for request of RFP. Tim recommended an IT person be added to the Online Admissions Application (OAA) group. Christy will follow up on this.

The Faculty Workload Common Process Workshop was held. Ligia said the workshop went well and they have approved a common process that will need to be tested.

Whitney Dickinson asked if she could have more details around the mitigation activities for risks. Christy will pull report from PWA and provide to Whitney.

Quality Assurance recommendations were reviewed. There is a decline in the number of recommendations, but there are still some items that are outstanding. Going forward, the QA report will be sent out to the Steering Committee.

OCIO Investment Plan Conditions were reviewed. A lot of these items are ongoing. Whitney mentioned that the item on contingency funds could be green, since contingency funds are not being used at this time.

Pillar Status was reviewed. The largest concerns are regarding staffing and some issues with the environments.

Workstream Status was reviewed. Technical has been focused on conversion and retrofitting. For testing, looking at building out the UAT framework to make it easier for colleges. The training team has been realigned under the project. Looking at ongoing vision of training for the long-term. OCM has been focused on providing support for colleges on changes that need to happen. Communications has been continuing to update blogs and websites.

Christy mentioned the ctLink Project Charter is being rewritten. After SBCTC leadership reviews, this will come to Steering Committee for review and to the cELC for approval.

Next Meeting

Next meeting is Tuesday, Sept. 11.

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	

Item	Description	Person	Date Open	Status
3.	Send out Admissions CPW decision package	Jason	6/19/18	
4.	Send out Moran report	Jason	8/14/18	