



Steering Committee Meeting Minutes

September 11, 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; **Carli Schiffner**, SBCTC

Non-Voting

Christy Campbell, SBCTC; **Whitney Dickinson**, OCIO; **Ligia Cicos**, Edmonds

Also in attendance: **Jason Gordon**

Meeting Minutes

Approval of Minutes

There was one revision to the August 14, 2018 minutes to indicate that Reagan Bellamy attended the meeting.

Action: The Steering Committee voted to approve the revised August 14, 2018 meeting minutes.

Status Update

Christy Campbell provided a project status update.

Overall, the program status is evaluated as green. We are still on track for the October 2019 go-live date. Key activities are being executed per timeline and budget. For schedule, there is a baseline schedule for Deployment Group 2. The training approach needs to be updated in the project schedule. We are looking at long-term needs for training. Updated training approach is being built now.

Tim Wrye asked how training completion will be tracked. Christy said there is a tracking mechanism as assessments (e.g. quizzes, attendance and other metrics) will be logged. Training will be reportable.

The scope is still reported as yellow and will be until solutions are implemented. For budget, this is being reported as green. We are still showing under budget by about \$4 million, but this amount is allocated.

Risks and issues were reviewed. Security redesign is a risk. A vendor is helping doing this work, which is requiring more review time than originally estimated. The security redesign is leveraging a redesign project completed by a university; the problem being the university does not use Campus Solutions which means

task-based items for Campus Solutions need to be built from scratch. We are working with the vendor to confirm we can continue with this approach.

Another problem is that every position at every college is different, which made it difficult for FirstLink Colleges to operate as an organization. The new roles are built by task in the system, which makes security more flexible.

Shanda Diehl asked if the security redesign is impacting colleges doing configuration homework. She was told that without having roles defined, it impacts their college doing homework. Christy said it should not impact colleges completing homework, but she will check with the teams to validate.

Another risk is regarding upcoming User Acceptance Testing (UAT) Scope Definition homework deadlines being missed due to completing configuration homework. Shanda asked if UAT test definitions for Campus Solutions are being identified. Christy said this is for all of the areas. They are being posted to Canvas.

An issue regarding diagnosing and resolving production outages continues to distract both App Support and project team resources. Grant Rodeheaver said the issues are being identified to prevent them from happening again. Christy said a lot of colleges are on HCM and Finance, but Campus Solutions is where we are different. A lot of the issues are with Campus Solutions.

Another issue is with project resources being assigned to production support activities. This impacts progress on scheduled project work. This is getting better, but is an ongoing issue.

The budget status was reviewed. Over the next month or so, the budget will be shown differently to be in line with gates for the Office of Financial Management (OFM).

A staffing update was provided. Evelyn Williams was hired as the ctLink Project and Organizational Change Manager (PM/OCM) for SBCTC. A new training resource for Finance was also recently hired. A new finance developer will start next week. A consultant will join the team next month to help with Campus Solutions.

The QA Report recommendations were reviewed. Moving forward, there will be more discussion during Steering Committee meetings around the QA recommendations and responses.

Pillar Status was reviewed. Tim Wrye recommended that the Deployment 2 timeline break out the different conversion cycles.

Christy provided a status on new solutions. Physical Inventory solutions are being evaluated. The solution decision was delayed to evaluate new functionality within PeopleSoft. For Continuing Education solution, a sub-committee is being identified to review and develop an RFP and evaluate vendor responses and solutions. For Online Admissions Application solution, RFP draft has been developed; the committee was formed to review, finalize and approve OAA requirements. For Budget Planning solution, committee will form to review, finalize and approve budgeting requirements. For Accessibility, there are continued discussions with Appsian (formerly GreyHeller). Shanda Diehl recommended there be more communication about what's going on with accessibility going forward.

Guided Pathways Proposal

Daniel Cordas presented the Common Process Workshop Proposal for Guided Pathways. The plan is to have two workshops. One focused on identifying and ranking the functional requirements; and the other on how ctLink meets those requirements. The first workshop will include small groups participating in collaborative exercises designed to produce a common process map, brainstorming functional requirements, and finally college-by-college voting to accept the requirements. The second workshop will include presentations on ctLink functionality, small group work, linking the Common Process to specific ctLink functionality, and voting to accept both the Common Process and whether the ctLink functionality fulfills the specific requirements.

Shanda Diehl expressed concerns about using Common Process Workshop approach for Guided Pathways. Essential practices are not in place at this time and more work needs to be done.

The Steering Committee agreed to table this conversation until the next meeting. It will be at the beginning of the agenda for the next meeting.

Next Meeting

Next meeting will be Tuesday, Sept. 25, 2018.

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.	Send out Moran report with meeting materials	Jason	8/14/18	In process