



## STEERING GROUP MEETING MINUTES

January 15, 2019

SBCTC Olympia, Bonanza Room and WebEx

Choi Halladay, facilitator

### Meeting Participants

#### Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Shanda Diehl, Clark
- Choi Halladay, Pierce
- Lisa Hjaltalin, CCs of Spokane
- Tim Wrye, Highline
- Grant Rodeheaver, SBCTC
- John Boesenberg, SBCTC
- Carli Schiffner, SBCTC

#### Non-Voting Members

- Christy Campbell, SBCTC
- Paul Giebel, Moran Technology Consulting
- Whitney Dickinson, OCIO Representative
- Ligia Cicos, Edmonds
- Clay Krauss, Tacoma

#### Guests

### Meeting Minutes

#### Approval of Minutes

**Action:** Minutes from the December 18, 2018 meeting were approved as presented.

#### DG3 Gate 1 – Initiation Phase/Peer Review - Decision

The committee reviewed and discussed the peer review results for DG3 Gate 1/Initiation Phase deliverables.

**Action:** The Steering Committee unanimously accepted all DG3 colleges to pass through Gate 1/Initiation Phase and enter Gate 2/Structure Phase.

#### DG3 Alternate College Discussion - Decision

Ligia Cicos, Edmonds' organizational change and project manager, gave an overview of Edmonds' overall preparedness and the potential benefits of adding Edmonds to Deployment Group 3. Christy Campbell reviewed feedback from the DG3 project managers as well as the pros and cons from the project management office's perspective. After considerable discussion:

**MOTION:** Edmonds Community College will be added as an alternate to DG3 in case one of the other colleges removes itself or is removed by the ctcLink Governance process.

The motion was amended to add the following conditions:

- Edmonds Completes the Peer Review process
- Edmonds participates in pre-kickoff session

- Approval from Edmonds leadership to assume the risk that they might not go forward after doing the work alongside other DG3 colleges
- Steering Committee receives ctcLink Executive Leadership support.

**Vote on the motion as amended:** Choi Halladay opposed. John Boesenberg abstained. All other voting members voted in favor.

**Action:**

- Ligia will take this decision to her ctcLink college leadership for review and acceptance
- Christy and Choi will discuss with cELC
- Schedule a call next week with Steering Committee based on feedback/results of the two above conversations.

## ctcLink Program Status

### Remediation

With the limited time remaining in the meeting, Christy gave a quick update on the following items:

- Christy noted the recent presentation to the OCIO's Technology Services Board. It was mostly around Remediation in which it was reported that the 2016, 2017 and 2018 books have been closed at both Tacoma and Spokane, but that there are adjustments that need to be made and some remaining discussions between SBCTC and colleges in regards to the approach. There is an open period in 2019 to make those adjustments. Additionally, some remediation remains tied to closing of books and the repeatable process for documentation, training, queries and reports that is still in progress.
- The Replacement Solutions (CE, OAA, Budget Planning, Physical Inventory) status was also discussed with TSB as the OCIO's office and TSB members remain interested in the completion dates of those solutions. The Continuing Education solution recommendation should be coming to the Steering Committee for approval soon. The selection committee is looking at three vendors. It was suggested that Abraham Rocha and the two leads from the selection committee attend the SC meeting when the CE recommendation is on the agenda. The Online Admissions Application solution recommendation will also be presented to the Steering Committee at a meeting in the near future. Budget Planning and Physical Inventory solutions work is also in progress.
- Absence Management and Student Billing are both headed to User Acceptance Testing very soon, once the internal System Integration Testing is complete.
- Lisa Hjaltalin reported that Spokane is moving forward on Remediation items. She has hired three more staff to assist with that work and Lisa is spearheading the move to the new Chart of Accounts.

### Project Overall Status

Christy noted the overall project status has changed from Green (on track) to Yellow (Some issues, under control) due to Testing framework and Training content development both being behind schedule.

### Deployment Group 2

The project is on track, working on Functional Unit Testing and preparing for System Integration Testing, as well as the Conversion activities. Colleges are highly involved in data cleanup and documenting their Change Action Plans as they prep for the next round of Data Validation activities.

Christy noted again that the two main Issues are the preparation and content development for training and the framework for colleges to be successful in UAT. Mitigation measures are in place.

### Deployment Group 3

No additional information

### Deployment Group 4

Due to time constraints, see slides. No additional information.

### Governance Update (cELC)

Due to time constraints, this item was not discussed.

### Other Discussion Items

#### Charter Discussion/Membership

Will discuss at a future meeting

### Follow-Up/Action Items

Item	Description	Person	Date Open	Status
	Action items as noted in DG3 Alternate College agenda item	Choi, Christy	1/15/19	Choi called meeting with cELC co-chairs, Christy and Grant (project sponsor). Meeting held on 1-18-19
	CE Solution recommendation to Steering Committee. Ask lead selection team members to attend/present (maybe with SBCTC Contracts Officer)	Christy	1/15/19	
	Add SC Charter discussion to future meeting to discuss membership/executive sponsor language.	Christy	1/15/19	