



STEERING GROUP MEETING MINUTES

January 29, 2019

SBCTC Olympia, Bonanza Room and WebEx

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 PM
- Clay Krauss, Tacoma PM

Guests & Staff

Mike Nielson, GRCC, CE Approach subgroup
Bob Embrey, Seattle Colleges, CE Approach subgroup
Abraham Rocha, SBCTC Contracts/Procurement
Mark Jenkins, SBCTC Education Division
Dani Bundy, ctcLink OCM/Training Manager
Reuth Kim, ctcLink PM for Risks/Issues
Janelle Runyon, ctcLink Communications Manager

Meeting Minutes

Approval of Minutes

Action: Minutes from the January 29, 2019 meeting were approved as presented.

Deployment Group 3 (DG3) Alternate College Decision Recap

Due to time constraints at the last meeting, this item was carried over to today's meeting.

Steering Committee Chair Choi Halladay gave an overview of the process that took place following the Steering Committee's approval (with conditions) of Edmonds Community College (DG4) being added as an alternate to DG3 in case one of the other colleges removes itself or is removed by the ctcLink Governance process. One of the conditions was that the Steering Committee receive ctcLink

Executive Leadership committee support. Choi explained that he held a phone conference with co-chairs of cELC (Jan Yoshiwara and Joyce Loveday), along with Christy (project director) and Grant (project sponsor). During that call, he said there was considerable conversation regarding the risks of adding another college to DG3 at this stage, the process in which Edmonds was identified, and the resources that would be affected. In the end, he said the cELC co-chairs (Jan and Joyce) felt the risk was too high to the overall deployment group and were 100% in agreement of not supporting moving Edmonds forward to DG3. They agreed to put the item on the next cELC agenda as an information item only. Choi reminded the group that he forwarded the email he sent to the president of Edmonds notifying him of the cELC co-chairs decision.

Tim Wrye noted a procedural concern. He said the Steering Committee had the authority to make the decision, but was conditional to getting cELC's support. His concern is this did not go to the full cELC committee, only the co-chairs. He was not challenging the decision, but asked members to be mindful of setting and following clear procedures/processes.

Continuing Education Replacement Solution – Implementation Approach & Integration

At the last meeting, the committee accepted the Continuing Education RFP evaluation committee's selection of CampusCE as the successful vendor for the Continuing Education replacement, with the condition that a subgroup develop an implementation approach proposal for approval at the next meeting. The subgroup met, developed an approach within a motion, finalized, and sent to the full steering committee for discussion and clarification prior to a vote. After discussion, the committee unanimously approved the following approach for Continuing Education/CampusCE:

- 1. A global standard and common baseline of CampusCE will be developed for all colleges.**
 - Current CampusCE colleges that choose to continue using it must implement and adopt the new standard baseline product, and may choose to pay the vendor for additional functionality as desired.
 - Colleges must work with the vendor directly for any customizations or functionality beyond the approved baseline/standard.
- 2. Colleges may opt out of using CampusCE, and not pay. Any CE data from another source/solution required to be reported (e.g. financial data) will be the responsibility of each college to manually enter into ctLink/PeopleSoft.**
- 3. As the successful vendor/product, CampusCE will be the only 3rd-party CE solution with automated integration between ctLink/PeopleSoft, at this time.**
- 4. Agreed-upon baseline product costs and initial implementation/re-implementation costs are included and supported by SBCTC as part of the ctLink implementation schedule.**
 - Any college choosing to implement/re-implement CampusCE outside of its scheduled ctLink implementation may incur separate and/or additional costs (e.g. integration with Legacy)
 - SBCTC will negotiate annual costs per college for the approved common baseline implementation.
 - Customizations and changes beyond the approved standard baseline are the responsibility of each college.

The next step is for another small group of volunteers to assist Abraham Rocha in working with CampusCE on finalizing the contract negotiations based on the approved approach. A few members volunteered to continue on this next group and Christy will reach out to a few more. It will be a mix of college and SBCTC staff.

College ctcLink Roles/Responsibilities Alignment Document

Dani Bundy gave an overview of the Roles/Alignment document meant to assist colleges in understanding the long-term support needed to successfully sustain ctcLink during and after implementation. The current draft includes input and feedback from college PMs, ERP support staff, pilot colleges and DG2 and team members. The document will be loaded into Google and a link provided so the committee can review and suggest any edits prior to the next meeting.

Accessibility

Christy discussed the latest approach to accessibility testing for ctcLink. She explained after multiple discussions and demos with the vendor they'd been talking to for quite some time, the direction they are looking at now is to work with a 3rd-party vendor to clearly understand the gaps in Oracle/PeopleSoft. Christy, Choi and Tim talked to a couple testing vendors after the last steering committee meeting. It was agreed that going this route is a better approach. Since money was not originally allocated for this activity, it will require finding savings somewhere else to fund this testing activity. Christy will keep the committee informed.

Project Status

Christy gave an update on Remediation, including the latest on the Online Admissions Application replacement work. The workgroup has narrowed down its search of top-scoring solutions to seven solutions being used at colleges/universities using PeopleSoft. Most are homegrown products so it could be a matter of getting access to code and configuring to meet our system needs. The workgroup will continue its research and report back with a final recommendation.

The new Chart of Accounts has gone through Functional Unit Testing and user-adoption workshops have been held for FirstLink colleges. Next steps include System Integration Testing (SIT) and User Acceptance Testing (UAT) for Deployment Group 2. The Security Redesign is also in progress.

Grant Rodeheaver gave an update on ctcLink/SBCTC Production Support activities. They are in the process of completing a proposed Service Level Agreement between SBCTC and colleges, which will help inform the ramp-up plan for the support organization as more colleges implement ctcLink. More to come as this work progresses.

Training is the one area marked "Red" on the Moran Technology December report. This is due to a delay in developing training materials. ctcLink PMO is reallocating resources and working with an outside vendor to get back on track.

The project remains under budget (about \$6 million), but that money is allocated for planned items, such as the replacement solutions that have not yet been purchased and implemented.

Deployment Group 2 is working on configuration, data conversion and preparing for User Acceptance

Testing. Deployment Group 3 just entered the Structure Phase, focused on self-paced “global adoption” courses in preparation for Business Process Fit Gap Sessions.

Deployment Group 4 made its debut on the status report! DG4 colleges have begun their initiation activities and ctcLink governance will begin seeing the status of each college’s initiation phase activities. DG5 will begin this activity soon and even DG6 will begin this initial status reporting by the end of this year. It was suggested that this information be shared with cELC on Thursday. cELC may decide to share it with WACTC (all presidents) at the WACTC business meeting on Friday. It is important to get the message out that all colleges should have a PM on board (or planned) and that all colleges will be reporting ctcLink progress by the end of the year.

Next Meeting

The next meeting will include a discussion regarding the January Moran Report, a final review of the ctcLink Roles/Alignment document for college planning and the status of the Online Admissions Application replacement solution.

Action Items/Follow-Up

Item	Description	Person	Date Open	Status
	Add SC Charter discussion to future meeting to discuss membership/executive sponsor language.	Christy	1/15/19	Will add item to a future meeting TBD
	Provide Abraham a list of college reps for CE RFP.	Christy	2/11/19	Completed on 2/12/19
	Set up Google team drive for SC members & load college roles and alignment document for feedback	Reuth	2/11/19	In Progress
	OCIO Requested milestones and readiness tracking for Chart of Accounts for FLCs	Christy	2/11/19	Christy sent Whitney information on 2/19/19; Status Reports will include Chart of Accounts info
	CCS to provide an updated list	Lisa		Status?

Item	Description	Person	Date Open	Status
	Subcommittee to determine implementation and integration standards for the new CE Solution (CampusCE) meet to discuss recommendations to inform/guide contract negotiations	Christy	1/29/19	Completed on 2/12/19. Janelle drafted and posted/emailed CE proposal in Google Docs for subgroup review prior to 2/12/19 meeting Group met on 2/5/19
	CE Solution recommendation to Steering Committee. Ask lead selection team members to attend/present (maybe with SBCTC Contracts Officer)	Christy	1/15/19	Completed at 1/29/19 meeting
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