



STEERING GROUP MEETING MINUTES

February 26, 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

Dani Bundy, ctcLink OCM/Training Manager
Reuth Kim, ctcLink PM for Risks/Issues
Janelle Runyon, ctcLink Communications Manager

Meeting Minutes

Approval of Minutes

Action: After a slight adjustment to wording in two areas, the minutes from the February 26, 2019 meeting were approved.

Regarding the DG3 backup college item from the last meeting minutes, it was recommended that for future items being escalated up to the ctcLink Executive Leadership Committee (cELC), the committee needs to clearly articulate what it is asking of the cELC.

Remediation

- A new chart has been added to the status report to track the Chart of Account implementation activities. Dates of key activities are listed and tracked.
- Several of the Remediation items are ready or nearing readiness for colleges to perform User Acceptance Testing.
- We have a new consultant helping to develop the security framework to assist colleges by providing a tool to help make the intensive security matrix roles-mapping exercise less

cumbersome for colleges. As soon as ready, we will be meeting with the pilot colleges initially to start doing that work and using the new tool. The consultant's work is specifically focused on the colleges' work. Spear MC is still engaged in some security activities.

- Spokane has moved from “Red” to “Yellow” for Remediation status. Lisa Hjaltalin confirmed the improvement in status. She recently hired several more resources, which has helped tremendously in getting through Remediation items more quickly. She said the plan remains to complete the bulk of the FY reconciliation work by March 31. Whitney Dickinson asked about the status of the activities list/timeline related to that work. She noted that the OCIO's office had received an inquiry from a legislator regarding the timeline to complete the FY closing and related reconciliation activities. Lisa said this is something the CCS Board has requested as well and she plans to have at least an outline of the list/timeline to Christy by the end of the week.
- Clay from Tacoma did not have any additional comments regarding TCC's remediation status.

Replacement Solutions/Other

Continuing Education – We have a vendor, CampusCE, and that was approved by the Steering Committee. Contract negotiation subgroup members' names have been shared with Abraham. The subgroup had not met yet as of today's meeting.

Online Admissions – There are two informational slides in the back of the slide deck—one showing the scoring of the top-selected online admissions application (OAA) solutions currently in use at other PeopleSoft colleges and universities, and another outlining the fixes being made to the current system (OAA) to fix issues in the interim. Of the solutions reviewed, the subgroup found that only one had a 3rd party solution, one was an older Oracle product, and the rest were custom solutions. The next step is to get Joe Holliday's OAA subgroup back together to have them review the final solutions and make a recommendation to the Steering Committee on a proposed solution for the OAA replacement. If they determine that none of the finalists meets their needs, we will need an RFP. Christy will ask Joe to assist with getting the group reconvened. Prior to this research, the only solutions discussed had been 3rd party.

Tim asked if a rebuild of current OAA is an option. Christy said it wasn't because it doesn't meet the needs of all colleges and cannot be fixed to do so. It also has major accessibility issues. The only upgrades to the current OAA solution that Ciber designed are the “Quick Wins” listed on the slide noted above, which have been approved by the Working Group. Those should be in place in April if the items can move through testing and implementation process in a timely manner.

Budget Planning – A new committee will be formed to review existing budget planning requirements against the Oracle “PBCS” Solution and determine if it meets the needs or if an RFP will be needed. John Boesenberg said John Ginther brought this to the Operations Committee of BAC, which was shared with the full WACTC group at their business meeting. It is moving forward to get BAC and BAR to participate in this process. John will follow up with Christy on finalization of the committee members. Once we get this going, Oracle (or a partner) will use our requirements to build a prototype so we can thoroughly vet the solution to determine if it fully meets our needs.

Physical Inventory (Asset Tracking) – Emmett will be building the Physical Inventory prototype in the project environments. There are some new capabilities in PeopleSoft (PS) for asset scanning and

tracking. We had allocated \$100,000 for a 3rd party solution. If we can leverage PeopleSoft to fulfill these requirements, those funds could be used somewhere else. Lisa said PeopleSoft does not have a way to print out good reports of where the assets are. She asked if a group will be reviewing whether PS will meet our needs. Christy said once the prototype is built out, we can start reviewing and answering those questions. This process will include college feedback and, most likely, a committee to include representation from BAC and the Purchasing Affairs Council to vet the prototype. This may not be implemented with DG2 since due to timing of testing, so it would be implemented February next year as part of DG3 unless we find a way to test and deliver it sooner.

Accessibility – It is confirmed that we need to create an RFP for accessibility testing. The plan is to create an RFP that would lead to a contract for not only ctcLink accessibility testing, but also a contract colleges and the SBCTC can leverage for other accessibility testing needs. It was originally expected to have this in place to test in parallel with DG2 testing, but we have missed that timeline. The testing can take place, but fixes wouldn't be implemented until DG3. Abraham has the lead on this and is working with SBCTC Ed division (Mark and Jess). Tim has a name for the group. Will get to Christy.

Deployment Groups

Some issues with System Integration Testing (SIT) environment have caused a slight delay in SIT. Objects such as queries and customization fixes made since last March 2018 are missing from the environment. The team is working to resolve that issue now, then will begin SIT as planned.

Deployment Group 2 (DG2)

Overall, activities are going well. People are planning and completing their work per the schedule.

Clark: Shanda said Clark is extremely busy with data validation and other activities, but they have great project leadership and everyone is doing a great job. She asked about the annual vs. quarterly schedule decision in ctcLink. Christy said PeopleSoft can accommodate the posting of an annual schedule or quarterly schedules, but not both so colleges will need to agree on one or the other and the timing of when the schedule becomes available for students online in ctcLink. Some colleges heard the decision was already made for an annual schedule so they have been planning for that. The decision has not been made and it was recommended that this topic be added to the upcoming Guided Pathways sessions.

Community Colleges of Spokane: Lisa said her major focus has been the Chart of Account. With that done last week, they are now waiting on the template for the Security Redesign work. She noted that Spokane is tracking "Red" for DG2 due to the concern of all the work forthcoming for the security matrix mapping work along with all the other Remediation items on their plates. Christy said the framework being developed should help to make the security role mapping process much less burdensome.

Tacoma: Clay said TCC remains involved and engaged in all aspects of the DG2 activities. Chart of Accounts and Security redesigns are the big items.

SBCTC Agency: John Boesenberg said the SBCTC agency is moving forward with their DG2 activities at an appropriate pace and things are going well. There are some issues unique to the State Board, such as a centralized payroll system and AFRS reporting. They are keeping an eye on those things, while also focusing on SBCTC's data migration.

Overall Project Status

- To help mitigate delays in training content development, a training resource—DG Strategies (formerly Maverick)—was brought in to help get us back on schedule. Funds were allocated for this in the new plan and budget.
- This is the first status report to include the bi-weekly DG3 self-reported status. DG3 has completed the self-paced Global Design Adoption courses and are working on Business Process Fit Gap activities.
- DG3 is focused on Business Process Fit Gap Sessions (BPFGs). Soon colleges will be delivering their Configuration homework and then we will be starting to build DG3 configuration as well.
- DG4 began status reporting as part of bi-weekly status reports. Some readiness events are coming up to help them get ready for the Initiation Phase deliverables/activities that will begin this summer.
- Christy noted that the College Initiation Engagement Schedule slide was shared at the last WACTC meeting. cELC asked for it to be shared at the business meeting to make all presidents aware when their college will start public status reporting of its project activities. The message was especially for colleges in deployments 6 and 7 and that message was “if you have not already hired a full-time PM then you are probably already a bit behind schedule.” Overall, the message is all colleges need to be engaged in the project in some form at this time.

January QA Report - Moran

Paul Giebel said the biggest concerns remain around Training and Testing. While Training continues to be Red, it is moving in the right direction. The same applies to Testing, which has been yellow, but is trending green as items are being addressed. Another positive over all is the fact that there is a lot more engagement on both sides than ever before (colleges and project). There wasn't this type of interaction in the past. It is a vast improvement overall.

Adjustments to Deployment Groupings

Christy explained that a college project manager (PM) approached her with concerns regarding their college's position in the deployment group due to other key initiatives on their campus (e.g., accreditation). That prompted her to ask college PMs during an all-PM bi-weekly meeting to ask their leadership if there were any concerns regarding where they are in the deployment schedule and to respond promptly if they felt the need to request being moved. She received responses from the executive leadership from both Bellevue and Columbia Basin asking to be moved to a later deployment group. Bellevue requested the next deployment group (from 4 to 5) and Columbia Basin requested a later group (from 4 to 6) because DG6 includes some nearby colleges. After some discussion, members agreed the requested changes were all positives for the colleges and the deployment groups.

ACTION: The Steering Committee approved the following ctcLink deployment grouping changes:

- Bellevue College moved from Deployment Group 4 to Deployment Group 5
- Columbia Basin College moved from Deployment Group 4 to Deployment Group 6

Seven of the nine steering committee members were present and all voted in favor of this motion. Since this is a change to the schedule that does not affect the overall project budget or timeline, this fell under the Steering Committee’s authority.

ctcLink College Roles and Alignments Document

The committee reviewed this document at the last meeting and had some time to review in more detail prior to this meeting.

There was some discussion regarding the Functional Analyst/Business Analyst role and how important it is to have someone in place in those positions. Clay said TCC has two Business Analysts and deems those roles incredibly necessary to TCC’s success. Shanda agreed and said it is important that this document help to create the expectation that it is not business as usual. Colleges need to think about the specific skillset needed for ctcLink in those key and critical areas.

Once this document is approved, the goal is to get the information to presidents as a guide to help them understand at a high level the changes needed to be successful in the new paradigm.

ACTION: A motion was made to approve the document with the agreed-upon wording changes. The motion was tabled in order to refine it. The vote will be taken electronically prior to the next meeting.

Whitney asked if there is a way to track status of implementing these roles at each campus. Reuth noted that this Roles document could be added as a resource/guide as part of the Resource and Budget Planning deliverable in the Initiation Phase activities.

ctcLink Training Approach

Christy asked the committee to review the Training Approach over the next two weeks and bring any questions, concerns and suggestions back to the committee for approval at the next meeting.

Next Meeting

The next meeting will include the Training Approach approval, the Online Admissions solution proposal, and Security Redesign review and discussion.

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

Item	Description	Person	Date Open	Status
	Provide Abraham a list of college reps for CE RFP.	Christy	2/11/19	Completed on 2/12/19
	Follow Up with Abraham on progress on subgroup status.	Dennis	2/26/19	In Progress
	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?
	Refine roles document motion and send out for electronic vote	Janelle	2/26/19	In Progress
	Connect with Joe Holliday on reconvening OAA subgroup for solution finalist recommendations to SC.	Christy	2/26/19	Status?

Completed:

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

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
Communicate deployment group shifts for Bellevue and Columbia Basin	Janelle & Christy	2/26/19	Completed on 2/27/19