



STEERING GROUP MEETING MINUTES

April 23, 2019

SBCTC Olympia, Bonanza Room and WebEx

Meeting Participants

Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Shanda Haluapo, 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
Abraham Rocha, SBCTC Contracts Manager
Dennis Colgan, ctcLink Project Management

Meeting Minutes

Approval of Minutes

The minutes from the April 9, 2019 meeting were approved as presented.

Continuing Education Approach and Contract Negotiations Update

Abraham Rocha gave an update on the negotiations process with CampusCE. Discussion are ongoing regarding implementation approach. What the CE subgroup and Steering Committee approved is not in alignment with what CampusCE understands. Abraham suggested a larger group should meet with CampusCE rather than just Abraham to work out the details. On a positive front, the terms and conditions portion of the contract is nearly complete. They have agreed to our terms and conditions. Tim Wrye asked if accessibility language was included in the terms and conditions. Abraham confirmed the language included in the contract, shared it with the group, and it was acceptable to the group.

Next step is to set a date and time for the existing contract negotiations subgroup to have an informal working session with Abraham and the Campus CE CEO. **A project team member will reach out to the contract negotiations group via the previous communication channel (Basecamp?) to ask for possible meeting dates.**

ctcLink Program Status Update

Remediation

Christy reviewed the Pilot Remediation Overview and Status slide. From the original 195 open critical/urgent items, we are down to 23. Christy pointed out that the FirstLink (pilot) college project managers are reviewing and validating the current status and will provide feedback.

Eleven of the remaining items are around the financials reconciliation framework expected to be complete in May, the lift and shift of Absence Management configuration that will be implemented as part of DG2 and the DRS Redistribution, which is currently in testing and will soon be ready for user testing. In addition, there are 10 items remaining that are tied to replacement solutions: OAA, CE and budget planning (Hyperion replacement).

Lisa Hjaltalin said Spokane is waiting on the information and tools from SBCTC to do the reconciliations for the three cash accounts. That is the bulk of what they have left. Clay noted the data (spreadsheet) sent did not have Tacoma's update from December. Christy is aware and will make sure Tacoma's updates are included in the current version.

Faculty Workload 2.0 is complete but there is one piece under review based on recent feedback. One piece of Absence Management is complete and moved to production. The larger Absence Management framework is part of DG2. The redesign of the Security Roles is complete. What is not complete yet is the security mapping for the colleges and some processes for audit, separation of and reporting so colleges can maintain their security. This was delivered by Spear MC but has not been packaged for colleges yet. Christy will work with Johnathan on this. The Budget and Planning workgroup has not met yet. There is much work still ongoing with Remediation.

Chart of Accounts

The Chart of Accounts high-level activities were just updated today. This is slightly updated to what was received in the meeting materials. A soft go/no-go date of June 10 could slide slightly based on UAT and user readiness. We do not have a hard go live date. July 1 has been discussed, but Emmett will be working with the colleges on the preferred date.

Overall Project Status

Overall status remains Yellow. Schedule will remain Yellow until replacement solutions determined and scheduled for implementation. Tara Keen will be focused on the Requirements Traceability Matrix once she is freed up to do so. This includes the items that went through previous governance and were de-scoped as well as those items that never made it through the previous governance (prior to the project restart).

Christy said there have already been some lessons learned from DG3 Business Process Fit Gap sessions that will be applied to DG4. She also noted one DG5 college has not reported anything for pre-work. She has a call with the president of that college this afternoon so the president understand what is visible to everyone regarding reporting status of DG5 colleges.

Budget

The budget is currently tracking at nearly \$2.4 under budget. Christy said we had initially planned for CE, OAA and Hyperion replacement to be much further along than they are, so that money has been allocated, it just hasn't been spent yet.

ctcLink Program Status

Deployment Group 2

Clark is Yellow, trending Red. This is due to a go live date discussion that is still outstanding. The DG2 go live date was set for late October. The team has since determined that cutover will be 3 days for the upgrade and 3 days for the conversion. If done at once, this would mean TCC and Spokane colleges would be down for a full week, impacting students and employees. Discussion is underway between the PMO and DG2 colleges to come to agreement on possibly splitting up the downtime. One of the options put Clark into a Nov go-live date. This initial discussion caused concerns at Clark as they had been advertising an October 28 go-live date for quite some time. The DG2 PMs have been asked to discuss options with their college leadership and then together as a group to come to consensus on the least disruptive date for all involved.

Christy noted some additional pain points regarding the timing for implementation of CampusCE. If it is not ready for Clark, will they implement OSECE first, then go back to Campus CE later? Clark needs clarification on this to better understand what they will need to do and what solution they will be using for continuing education.

Christy said we have bids from two different vendors. Abraham is working with Jess Thompson and they are pulling in some others to review bids. Until we have a contract, Christy cannot pull in a vendor to do the accessibility testing on ctcLink. Christy wanted the group to know where Clark stands with this and how important it is to Clark and why. Shanda let the group know that Clark has an exceptionally large population of students receiving disability services because within one block of campus they have the school for the deaf and the school for the blind, so this is critical for Clark prior to go live. This is why Clark is pushing on this so hard. It is concerning, Shanda said, that the state adopted a policy and we may be implementing software that does not adhere to the policy.

For Tacoma, Clay said it is heating up as going into UAT, but Tacoma is preparing for that work. We are moving forward and we appreciate the support from the project team.

For Spokane, Lisa said they will remain stay red until we get our tools to get the cash reconciliation done. She said they are also concerned regarding the Chart of Accounts and how slowly it's moving along and the dates of cutoff, cutover, etc. with year-end coming up and the opening of summer quarter.

Deployment Group 3

Everything is showing green, but Christy said there are some challenges. There have been some recent vacancies in executive sponsor and project manager roles at a couple of the DG3 colleges. We will be working with those colleges to get folks on-boarded and up to speed as needed.

Choi noted that one of the difficulties is that there is so much that we do that is intertwined between all the pillars. In addition, if some items are not done in a specific pillar, there are dependencies that others may be waiting on for the homework. Christy said it would be a good idea to look at the BCFG schedule and do some dependencies review on the homework to determine what should be done first, second, etc.

Deployment Group 4

DG4 is reporting on Initiation Phase activities. Completion ranges from 60% at Edmonds to 38% at Centralia. This cohort is moving along well.

Deployment Group 5

These colleges have started reporting on some initial pre-work in the Initiation Phase. Christy said the PMO team is starting with road shows earlier with these colleges much earlier than originally planned. Meetings are set up in June for DG5. As noted earlier, one college (Bellevue) has not reported any progress yet, but Christy will be talking to that college president to discuss their status.

Additional Discussion

Lisa noted that this is her second implementation and the reason the first was successful is that they worked together across the pillars. She agreed that it would be a huge help for the implementations if the pillars were working more together rather than in silos—both at the colleges and the State Board. Choi noted there are some global items the State Board is working on that affects other things regarding to homework across pillars as well. Christy wanted to review this with Choi in more detail.

PM Summit

All colleges will attend on May 6 and 7 for a wide range of topics. Day 3 is specifically for DGs 5 and 6 to do a deeper dive into Initiation Phase deliverables.

Deployment Group Alignment (Shoreline request to move from DG 5 to 6)

After some discussion, the committee approved Shoreline Community College's request to move from Deployment Group 5 to Deployment Group 6. (Votes: 5 yes; 2 no; 1 abstention).

Following further discussion regarding deployment groups and recent movement of three colleges, the committee requested that the next meeting include a discussion on how to address any future requests for colleges moving from one deployment group to another.

Online Admissions Application Solution Update

Dennis Colgan gave an update on the Online Admissions Application work. He said the WSSSC and the Admissions and Registration Council will be reviewing the existing options for the OAA solution. Those options are:

- Determine if the current improvements (Quick Wins) that have been implemented to the existing OAA meet the needs of the system
- Adopt an OAA from another college
- Fix the current OAA
- Submit and RFP for a new solution

Moran Technology March 2019 Quality Assurance Report

Paul Giebel gave an update on the latest quality assurance report. Training has moved from Red to Yellow due to the great progress made. He said Testing is also making good progress. They will remain Yellow until we get through some of the sprint work. Schedule will remain Yellow due to the overlap of

deployment groups. Overall, Moran believes the project is progressing as a project of this size and complexity should.

Meeting Closure and Agenda Items for Future Meeting

Christy closed the meeting and moved the following items to the next meeting:

	cELC/President Engagement	Christy
	Steering Committee Charter -- Exec Sponsor Role	Subgroup Members
	Executive Sponsor Engagement	Christy/Janelle/Reuth