



STEERING COMMITTEE SPECIAL MEETING

Jan. 28, 2021, 4:45 to 6 p.m.

Meeting Participants

Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Rodger Harrison, Bellevue
- Ed Jaramillo, Skagit Valley
- Tim Wrye, Chair, Highline
- Chad Stiteler, Bellingham Tech
- Grant Rodeheaver, SBCTC
- John Boesenberg, SBCTC
- Carli Schiffner, SBCTC

Non-Voting Members

- Christy Campbell, SBCTC
- Paul Giebel, Moran Technology Consulting
- Rich Tomsinski, OCIO Representative
- Brian Lee, Clover Park Tech PM
- Clay Krauss, Tacoma PM

Non-Voting Commission Reps

- Peter Lortz, IC
- Carly Haddon, RPC
- Ruby Hayden, WSSSC

Staff & Guests

- Dani Bundy, ctcLink Customer Support Director
- Janelle Runyon, ctcLink Project Communications Manager
- Reuth Kim, ctcLink Quality Assurance, Risk & Issue Management PM
- Susan Maxwell, ctcLink College Advisor PM
- Shelley McDermott, OCIO Expert PM
- Tara Keen, ctcLink Asst Project Director
- Christyanna Dawson, ctcLink Finance PM
- Kristy Snow, ctcLink OAAP PM
- Sandy Main, SBCTC App Services Director
- Robert "Drake" Drake, Functional Analyst, Applications
- Tanjagay Martin, ctcLink CS Core Trainer
- Kyrsten Catlin, ctcLink CS Functional Analyst
- Eli Hayes, ctcLink Project Plan Manager

Minutes

The ctcLink Steering Committee held a special meeting to review status of the new Online Admissions Application Portal (OAAP).

During the meeting, the committee reviewed the Go-Live Recommendation forms from all 10 DG2 and DG3 colleges – Cascadia College, Clark College, Community Colleges of Spokane (two colleges), Lower Columbia College, Olympic College, Peninsula College, Pierce College District (two colleges), and Tacoma Community College – as well as the latest accessibility findings and fixes, and college user acceptance testing results.

There was an extended discussion about the details of the accessibility plan with concerns expressed and discussion of risks and mitigations before the proposed conditions.

All colleges planning to implement OAAP signed off on going live on Feb. 2, 2021 if necessary conditions and other considerations are met. Some, but not all, colleges included the caveat to correct accessibility issues before go-live. On Monday morning, Feb. 1, a small group of ctcLink Project and support staff will convene to ensure all conditions have been met prior to Feb. 2 go-live.

- If all conditions are **not met**, the project and stakeholders will meet to determine a revised go-live schedule.
- If all is a go, DG2 and DG3 colleges will receive OAAP go-live instructions and guidance, as well as information regarding post go-live support.

Action taken

A vote was held on a motion to approve the OAAP go-live for DG2 and DG3 colleges on Feb. 2, 2021

with the condition that the applicant-facing level 10 accessibility issue is corrected and tested by 9 a.m. on Monday, Feb. 1, with a plan and dates for any remaining accessibility items to be addressed.

The motion passed with eight in favor and one opposed.

In favor

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Rodger Harrison, Bellevue
- Ed Jaramillo, Skagit Valley
- Tim Wrye, Chair, Highline
- Chad Stiteler, Bellingham Tech
- Grant Rodeheaver, SBCTC
- John Boesenberg, SBCTC

Opposed

- Carli Schiffner, SBCTC