

ctcLink

STEERING COMMITTEE MEETING MINUTES

Jan. 11, 2022, WebEx Only

Meeting Participants

Voting Members

- Reagan Bellamy, Wenatchee
- Kurt Buttleman, Seattle
- Rodger Harrison, Bellevue
- Carolyn Tucker, Skagit Valley
- Tim Wrye, Chair, Highline
- Chad Stiteler, Bellingham Tech
- Grant Rodeheaver, SBCTC
- Choi Halladay, SBCTC
- Carli Schiffner, SBCTC

Non-Voting Members

- Christy Campbell, SBCTC
- Paul Giebel, Moran Technology Consulting
- Rich Tomsinski, OCIO Representative
- Chris McLain, Lake Washington Tech ES
- 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
- Tara Keen, ctcLink Assistant Project Director
- Reuth Kim, ctcLink Quality Assurance, Risk & Issue Management PM
- Susan Maxwell, ctcLink College Advisor
- Shelley McDermott, OCIO Expert PM
- Janelle Runyon, ctcLink Project Communications Manager
- Sherry Nelson, ctcLink Project Communications Coordinator
- Christyanna Dawson, ctcLink Project Finance PM

Welcome

Tim Wrye and Christy Campbell welcomed the committee and guests.

Approval of Minutes

The Dec. 14, 2021 meeting minutes were approved as submitted.

SBCTC ctcLink Support Organization

Customer Support Update

Dani Bundy, ctcLink Customer Support Director, said the customer support team is extremely busy with ongoing tickets and support, as well as several recent PeopleSoft image updates (tax updates for HCM, 1099 for Finance, CS Financial Aid updates for the new aid year, etc.).

They are currently working with colleges on W2s and 1099-Ts as well as Financial Aid rollover for the new FA year, which is a huge undertaking, especially with some colleges dealing with power outages and inclement weather.

Her team is planning the DG6-A Meet and Greet for the end of February. They are also creating the two-week post go-live workshops schedule.

ctcLink Support Staffing Update

Grant Rodeheaver gave an update on the positions that SBCTC-IT is filling for ongoing ctcLink support. They are currently in process for hiring a Technical PM and a Project Coordinator for the new PMO office that Tara Keen will lead post-project. There are three functional analyst positions recently posted and the communication positions will be posted soon.

ctcLink Program Status

Christy gave an update on project status. See [ctcLink Project Status Report \(Dec. 20-31, 2021\)](#) for

details.

Overall Status

Overall, the ctcLink Project is reporting yellow. Colleges are engaged in UAT and training activities. Colleges are still struggling with staffing, which is the main reason for a few of the colleges' self-reporting a "yellow" status.

Budget Summary

Christy reported that the project remains slightly under budget. Contractors have been on the project longer than expected, which has led to a tighter budget, but it is still on track.

ctcLink Project Financing: Background and Current Status

Christy gave an overview of ctcLink Project financing based on a request during the recent All-PM Meeting. This was a draft for the Steering Committee's reaction and has since been revised based on Committee feedback on some corrections, additions, and to better reflect the separation between ctcLink Project (implementation), ctcLink Support (post go-live), and Maintenance (hardware and software license/support). Christy will send to Choi, Grant and Tim for additional review prior to sharing this information with college PMs.

See [ctcLink Project Financing: Background and Current Status - draft for Steering Committee review and reaction, Jan. 11, 2022](#).

DG6 Activities

Christy reiterated that DG6 is making good progress. We are preparing for their conversion dry run (Cycle 5), which is followed by a mock college validation session. College PMs and leadership will also participate in a follow-up meeting to simulate the final "Go/No-Go" executive meeting on the Sunday before go-live.

Brian Lee, Clover Park PM, said the biggest focus right now for DG6 is wrapping up UAT Sprint 1. Current campus communications are focused on faculty and staff training opportunities. He said college staff gained many insights during UAT, such as a better understanding of exactly where certain processes take place (in which pillar/module) and the order of processes. Through the testing process, they learned of a gap in Student Financials processes. He said other PMs have had similar discoveries and they are working through those items.

Brian also shared that the DG6 PMs are getting together to develop a triad between the DG6-A, B and C groups to provide mutual support.

DG6 UAT Status

Tara reported that some colleges have met (or even exceeded) the weekly testing targets, but there are some struggling to complete testing. One college is struggling to get started and they are working with that college. The week of January 18 is a break week and colleges that are behind will use that time to catch up before Sprint 2 starts. The colleges in DG6-A have met or exceeded the weekly testing targets.

See [DG6 User Acceptance Testing \(UAT\) Progress Stats, Jan. 11, 2022](#) for details.

Program Risks and Issues

Christy gave an update on current risks and issues. See [ctcLink Project Status Report \(Dec. 20-31, 2021\)](#) for details.

CampusCE update

Susan Maxwell gave an update on CampusCE and the contract deadlines she discussed with college PMs at the All-PM meeting. The deadline for colleges to have a signed contract with CampusCE and

be reimbursed by the ctcLink Project is Monday, Jan. 31, 2022. After that, colleges may still contract with CampusCE, but they cannot take advantage of contract reimbursement from Project funds.

In addition, the deadline for setting up the integration between CampusCE and PeopleSoft is April 30, 2022. That date must be set by April 1. Again, colleges may set a date and integrate after these dates and pay the integration fee themselves.

There are currently six colleges using both CampusCE integrations (Phase 1 and 2). An additional 10 colleges have implemented Phase 1 integration and several of those have planned out the integration of Phase 2.

Planning & Budgeting Cloud Services (PBCS)

Christyanna Dawson gave an update on the budget planning tool, PBCS. She reminded the committee that 10 colleges (up through DG3) launched PBCS back in February 2021. Many of those colleges chose to use PBCS in parallel with their current budget planning process/tool to get a feel for the software and how it works.

She shared the go-live timeline for the remaining colleges. DG4-A colleges went live on PBCS on Monday (Jan. 10) and will participate in training along with having the two weeks of post go-live support. Seattle Colleges (DG4-B) have decided to hold off on implementing and using PBCS at this time.

DG5 PBCS configuration work begins this month, which includes colleges providing the project with their department hierarchy structure so the project can begin PBCS configuration for each college. Configuration activities will run through May 2022, followed by internal (SIT) testing, then college (UAT) testing. Training is scheduled for December 2022 and DG5 will go-live in January 2023 so they can use PBCS for their budget development. DG6 will follow the same steps, with a go-live planned for January 2024. The reason for the lag in PBCS go-live is the tool requires a substantial amount of finance data in PeopleSoft to be useful, so colleges need to be live on ctcLink for some time before using PBCS. Christyanna noted there isn't yet a PBCS expert resource on ctcLink Support for ongoing college support of that tool. Grant said that role is on his radar and will be addressed.

ctcLink Project-Related Commission/Council Topics

No additional items at this time.

Agenda Items for Future Meetings & Meeting Closure

Next meeting is January 25, 2022. It will be a shortened meeting due to cELC conflict.

- Feb. 8, 2022: load testing results in advance of DG6
- Feb. 15, 2022: DG6-A readiness *special meeting*
- April 5, 2022: DG6-B readiness meeting
- April 19, 2022: DG6-C readiness meeting
- To be scheduled:
 - Add RTM to a future agenda
 - STAC/Post-Implementation Governance Update
 - Project Shutdown Process/Schedule (final governance groups meetings, project closeout documentation, etc.) Jan 25?