



# STEERING COMMITTEE MEETING MINUTES

## Special Meeting: DG6-A Readiness

Feb. 15, 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, LWTech ES
- Brian Lee, Clover Park Tech PM
- Clay Krauss, Tacoma PM

#### Non-Voting Commission Reps

- Peter Lortz, IC
- Ruby Hayden, WSSSC

#### Staff

- 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
- Sherry Nelson, ctcLink Project Communications Coordinator
- Janelle Runyon, ctcLink Project Communications Manager
- Eli Hayes, ctcLink

#### Guests

##### DG6-A Colleges

##### Lake Washington Inst of Technology

Dr. Amy Morrison, President  
Chris McLain, Executive Sponsor  
Lauren Heller, Project Manager

##### Renton Technical College

Kevin McCarthy, President  
Jacob Jackson, Executive Sponsor  
Lia Homeister, Project Manager

##### Shoreline Community College

Steve Hanson, President  
Phillip King, Executive Sponsor  
Joe Chiappa, Project Manager  
Gavin Smith, Acting Director, Technology

### Welcome

Christy Campbell and Tim Wrye welcomed the committee, staff, and guests from DG6-A colleges (Lake Washington Institute of Technology, Renton Technical College, Shoreline Community College).

### DG6-A Go-Live Readiness Status

Reuth reviewed college readiness, project readiness and ctcLink Support Organization readiness. Colleges worked hard with their college subject matter experts and the Project team to get here today. See the [ctcLink DG6-A Go-Live Readiness Presentation](#) for details, including mitigation plans.

Reuth explained the readiness assessment process colleges use, explaining there are 47 readiness indicators in seven categories. She expressed her appreciation for the college engagement and partnership in assessing the readiness.

### College Readiness

Each college's project manager — Lauren Heller, LWTech; Lia Homeister, Renton Technical College; and Joe Chiappa, Shoreline Community College — commented on their college's ratings of the readiness categories (Data, Security, Testing, Training, College Support Plan, Transition, Communications & Organizational Change Management) and reviewed mitigation plans for any remaining or outstanding areas. See [ctcLink DG6-A Go-Live Readiness Presentation](#) for details.

Each college's president, executive sponsor, and project manager signed off on the college's go-live recommendation form affirming that, based on the lengthy review of the readiness indicators, they are prepared to go live on Feb. 28, 2022.

### ctcLink Project Readiness

Christy reviewed internal readiness of the ctcLink Project team, which helps colleges through the

initiation phase to the go-live/deployment of ctcLink PeopleSoft. She thanked the executive sponsors and PMs for their hard work and patience. The ctcLink Project is partnering closely with the colleges for any remaining clean-up issues identified during the dry run.

### **ctcLink Support Readiness**

Grant Rodeheaver reviewed internal readiness of the ctcLink Support team which supports colleges after go-live. He affirmed that SBCTC ctcLink Support is ready for DG6-A colleges to go live with ctcLink. The functional and technical resources to support DG6-A colleges are in place or transitioning to the team from the Project, resources to support security are ready, the Local Configuration Guides are available, dataLink is set up and ready for DG6-A colleges, the Highpoint HCX Mobile app is set up and ready for DG6-A colleges, and there is planned participation in transition (cutover, go-live post support).

Dani Bundy, ctcLink Customer Support Director, shared that DG6 colleges were actively engaged in last week's Meet & Greet session between DG6 colleges and ctcLink Support and developing the plans for the post go-live activities.

### **Moran Technology Perspective**

Paul Giebel, Moran Technology, said he is confident DG6-A is ready to go live based on continuous quality assurance evaluation. While everyone has been aware of resource challenges, the difference today (versus earlier deployments) is that the Project and Support have been through this a few times and have a playbook on how to address issues. There may be challenges, but the support organization, the Project and the colleges are ready to meet them.

### **DG6-A Go-Live Readiness Approval**

Tim Wrye, Steering Committee chair, called for a motion to approve DG6-A colleges (Lake Washington Institute of Technology, Renton Technical College, Shoreline Community College) to go live on ctcLink on Feb. 28, 2022.

Kurt Buttlemann moved, Grant Rodeheaver seconded.

### **Discussion**

Choi Halladay went on the record with concerns, primarily over finance, payroll and testing activities at Shoreline Community College.

Christy said there will be an update on Shoreline's progress during the Feb. 22 Steering Committee meeting. Tim Wrye acknowledged Payroll has a tight turnaround time and that other colleges have been in a similar position and can offer their perspective.

Chad Stiteler echoed Choi's concerns. He suggested Shoreline reach out to other colleges for support and to gather its payroll team in a war room, forget remote-work options, and buy them as much food as they need.

### **Vote**

Motion carried with six votes.

- Choi Halladay abstained.
- Rodger Harrison voted by proxy due to a family emergency.
- Carli Schiffner left the meeting prior to the vote.