



STEERING COMMITTEE MEETING MINUTES

April 19, 2022, WebEx Only

Part 1: DG6-C Readiness

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
- Sandy Main, Application Services Director

Guests: DG6-C Colleges

Bates Technical College

Nick Lutes, Executive Sponsor
Dr. Lin Zhou, President

South Puget Sound Community College

Missy Yates, Project Manager
Rip Heminway, Executive Sponsor
Dr. Timothy Stokes, President

Yakima Valley College

Clarissa Wolfe, Project Manager
Dr. Teresa Rich, Executive Sponsor
Dr. Linda Kaminski, President

Welcome

Christy Campbell and Tim Wrye welcomed the committee, staff, and guests from DG6-C colleges: Bates Technical College, South Puget Sound Community College, and Yakima Valley College.

DG6-C Go-Live Readiness Status

Reuth Kim 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-C 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 or executive sponsor – Nick Lutes, Bates Technical College; Missy Yates, South Puget Sound Community College; and Clarissa Wolfe, Yakima Valley 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-C 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 May 9, 2022. They each affirmed their college’s readiness to go live.

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, especially in light of high staff turnover levels. 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-C colleges to go live with ctcLink. The functional and technical resources to support DG6-C 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-C colleges, the Highpoint HCX Mobile app is set up and ready for DG6-C colleges, and there is planned participation in transition (cutover, go-live post support).

Moran Technology QA Perspective

Paul Giebel, Moran Technology, said, "It's not how you start, it's how you finish." He is confident we will complete this project successfully.

DG6-C Go-Live Readiness Approval

Tim Wrye, Steering Committee chair, called for a motion to approve DG6-C colleges (Bates Technical College, South Puget Sound Community College, Yakima Valley College) to go live on ctcLink on May 9, 2022.

Chad Stiteler moved, Kurt Buttleman seconded.

Discussion

Choi remarked that just a few weeks ago, the committee was very worried about Bates' status and it's just an absolute night-and-day difference to where they are now.

Kurt said he was pleased to hear identification of areas that are yellow. This readiness session was about the same as previous colleges that have been successful at go-live.

Vote

Motion carried with 8 votes. Carli Schiffner left the meeting prior to the vote.

Adjourn

Readiness portion of the meeting adjourned and the Steering Committee convened its regular meeting.

Part 2: Regular Meeting

Meeting Participants

Voting Members

- Reagan Bellamy, Wenatchee
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- Grant Rodeheaver, SBCTC
- Choi Halladay, SBCTC
- Carli Schiffner, SBCTC

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- Sherry Nelson, ctcLink Project Communications Coordinator
- Janelle Runyon, ctcLink Project Communications Manager
- Sandy Main, App Services Director

Approval of Draft Meeting Minutes

The April 5, 2022 meeting minutes were approved as submitted.

ctcLink Program Status

Christy gave an update on project status. See [ctcLink Project Status Report \(March 28 – April 8, 2022\)](#) for details. Overall, the ctcLink Project continues to report a yellow status. Still tracking to current timeline and dates in the plan.

Overall Status

Christy said the colleges are making great progress. Working on CampusCE integration timeline and will bring the descope proposal to the May 3 meeting. The requirements traceability matrix (RTM) draft is about 90 to 95% complete and Christy hopes to send it out by May 1 and bring it to the committee in May 3.

Budget Summary

The Project is still running slightly under budget by about \$500,000.

DG6-B&C Status Update

Overall, the colleges are almost ready. Bates has self-reported yellow, after a few weeks reporting red, so that is a great improvement. DG6-B and DG6-C have been approved for go-live readiness.

UAT Metrics

Bates is 100% in HCM, CS, SF and FA. They are at nearly 87% in FIN, which is a marked improvement for FIN compared to 56% two weeks ago.

SBCTC ctcLink Support Organization

Customer Support Update

Dani said the Customer Support Meet & Greet for DG6-B and C was held Thursday, April 14. DG6-B colleges have received their two-weeks post go-live activities information. Support looks forward to getting the final colleges onboard and having that final transition of staff from the Project side to Support.

Tim reminded Dani the colleges would still like to see a general Meet & Greet for everyone after everyone is live. This would be particularly useful for DG2, DG3 and DG4, which have been live for a long while and have had a lot of turnover. Dani said it's on her radar.

Staffing Update

Grant said that aside from staff turnover and internal movement, the ctcLink Support team is essentially full, with recruitments for each primary position completed.

Application Services

DG6-B Environments & Planned Downtime Sandy said the planned environment downtime is Thursday for Campus Solutions and Human Capital management bio/demo load. For conversion, everything will close down starting Friday, April 22, at 3 p.m. 3 p.m. Friday through (officially) Monday morning, April 25, at 7 a.m., but it'll probably be up and running Sunday evening. And then we repeat the cycle one more time for DG6-C in a couple of weeks. On Thursday, April 28, 9 p.m. to Friday, April 29, 5 a.m. the system will be offline for the Immunization Attestation Conversion

2. Accessibility

Sandy said the monthly accessibility forums are successfully ongoing and improving all the time.

In addition, members of her team are participating in a nationwide Oracle HCM accessibility work group comprised of higher education institutions, as well as some private businesses. She was looking through Oracle's reports and noted all issues are those we have reported. To see that most of the improvements Oracle is working on have been initiated by response from our college system shows what a big impact SBCTC is having on improving the overall products. She gave a shout-out a to her team for going the distance with improving accessibility of Oracle PeopleSoft products. It means a lot when we can start seeing changes happening. Ruby expressed appreciation to Sandy's team for advocating at that level, especially for accessibility.

Agenda Items for Future Meetings & Meeting Closure

- CampusCE De-scope Items: 5/3/2022
- ctcLink Celebration & Short Meeting: 5/17/2022
- ctcLink Scope Review/RTM: 5/17/2022 or sooner
- Lessons Learned Report: 5/31/2022 or 6/14/2022
- TSB Meeting Recap and Final Project Shutdown Status: 6/14/2022