

# Nomination Form – ctcLink Working Group

## DEADLINE FOR SUBMISSION: May 14, 2025

### Purpose & Decision-Making

The Working Group is responsible for:

* Decisions regarding enhancement requests, global business process adoption and issue resolutions that impact multiple pillars, any business function within a pillar, and/or any external integrations with PeopleSoft
* Decisions on proposed release schedules that do not impact any approved budget or overall timeline
* Oracle PUM Release Schedule(s)
* Oracle New Functionality Adoption Releases
* Major and/or Minor Project/Initiative Releases (including prioritization)
* State/Federal Mandate Solution Design and Release Review (FYI)
* Major Enhancement Request Releases (including external integrations)
* Rollout of Global Business Process changes
* Authority to approve reasonable timeline adjustments if higher priority (mandated/system critical) initiatives are deemed necessary to release in advance of an approved initiative, with obligation to notify the Strategic Technology Advisory Committee (STAC) of changes and reasoning
* Addressing appeals of Working Group decisions

### Anticipated Nominee Characteristics

* ctcLink Subject Matter Expertise
* Good Understanding of Policy and Processes
* Ability to Network
* Unbiased and Collaborative
* Consensus Builder
* Influential, Respected in the CTC System
* Ability to Advocate for All Colleges
* Systemic and Strategic Thinker
* Ability to Commit Time
* Project Management experience a plus

### Role of Working Group Members

Working Group members are expected to:

* Attend all scheduled meetings:
  + If an individual member is regularly unable to participate in scheduled meetings, it may become necessary to identify a replacement for those who cannot attend consistently.
  + If needed, such action will be taken based on the recommendation of the co-chairs and a vote by the full committee.
* Review available materials if provided before meetings, and be prepared to discuss and vote
* Work to develop collaborative decisions
* Participate in sub-committees as necessary
* Make decisions within the Working Group’s Scope of Authority
* Coordinate with Data Governance Committee on state and federal reporting and other system-wide solutions
* Provide oversight on changes to configurations
* Identify and help mitigate risks
* Provide oversight and feedback for elements of projects related to training, communications, Organizational Change Management (OCM), and global configurations

### Resources Required

Time: 2-3 hours (4-6 hours per month)

Travel: Members will participate in 2 meetings per month via web conferencing

Term: Minimum of two years

### College Leadership Attestation

The Working Group includes nine (9) voting representatives from colleges. If the nominee from your college has your support to participate, please sign below.

**College President or Chancellor Signature:**

**Printed Name, Title and Date:**

**College/College District:**

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### Nominee Instructions

The college representative or nominee completes the information below, with approval and sign-off of the college president or chancellor on page 1. The college nominee should scan and email both signed pages of this form to Tara Keen, [tkeen@sbctc.edu](mailto:tkeen@sbctc.edu), Chantel Black, [chantel.black@scc.spokane.edu](mailto:chantel.black@scc.spokane.edu), and Carrie Powell, [cpowell@sbctc.edu](mailto:cpowell@sbctc.edu), along with an attached cover letter, by end of day, Wednesday, May 14, 2025.

1. Nominee Information

First and Last Name:

Job Title:

College:

Email:

Phone:

2. Please indicate your area(s) of expertise. Choose all that apply.

The nine College Voting Members represent a broad spectrum of ctcLink functional expertise from a range of college types**. At this time, Financial Aid is the expertise we are seeking**. All applications will be kept on file for future openings.

College ctcLink Lead

**Campus Solutions CS Pillar**

**Financial Aid CS**

Student Financials CS

CS Core (Admissions/Enrollment, Instruction, Continuing Education, Academic Planning

Human Capital Management HCM Pillar

Human Resources HCM

Payroll/Benefits HCM

Finance Pillar

Information Technology, ctcLink Security

Accessibility

Reporting & Data

3. Please describe (below or in an attached cover letter) your interest, experience, and/or involvement with ctcLink, prior or current WACTC commissions and/or councils, and local college governance/ leadership engagement (e.g., work groups, task forces, committees, teams).