

## **ctcLink College Leader Appointment form**

Each college/district is asked to identify one primary individual as its ctcLink College Leader. Your [ctcLink College Leader](https://www.sbctc.edu/colleges-staff/it-support/ctclink-governance/ctclink-leader) will be the voting member representing your college on the ctcLink College Collaboration Group in the ctcLink governance structure. It is acknowledged each institution may appoint this role in a manner that best serves their organization and that each college/agency may approach how they manage ctcLink Operations differently.

### ctcLink College Collaboration Group Purpose

● Ensure all colleges have ownership and a voice in decision-making related to ctcLink

● Participate in prioritization for ctcLink system changes to make efficient use of technology investments

● Engage Business Systems Analysts and subject matter experts in cross-college collaboration

● Partner with SBCTC PMO and Support teams

● Raise issues for holistic and global solution by SBCTC

● Continue to work toward refining common processes across the system

● Coordinate/disseminate best practices to optimize system usage

### ctcLink College Leader Role

● Serve as the primary point of contact with SBCTC for all college-related ctcLink matters.

● Attend ctcLink College Collaboration Group meetings

● Provide cross-pillar and system-wide perspective

● Coordinate local efforts related to ctcLink

● Provide oversight for training, communications, testing, reporting, and other change management activities.

### ctcLink College Leader Essential Characteristics

● High-level understanding of the ctcLink system

● Cross-pillar and system-wide perspective

● Systems and strategic thinker

● Strong networking skills

● Collaborative, respected and influential

● Understanding of policy and process issues

● Ability to listen actively and advocate for colleges

● Firm grasp of project and change management principles a plus

### RequiredCommitment

● Time: The time commitment will vary from college to college, but there must be a minimal commitment to attend regularly scheduled meetings related to ctcLink governance; specifically, the ctcLink College Collaboration Group and other meetings related to ctcLink governance and prioritization.

● Travel: Members of the group will attend meetings virtually via web conference. In-person attendance may become an option if/when appropriate.

### INSTRUCTIONS

Please indicate your college district’s appointed ctcLink College Leader below. Email completed form to [Grant Rodeheaver](mailto:grodeheaver@sbctc.edu) and cc [Dani Bundy](mailto:dbundy@sbctc.edu), [Roger Curry](mailto:rcurry@sbctc.edu), and [Sherry Nelson](mailto:slnelson@sbctc.edu) to expedite onboarding.

\*You may designate a backup; both in the interest of knowledge-sharing and to serve in case of extended absence or illness.

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| --- | --- | --- |
| Details | Primary | \*Back-up (optional) |
| First and Last Name |  |  |
| Job Title |  |  |
| College/District |  |  |
| Email |  |  |

President/Chancellor Signature:

President/Chancellor Printed Name:

College/District:

Date: