ctcLink

CTCLINK WORKING GROUP AGENDA

December 21, 2022, 10 a.m. – 12 p.m., online via Webex

Chantel Black & Tara Keen, Co-Chairs | Reuth Kim, Facilitator

ITEM#	DESCRIPTION	START TIME (APPROX)	FACILITATOR
1	Welcome & Roll Call	10 am	Tara Keen
2	Meeting Minutes – 12/7/2022 – need approval	10:10 am	Reuth Kim
3	Updates • ctcLink Customer Support Production • Environments (*upcoming downtimes)* • Accessibility • Security	10:15 am	Dani Bundy Ray Gartner Christopher Soran Shelia Sloan
4	New Enhancement Requests (ERs) *Mandate/FYI Removing Prepaid in Travel & Expense	10:35 am	Teri Sexton
5	RTM: Working Group De-Scope Meeting Schedule **12/21/2022 Voting Items: - all approved for de-scope** • BA16 - Benefits (Benefits Management) "Done by HCA" - [Slated for De-Scope] • BA24 - Benefits (Benefits Management) "Done by HCA" - [Slated for De-Scope] • BA27 - Benefits (Benefits Management) "Done by HCA" - [Slated for De-Scope] • BA32 - Benefits (Enrollment) "Done by HCA" - [Slated for De-Scope] • BA34 - Benefits (Enrollment) "Done by HCA" - [Slated for De-Scope] • BA38 - Benefits (Self-Service) "Done by HCA" - [Slated for De-Scope]	10:45 am	Tara Keen
6	Need WG Members' Feedback on Updated ER Process QRG https://ctclinkreferencecenter.ctclink.us/m/112604/l/1626190-enhancement-request-process-and-form -add to email action item to review this prior to meeting	11 am	Tara Keen
7	Update on FA SAP Special Sessions: Completed: 12/9 & 12/16	11:20 am	Tara Keen/FA Team-Amanda & Stephanie

ITEM#	DESCRIPTION	START TIME (APPROX)	FACILITATOR
8	Revisit Discussion on New User Orientation Materials • Action Item from 11/16/2022 *BODY of EMAIL	11:40 am	Tara Keen/ALL
9	Action Items Review/New Business/Closing Action Items: Future Business: Future Meetings: January 4 & January 18, 2023	11:55 am	Tara Keen/Reuth Kim/ALL

Meeting Participants

College Voting Members
☐ Chantel Black, Co-Chair & Spokane Community, College/CS
☐ Beth Farley, Edmonds/CS, Security, PM
☐ Charlene Rios, Big Bend/FIN
☐ Donald Denney, Skagit Valley/Accessibility
☐ Jill Hammitt, Highline/Data & Reporting, CS, SF
☐ Kathy Disney, Tacoma/CS
☐ Samantha Orth, Lower Columbia/HCM, Payroll
☐ Pat Daniels, Highline/IT, Security, PM
☐ Rachelle Russell, Skagit Valley/ CS, Financial Aid

SBCTC Voting Members
☐ Tara Keen, Co-Chair
☐ Carmen McKenzie, Data Services
☐ Teri Sexton, Business Operations
☐ Dani Bundy, ctcLink Customer Support
☐ Ray Gartner, Application Services
☐ Will Durden, Education Services

Ex-Officio/Advisory
☐ Kyrsten Catlin, CS Core
☐ Ana Ybarra, Financial Aid
☐ Brandon Reed, Student Financials
☐ Shon Dicks-Schlesinger, Finance
☐ Brian Lanier, HCM
☐ Roger Curry, Customer Support
☐ Shelia Sloan, Security
☐ Ivy Brent, Data & Reporting
☐ Tami Whitney, QA (Testing)
☐ Christopher Soran, App Svcs/Ops
☐ Reuth Kim, PMO CS & Facilitator
☐ Christyanna Dawson, PMO FIN
☐ Sanjiv Bhagat, PMO HCM
☐ Bhuvana Samraj, Technical PM
☐ Sherry Nelson, IT Comms