



# CTCLINK WORKING GROUP AGENDA

January 17, 2024, 10 a.m. – 12 p.m., online via Webex

Chantel Black & Tara Keen, Co-Chairs | Amy MacNeill, Facilitator

ITEM#	DESCRIPTION	START TIME (APPROX)	FACILITATOR
1	<b>Welcome &amp; Roll Call</b>	10:00 am	Tara Keen
2	<b>Meeting Minutes – 12/20/2023– need approval</b>	10:05 am	Amy MacNeill
3	<b>Updates</b> <ul style="list-style-type: none"> <li>ctcLink Customer Support</li> <li>Environments and Activities</li> <li>Security</li> <li>Accessibility</li> </ul>	10:10 am	Dani Bundy Ray Gartner Shelia Sloan Christopher Soran
4	<b>Enhancement Requests - <a href="#">Pending ER Document -</a></b>  <b>Formal ERs</b> <ul style="list-style-type: none"> <li><a href="#">ER 260 - Instruction Mode Configuration Modification</a> – needs approval</li> </ul> <b>FYI/Mandated ERs</b> <ul style="list-style-type: none"> <li><a href="#">ER 261 - (FYI) New Accounts Needed for Proprietary COP</a></li> </ul> <b>ER Solution Update</b> <ul style="list-style-type: none"> <li><a href="#">ER 226 - PO, Receipt &amp; Payment Notifications Alerts</a></li> </ul>	10:30 am	Carmen McKenzie, Data Services, SBCTC   Teri Sexton, Accounting & Business, SBCTC  Kari Twogood, FIN, SBCTC
5	<b>PMO Update</b>	10:50 am	Christyanna Dawson, Tara Keen, SBCTC
6	<b>Mindful Minute</b> things that might surface to WG .... <ul style="list-style-type: none"> <li>Rumors</li> <li>ERs you are hearing about</li> <li>Commissions &amp; Councils conversations</li> </ul>	11:00 am	ALL

ITEM#	DESCRIPTION	START TIME (APPROX)	FACILITATOR
7	<b>Action Items Review/New Business/Closing</b> Action Items: Future Business Future Meetings: February 7, 2024 and February 21, 2024	11:10 am	Tara Keen/ALL

### Meeting Participants

#### College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS, Absent, Jill Hammitt has vote
- 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
- 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 Services/Ops
- Amy MacNeill, PMO Coord. & WG Facilitator
- Bhuvana Samraj, Technical PM
- Christyanna Dawson, PMO FIN
- Sherry Nelson, IT Comms