# ctcLink Logo

# Working Group Meeting Minutes

## March 16, 2022 [WebEx](https://sbctc.webex.com/recordingservice/sites/sbctc/recording/ac7d1ad78778103abd8f005056815191/playback)

### Tara Keen, Facilitator

## Meeting Participants

### Voting Members

Kathy Disney, Tacoma

Pat Daniels, Highline

Krista Francis, Peninsula

Beth Farley, Edmonds

Sabra Sand, Clark (Absent-Char vote)

Chantel Black, Spokane

Christyanna Dawson, SBCTC

Ana Ybarra, SBCTC (Absent – HEUG, Dani has vote)

John Henry Whatley, SBCTC

Shon Dicks-Schlesinger, SBCTC

Brian Lanier, SBCTC (Absent? – Dani following up)

Sanjiv Bhagat, SBCTC (Absent)

Sandy Main, SBCTC

Venkat Gangula, SBCTC

Carmen McKenzie, SBCTC

### Non-Voting Members

Christy Campbell, SBCTC

Tara Keen, SBCTC

Cheryl Fritz, Wenatchee

Charlene Rios, Big Bend

Dani Bundy, SBCTC

Roger Curry, SBCTC

Janelle Runyon, SBCTC

Reuth Kim, SBCTC

Kelly Barton/Alexa

Mercado-Curtis

Shelia Sloan

Bhuvana Samraj

Teri Sexton

## Meeting Minutes

Meeting was called to order at 10:00am

### Review & Approve Meeting Minutes from March 02, 2022

There were no additions or corrections to the March 02, 2022, meeting minutes, they were approved by consensus.

### Enhancement Requests (ER)

Webex Recording Time 5:38 – 46:17

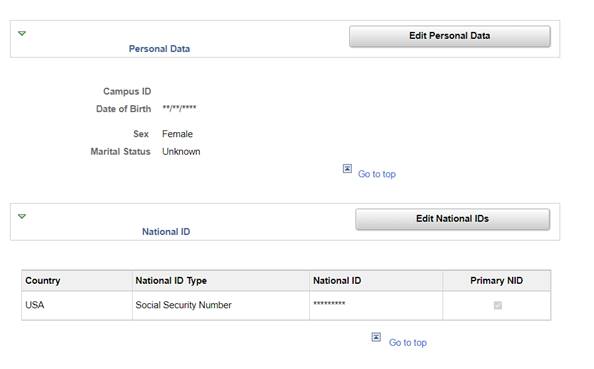
This Enhancement Request was brought up during the DG6A College Readiness by a specific College, but it was a concern shared by a number of folks with the DG6 group. This is an item relevant to utilizing the lookup icon in the EMPLID on the search criteria within the CS Pillar.

Below is a sample screenshot showing what it looks like from a masked perspective with a partial masking set. There is more to masking than what is showing and that it is more than simply the lookup and the App Services Team and Associate Director of Security, Shelia Sloan, will discussed this.

Please see the attached Enhancement Request to follow what was discussed and also listen to the recording for all questions and discussions ([5:38 – 46:17](https://sbctc.webex.com/recordingservice/sites/sbctc/recording/ac7d1ad78778103abd8f005056815191/playback)).

## Description of Enhancement Requested

|  |
| --- |
| *Mask Visibility of SSN in Lookup box, due to no ability to filter by campus or employee status. Other search fields enable narrowing search results to a single or small group, including SSN (NID). This remove unnecessary exposure of SSN for all employees and students in the system, a security vulnerability. Without updating the DDA to mask all SSNs regardless of masking permission list, users with No Masking set can see clear text SSN for EVERYONE in the system.*  *Page access is locked down by institution. Student related pages are locked down by students at the college(s) for which the user has Academic Institution SACR Security. Look Up fields do not follow page access security.* |



This change was not only applied to the SIT environment but also to UAT and the DG6 Colleges were allowed to test. Access can be granted to the UAT environment and go through an exercise if this is something the WG wants to vet before doing any approval. Maybe take a sub-group and verify the access concerns that were being expressed and table a decision on this until next WG meeting? At this point it has been removed from Production, but exists in the Test environment and there is the ability to grant access to members of WG that would like to understand the behavior more deeply.

**Summary:** Lack of instruction on how to navigate through the challenges being proposed, here is what’s causing the angst:

* Defer this until we can articulate how to address the concerns raised and make sure that it’s included in documentation for this change?
* Vote to approve/reject?
* Tacitly approve the change and then set aside time with a sub group to build the appropriate documentation to address the concerns raised before released?

**Concerns:**

* I don’t know enough about what you’re saying, I think I hear what you’re saying in terms of the eventually down the road you click enough times and you’ll be able to see it.
* Afraid this is a big change for us.
* Not sure what the effect will have and like the idea of testing and going through a few scenarios and maybe do something in terms of documentation so we can see this since it is such a big change.

**Votes**:

* + Defer this until we can articulate how to address the concerns raised and make sure that it’s included in documentation for this change? – **5 votes**
  + Tacitly approve the change and then set aside time with a sub group to build the appropriate documentation to address the concerns raised before released? – **2 votes**

There was quorum, 7 votes cast, 5 to defer and it will get put on the agenda for the next WG meeting and come back with testing results and material developed.

### Steering Committee (SC) Relevant Updates

Webex Recording Time 46:21 – 50:42

#### SC Meetings

* April 5, 2022
  + DG6-B Readiness and Go-Live Decision Approval
* April 19, 2022
  + DG6-C Readiness and Go-Live Decision Approval

#### ctcLink Project Closeout Activities

* All College PM Meetings
  + April 6, 2022
  + May 4, 2022
* Final DG6 PM Meetings
  + DG6A – March 9, 2022 - Done
    - DG6-A PMs encouraged to continue to attend to support DG6-B/C Colleges
  + DG6-B/C – May 18, 2022 Final DG6 PM Meeting
* Final Governance Meetings, Status Reporting
  + Biweekly Status Reports – May 20, 2022
  + ctcLink Project WG – May 25, 2022
  + ctcLink Executive Leadership Committee – June 2, 2022
  + OCIO Technology Services Board – June 14, 2022 (am)
  + ctcLink Steering Committee – June 14, 2022 (pm)
  + SBCTC Board June 29-30, 2022 (if requested) (ctcLink on March 30, 2022, agenda for Project updates)
* Other types of Project Close-Out Activities
  + Resource Planning
  + Communication Planning
  + Budget Planning and Invoices
  + Reimbursement

### Governance

Webex Recording Time 50:46 – 56:38

Tara made WG aware that herself and other key members from the group were asked to work with STAC on the re-envisioning of Governance. The action item that was assigned to Tara was to review the project principles, in addition to her reviewing the project principles, there are other work like project artifacts that need to be revised to align to the new Governance structure. They reviewed the recommended revisions to the project principles (minor wordsmithing) but essentially the decision was from STAC to create a subset task force to tackle the revision to all of the project artifacts related to Governance to set the Charters, project principles and other artifacts related to Governance in a redefined package to bring back to STAC. The next three to four Fridays have been scheduled in large meeting blocks to tackle the guts of each of the items.

STAC recommendations for ctcLink has been added to the next WG Agenda.

### ctcLink Customer Support Production Updates

Webex Recording Time 56:53 – 59:24

### DG6-A Support/Overall Live College Support

DG6-A conversion went well and so is support. LWTech has been struggling with SF, reached out to them and the struggles had a lot to do with their internal business process, making sure that they were connecting with the right CS folks to make sure things were flowing and attached to proper course in class stuff. Overall going really well. Two-week post Go-Live support ended and now it is business as usual.

Getting ready for DG6-B/C Meet and Greet.

Agency Updates

Webex Recording Time 59:34 – 1:09:43

#### 2022 Release Calendar – Discussion & Approval from Working Group

Sandy shared the **2022 Release Calendar**. She asked if there are any concerns with any of the dates? If not, can we move to vote on the 2022 Release Calendar? There was no reason why the calendar should not be approved, it was **approved by consensus**

#### Environments

**Upcoming Downtimes:**

* April 21, 2022, 9:00pm – April 22, 2022; 5:00am – DG6-B Bio Demo Conversion
* April 22, 2022; 3:00pm – April 25, 2022; 7:00am – DG6-B Go-Live
* May 5, 2022; 9:00pm – May 6, 2022; 5:00am – DG6-C Bio Demo Conversion
* May 6, 2022; 3:00pm – May 9, 2022; 7:00am – DG6-C Go-Live

#### Accessibility

It is encouraged that college staff subscribe to the ctcLink Accessibility Open Forum Listserv (eList). Broader communication will be forthcoming on how to get on the eList.

### Masking Data

Webex Recording Time 1:09:53 – 1:21:40

Shelia shared a PowerPoint on “Masking Data” – Using Page and Field Configurator to Mask Data. Please listen to the recording ([1:09:53 – 1:21:40](https://sbctc.webex.com/recordingservice/sites/sbctc/recording/ac7d1ad78778103abd8f005056815191/playback)) to see her slide deck presentation. Below are some of the slide materials provided.

Objective:

* Streamline Masking without interrupting business process
* Reduce customizations and us configuration
* Secure PII Data

Streamlining Masking

* Current State of Masking Not Efficient
  + Recently had to render the page read only to enforce masking
  + This causes more people to see PII Data than needed
  + Some places in the system need code, and that increases customizations
  + Latest change interrupted daily business
* Future State of Masking
  + Reduce Customizations
  + No interruption of business process
  + Easily secure PII

Next Steps

* Gather current list of components that need masking
* Build dynamic roles based on row level security
* Gain approval to proceed
* Configure in a development environment
* Perform internal system integration testing
* Deploy to Production

### Action Item Review/New Business/Closing:

Webex Recording Time 1:21:55 – 1:23:51

Next WG meeting is scheduled for March 30, 2022

Meeting was adjourned at 11:25am

**Agenda Item for Next Meeting:**

| **Item** | **Description** | **Person** | **Date Open** | **Status** |
| --- | --- | --- | --- | --- |
| Future Meeting Agenda Topics: | EMPLID Look Up Masking |  |  |  |
|  | Share STAC (recommendations for Governance Post ctcLink) |  |  |  |