# ctcLink Logo

# Working Group Meeting Minutes

## May 11, 2022 [WebEx](https://sbctc.webex.com/recordingservice/sites/sbctc/recording/2f2f598eb37a103abe7b00505681f42e/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 or Cheryl has vote)

Chantel Black, Spokane (Absent)

Christyanna Dawson, SBCTC

Ana Ybarra, SBCTC (Absent)

Rebecca Clayton, SBCTC

Shon Dicks-Schlesinger (Absent)

Brian Lanier, SBCTC (Absent, due to DG6-C Support)

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

(Absent)

Charlene Rios, Big Bend

Dani Bundy, SBCTC

Roger Curry, SBCTC

Janelle Runyon, SBCTC

Reuth Kim, SBCTC

Kelly Barton/Alexa

Mercado-Curtis

Shelia Sloan

## Meeting Minutes

Meeting was called to order at 10:03am

### Review & Approve Meeting Minutes from April 13, 2022

There were no objections to the April 13, 2022, meeting minutes, they were approved by consensus.

### Enhancement Requests (ER)

Webex Recording Time 3:32 – 3:32

There are no ER’s today

### DG6-C Go-Live Update

Webex Recording Time 3:41 – 17:09

**Christy**: The last three colleges have gone live in the system. It was a really good weekend and validation by the colleges and their eagerness to be part of the ctcLink family. From Christy’s perspective the team did an amazing job!

**Reuth**: It’s a great pleasure to be able to help with the Go-Live weekend activities in managing the schedule. She gave kudos to the Functional Team Members and awesome Technical Team Members led by Bhuvana, Venkat and others, they’re amazing! Being the last deployment group there was a little different type of pressure, lots of high stakes. Couldn’t be prouder of the team and colleges.

**Tara**: It was an excellent conversion execution, great metrics from an enrollment completion standpoint, have it down to a science and finished two hours ahead of time! Everybody knew their role and did their part and exciting to see the maturity that has been developed over the years on the team. It was bittersweet.

**Janelle**: Bittersweets, in awe of the team, so seamless!

**Christyanna**: FIN room was very quiet but really great questions being asked. First time that two of the three colleges said “I’m done”! That was the first time that ever happened. Bittersweet weekend.

**Pat D**: The system as a whole can go through some stabilization and that we as a system can now move forward, it’s not just about my college or your college, it’s about a system. Amazed how this all got pulled off!

### New Governance Updates:

**1st Recording**: Webex Recording Time 17:23 – 1:01:48 (stopped to let Dani and Sandy do their presentations)

**2nd Recording**: Webex Recording Time 1:19:51 – 1:56:00

* This session was lengthy and was split into two sessions. First session Tara went over the Newly Adopted Program Guiding Principles, New WG Charter, and STAC Charter. Please go to Webex recording time 17:23 – 1:01:48 to listen and see the documents that Tara discussed.

Webex Recording Time 17:23 – 1:01:48

* Newly Adopted Program Guiding Principles
* New WG Charter
* STAC Charter – Didn’t think that it was needed to go through in detail, but will distribute it. If there are questions, they will be discussed at the next WG meeting
* This session Tara went over the New Member Inclusion Timeline. You can click on the link below to review the timeline document.

Webex recording from 1:19:18 – 1:56:00

* [New Member Inclusion Timeline](file:///D:\Working%20Group%20New%20Member%20Timeline.docx) – Asked if the group wanted to discuss this collectively as a group to put together a timeline for soliciting people’s interest in continuing on this group and our nominee process, or would you prefer that a subgroup focus on it and bring the timeline back to the group at our next WG meeting?
  + **Option A – Do it now – decided Vote**
  + Option B – Designate a subgroup to review for later

### ctcLink Customer Support Production Updates

Webex Recording Time 1:01:59 – 1:09:01

Basic update was that DG6-C Go-Live happened over the weekend, it went smooth as are the Post Go-Live activities.

DG6-B Payroll was last week. It was completed and went well. Working with colleges to make sure that they are understanding their data so that they’re not up until the wee hours of the morning with them.

Overall, the teams are online with the DG6-C colleges. They are rotating in and out in order to make sure they’re addressing any tickets from other colleges that are critical.

Discussed with certain Associate Directors that have project staff transitioning over to support that they be able to prioritize the work of clean-up.

Security Safe Rooms have been active.

Agency Updates

Webex Recording Time 1:09:04 – 1:13:50

#### Environments

Watching the production sites very closely and things have been really nice and stable and haven’t had any issues other than cache clearing on Monday.

**Upcoming Downtimes:**

Locking users out of Campus Solutions and HCM Thursday, April 12, 2022, from 9:00pm to early morning Friday, April 13, 2022. This work is is to load the remaining Immunization Attestation Data for a couple colleges. This is the last scheduled outage at this point. Looking for updates, but are current and stable right now.

#### Accessibility

May Monthly Forum was canceled. Not much movement from Oracle this past month. Lots of conversations, lots of back and forth, but not a lot of movement on their part.

Next Monthly Forum, June 14, 2022.

#### Security

Data Services has delivered a few BI Publisher Reports over the past several weeks/months to help Security Administrators for things such as user preferences and Finance and SACR and CS for their employees, especially around all 40 procedures.

Began new Masking approach, Phase 1 was developed and then SIT. Security team did the initial test and it’s back in remediation for a few things that were found. Once out of remediation, the CS ERP Support team will go in and do a second level of SIT and then move it into UAT phase. Excited about the progress!

Sheila is getting ready to send out the second round of security administration recertification this week, which will recertify your college admins and prepping for a different level of audit review.

### Steering Committee (SC) Updates

Webex Recording Time 1:14:27 – 1:19:18

A few items over the past few weeks included the approval of DG6-C Go-Live and discussions regarding what the SC has approved and descoped from the project the planning, budgeting, and cloud solution for the colleges that are not implemented yet. That project is being picked up by SBCTC IT team and they will be managing that work and executing it as part of the original timeline.

As part of CampuCE where it initially had a single implementation, but because of some early assumption resource transitions, as well as increased scope, the project ended up being broken down into about three phases. The project, with Susan Maxwell’s help, has implemented two of the phases and the majority of the colleges that utilize CampusCE have implemented both phases, but there was remaining work for phase 3 that the SC has descoped. This work again will be completed by the SBCTC IT team. There is a timeline and plan to complete the remaining work.

The Requirement Traceability Matrix (RTM) was presented at last week’s SC meeting. It was identified that about 250 requirements were not implemented. Some reasoning for them not being implemented was that the colleges were not using that functionality or the college said they wanted to use the functionality, but not right now. We are asking the SC to descope those requirements, which will likely be put into a Solar Winds tickets as an enhancement so that SBCTC IT team working with the colleges can evaluate those enhancement against other things that are being asked for.

SC is looking at some close-out activities around budget, HR, Communications, Stakeholder Management, and Schedule. There is a small work group of those that are not working in a support role with SBCTC and will be leaving the project in mid-June working and helping on close-out type activities.

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

Meeting was adjourned at 11:20am, but the meeting continued with anyone who wanted to be part of the New Member Inclusion Timeline.

The New Member Inclusion Timeline discussion ended at 12:00pm

**Agenda Item for Next Meeting:**

| **Item** | **Description** | **Person** | **Date Open** | **Status** |
| --- | --- | --- | --- | --- |
| Future Meeting Agenda Topics: |  |  |  |  |
| Carmen ER’s |  |  |  |  |