



WORKING GROUP MEETING MINUTES

August 3, 2022

[Webex Recording](#)

Tara Keen, Co-Chair

Meeting Participants

College Voting Members

- TBD, Co-Chair
- Beth Farley, Edmonds/CS, Security, PM
- Chantel Black, Spokane/CS
- Charlene Rios, Big Bend/FIN
- Doug Hayman, Olympic/Accessibility
- Jill Hammitt, Highline/Data & Reporting, CS, SF
- Kathy Disney, Tacoma/CS
- Krista Francis, Peninsula/HCM Absent due to HR Comm Mtg
- Pat Daniels, Highline/IT, Security, PM
- Rachelle Russell, Skagit Valley/ CS, Financial Aid

SBCTC Voting Members

- Tara Keen, Co-Chair
- Carmen McKenzie, Data Services
- Choi Halladay, Business Operations
- Dani Bundy, etcLink Customer Support, Absent due to WSSSC Mtg
- Ray Gartner, Application Services (Interim)
- Sandy Main, Application Services (Retiring)
- TBD, Education Services

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid, Absent
- Brandon Reed, Student Financials
- Shon Dicks-Schlesinger, Finance
- Brian Lanier, HCM
- Shelia Sloan, Security
- Reuth Kim, PMO CS & Facilitator
- Christyanna Dawson, PMO FIN, Absent due to WSSSC Mtg
- Sanjiv Bhagat, PMO HCM
- Bhuvana Samraj, Technical PM
- Sherry Nelson, IT Comms

Welcome, Role Call, Co-Chair & Voting Structure 00:00 – 00:46 mins

Welcome new WG members (Jill, Rachel & Doug)! Roll call took place with a brief bio of WG members: current and new.

Discussed college co-chair options, expectations, role (help with developing the agenda, review Enhancement Requests) and time commitment (1-2 hours max to prep for upcoming WG meeting).

Action Item: Chantel will reach out via email to WG members to get more input. This will be discussed at a future meeting.

New Voting Structure: 9 college voting members, 6 SBCTC voting members for 10 members needed for a quorum. Reviewed WG Charter and discussed voting/proxy scenarios and consensus. Link to NEW WG Charter: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/ctclink/ctclink-working-group-charter.pdf>

Approval for Meeting Minutes from July 13, 2022 00:46 – 00:53 mins

Reuth provided an overview and described process for the agenda and draft meeting minutes which includes a recording link which is a great reference point and has captioning features that takes you directly to the topic you are looking for to get the full depth of the conversation. We strive to send out the agenda and draft meeting minutes the Friday before the upcoming WG meeting.

July 13, 2022 meeting minutes were approved.

Enhancement Requests (ER) 00:54 – 01:22 mins

Tara showed and discussed the high level flow/overview diagrams of the Enhancement Request (ER) process and various types of submissions by different stakeholder groups. ER process was used for the last 4 years. New process is evolving to align with the College Collaboration Group/operational governance model and also changing the tracking mechanism of ERs via Solar Winds. Improvements need to be made for statusing the ERs. Communication and simplifying in the new process is key. We will review the ER flows at our next meeting. Tara shared a working draft of all the submitted ERs and the status categories that the PMO team has been working on. Information is currently published in the ctclink reference center > Enhance Request Status at this link:

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancement-request-status> .

Current ER flows will be sent to the WG members to make changes.

New ER Asset Fund Combo Edit Rule – Mandate/FYI (WG Log #143) 01:23 – 01:32 mins

Description: Request to create a AM combo edit rule. Presently the state board has an issue with the colleges accidentally entering the original state funds as the funds for state assets. According to state requirements, all state fund assets must be recorded in fund 997 and class 211 and no appropriation. This request will fulfill that requirement by creating a rule (and tree) to prevent funding errors, adding

an appropriation, and mis-classifying a state funded asset. **WG was informed on 8/3/2022, no approval needed since it is a Mandate/FYI item.**

Agency Updates 01:32 – 01:44 mins

Customer Support, Dani report skipped due to conflict of council meetings.

Environments, Sandy reported on:

Next scheduled maintenance is coming up on October 8 (Images) & October 16 (Image Updates for CS, CampusCE integration). Information is located on the SBCTC site.

Accessibility issues reported by colleges are continuing to be addressed by Oracle. A great partnership with Oracle and they reached out because they wanted to share resources with others. Next accessibility forum is on August 9.

Beth asked about changes of the look of the tiles especially for visibility impairment concerns due to the latest image update. **Action Item: Sandy will connect with Christopher about this and follow up.**

Security, Shelia reported on:

Monthly meeting coming up on August 11. Forming a small design team for future security processes and requirements (example: off boarding and automating for end users). Working internally on upcoming audits. Also working on data elements for masking and will be bringing this info to WG in the future.

Action Item Review/New Business/Closing: 01:44 – 01:46 mins

Agenda Item for Next Meeting:

- Upcoming meetings will be held on 1st and 3rd Wednesdays of each month
- New agenda items for 8/17: WG Co-Chair, WG Enhancement Request High Level Flows