ctcLink

WORKING GROUP MEETING MINUTES

October 5, 2022

Meeting Recording Link: Webex
Chantel Black & Tara Keen, Co- Chairs

Meeting Participants

College Voting Members
- ☐ Chantel Black, Co-Chair & Spokane Community College/CS *Absent Beth 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
- ☐ Pat Daniels, Highline/IT, Security, PM *Absent, Jill has vote
- ☒ 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 *Absent
- ☒ Brandon Reed, Student Financials
- ☒ Shon Dicks-Schlesinger, Finance
- ☒ Brian Lanier, HCM
- ☐ Roger Curry, Customer Support *Absent
- ☐ Shelia Sloan, Security, *Absent
- ☒ Ivy Brent, Data & Reporting
- ☐ Tami Whitney, QA (Testing), *Absent
- ☒ Christopher Soran, App Services (Operations)
- ☒ Reuth Kim, PMO CS & Facilitator
- ☒ Christyanna Dawson, PMO FIN
- ☒ Sanjiv Bhagat, PMO HCM
- ☐ Bhuvana Samraj, Technical PM, *Absent
- ☒ Sherry Nelson, IT Comms

Welcome, Roll Call 00:00 –00:06 mins
Welcome & roll call.   Welcomed new WG member Donald Denney, Skagit Valley College.

Approval for Meeting Minutes from September 19, 2022 00:06 – 00:09 mins
September 19, 2022, meeting minutes were approved.

Working Group Membership 00:09 - 00:12 mins
Revisited the HCM Payroll nominations for Samantha Orth, LCC and Melody Matthews, CCS – tied vote again as Donald and Will vote via email. Next step: Tara will take this vote to STAC to help WG with this vote.

Enhancement Requests (ERs) 00:12 – 01:04 mins

❖ *Data & Reporting Item: (voting items)*

Listen to full conversation on Webex recording: 00:12 -00:25 mins ER #160 CS Student Records Program Inventory _CAF

Description: The SBCTC Education and Data Services departments request to use and configure the existing, delivered Common Attribute Framework (CAF) for the purpose of supporting the system's Program Approval Process. (Please see ER form for additional verbiage tied to description.) **Approved by consensus.**

Listen to full conversation on Webex recording: 00:25 - 00:34 mins ER #161 CS FTE CEMLI (E-198) Modification for Contact Hours

Description: The FTE CEMLI E-198 was originally configured to pull contact hours from the course catalog. Contact hours are needed for FTE calculations to derive a credit equivalent value for non-credit bearing classes. The credit equivalent value is then used in the FTE formula: credit equivalent / 15. The formula is a little more complex than what is shown here as it also applies the ratio of hours per component type per State Board policy (Lecture ratio = 1:1; Lab ratio = 2:1; All other ratio = 3:1)

Data Services believes that pulling the contact hours for non-credit bearing classes from the class table would be more accurate because class contact hours can be modified for the term at Class Level for each section.

Contact hours are also used for Faculty Workload and we have been in discussions with support staff to confirm that any changes to the FTE CEMLI will not adversely affect Faculty Workload and have confirmed that our current proposal will not. (Please see ER form for additional verbiage tied to description.) **Approved by consensus.**

❖ *Student Financials Item:*

Listen to full conversation on Webex recording: 00:34 - 01:04 mins ER #159: SF Item Type Security

Description: The State Board Student Financials team would like to facilitate the configuration of User ID Item Type security in ctcLink to allow WA State CTCs to control which staff have access to certain item types. Certain item types should not be used on specific ctcLink pages. Often, item types must only be used through a series of interconnected validation type processes (like financial aid awarding, tuition waivers, and tuition/fees.) The SF team has received numerous tickets associated with adding item types to student accounts through quick posting, which bypasses many of the validation steps incorporated within the awarding process. **WG tabled the vote for this enhancement request. WG recommended this be presented at the next available ctcLink College Collaboration**

Group meeting. Student Financials Team to discuss with Data Services prior to WG vote.

Requirements Traceability Matrix 01:04 – 01:37 mins

RTM: [Working Group De-Scope Meeting Schedule](#)

10/5/2022 Voting Items:

- [RS3 - 25Live (Room Scheduling) - [Slated for De-Scope]](#) **Approved**
- [RS36 - 25Live (Room Scheduling) - [Slated for De-Scope]](#) **Approved**
- [RS38 - 25Live (Room Scheduling) - [Slated for De-Scope]](#) **Approved**
- [FA7 - Financial Aid "Paul Douglas Teachers Loan" - [Slated for De-Scope]](#) **Approved**
- [FA62 - Financial Aid "Perkins Loans" - [Slated for De-Scope]](#) **Approved**
- [SS41 - Financial Aid "Scholarship Module" - [Slated for De-Scope]](#) **Approved**
- [SS42 - Student Services (Financial Aid) "Scholarship Module" - [Slated for Scope Reduction]](#) **Approved**
- [SS44 - Student Services (Financial Aid) "Scholarship Module" - [Slated for De-Scope]](#) **Approved, To NOT descope, and convert status to Requirement Clarification Needed.**

Draft High Level ER Flows 01:37 – 02:03 mins

Tara sent out the slide deck she shared during the WG meeting.

Agency Updates 02:04 – 02:07 mins

Customer Support Update: No report for this meeting.

Environments Update: Ray Gartner reported on the following: HCM Image 43 on schedule to deploy on 10/8, CS Image 26 (includes HighPoint, HCX) remains on 10/15 and FIN Image 41 target date is 10/29

Security Update: Ray reported for Shelia. Security team continues to work on masking level four data. College meetings also continue.

Accessibility Update: Christopher Soran reported that pillar updates for accessibility are in the image overview documents. Environment will be provided to CATO to review HCX improvements. Grant Rodeheaver and Christopher are attending DSSC meeting on 10/27/2022. Christopher is also hosting Accessibility forums.

Action Item Review/New Business/Closing: 02:08 – 02:09 mins

Re-sent slide deck that Tara presented with DRAFT: ER High Level Flows

Next meeting is on 10/19/2022.