



WORKING GROUP MEETING MINUTES

October 19, 2022

Meeting Recording Link:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/a67ad14d31fd103bbf2e00505681a4e3/playback>

Co-Chairs: Chantel Black & Tara Keen

Meeting Participants

College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS *Absent - Jill 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/Payroll
- Pat Daniels, Highline/IT, Security, PM
- Rachelle Russell, Skagit Valley/CS, Financial Aid *Absent Don has vote

SBCTC Voting Members

- Tara Keen, Co-Chair
- Carmen McKenzie, Data Services, Absent (will not be voting)
- Teri Sexton, Business Operations, Absent (will not be voting)
- Dani Bundy, ctLink 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
- Shelia Sloan, Security,
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing),
- Christopher Soran, App Services (Operations)
- Reuth Kim, PMO CS & Facilitator
- Christyanna Dawson, PMO FIN
- Sanjiv Bhagat, PMO HCM
- Bhuvana Samraj, Technical PM
- Sherry Nelson, IT Comms

Welcome, Roll Call 00:00 –00:05 mins

Welcome and roll call. Welcomed new Working Group member Samantha “Sam” Orth, Lower Columbia College.

Approval for Meeting Minutes from October 5, 2022 00:05 – 00:06 mins

October 5, 2022 meeting minutes were approved.

Enhancement Requests (ERs) 00:06 – 00:49 mins

To view “Approved – Not Yet Deployed” items that are approved in WG meetings, follow this navigation path and click on the pillar area and unzip content:

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancement-request-status#approved-not-yet-deployed>

❖ *Student Financials Item: (voting items)*

Listen to full conversation on Webex recording: 00:6 -00:24 mins ER #165 SF Comments & Related Content

Description: The State Board Student Financials team would like to facilitate the configuration of a baseline process that will allow for staff comments to be displayed on certain ctcLink pages. Many pages within the CS Pillar can display data via a link near the top of the page titled Related Content. Related Content may be configured to display many types of data, including staff originated comments. The comments may be written/reviewed by those staff members in CORE areas like registration/admissions, financial aid offices, and student financials areas. (Please see ER form for additional verbiage tied to description.) **Approved by consensus.**

❖ *CS Item: (voting items)*

Listen to full conversation on Webex recording: 00:25 - 00:38 mins ER #166 CS CampusCE Search/Mach Improvements

Description: The Search Parameter currently being applied to person records sent from CampusCE to PeopleSoft has been deemed insufficient. Missed matches are resulting in multiple records created for individual students. Inaccurate matches are resulting in merged data from multiple individuals into single student records. Both situations require significant manual effort to resolve and can cause confusion for students. (Please see ER form for additional verbiage tied to description.) **Approved by consensus.**

❖ *HCM Item: (voting items)*

Listen to full conversation on Webex recording: 00:38 - 00:48 mins ER #167 HCM Payroll Process Streaming Job Sets

Description: Create three custom Job Sets that will allow for colleges to enter all necessary parameters for execution in one batch per Job Set and creates a single PS Job to initiate the custom payroll processes to streamline the payroll steps. The following jobs currently must be executed by colleges in specific process order. Grouping these will save colleges time launching these separately and reduce the errors that can occur with executing jobs out of order: Please see ER form for additional verbiage tied to description.)

Approved by consensus, with amendment as follows: HCM team provides a verbal update about testing status (ex: if a job fails, etc.) does not need to come back to WG for a vote.

Requirements Traceability Matrix 00:49 – 00:57 mins

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

10/19/22 Voting Items:

- [CR21 - Student Financials \(Course Scheduling & Registration\) "Lockbox" - \[Slated for De-Scope\]](#) **Approved**
- [AR32 - Accounts Receivables \(Managing Receipts\) "Lockbox" - \[Slated for De-Scope\]](#) **Approved**
- [AP10 - Accounts Payable \(General\) "Vendor Merge" - \[Slated for De-Scope\]](#) **Approved**
- [AR63 - Accounts Receivables \(Transaction Archiving\) \[Slated for De-Scope\]](#) **Approved**

Continued Discussion of Draft High Level ER Flows 00:57–01:10 mins

Tara did receive some feedback. Looking for feedback or concerns that the Working Group might have. Show of hands that the working group saw the presentation and were comfortable with the draft. Build-out will continue internally when it is complete it will be presented to WG meeting.

Agency Updates 01:03 – 01:10 mins

Customer Support Update: Dani provided an update about image updates (HCM/CS). Finance image update is later this month. Lots of meetings with colleges and getting people up to speed about where everyone is in the system. Payroll cutoff is happening now. Working with commissions/councils with presentation or being present. Tara and PMO team have been working with the Financial Aid team about Mass packaging, more information coming soon to WG. Preferred names is still in process for HCM.

Environments Update: Ray reported on the following: CS Image 26 (includes HighPoint, HCX) installed on 10/15/22 CampusCE was originally scheduled to be a part of this but will need to be re-scheduled. FIN Image 41 target date is 10/29. Future releases: HCM Image 43 scheduled for deployed on 12/10/22, and CS image 27 scheduled for 12/17/22.

Accessibility Update: Christopher reported that SBCTC accessibility web page had been updated with IOVD for HCM 43, CS 26, and HCX 22.2, with the new accessibility features, Finance will be soon. Grant and Christopher will be presenting on ctcLink at the Disability Support Services Council (DSSC) next week.

Security Update: Shelia reported that the security team held an October security Admin meeting last week and it went well. A Business Analyst security training also held along with a developer's high level security training. Bill has completed updating the QRGs with the role names for all 3 pillars. Bill will now be updating the user preferences. A customer service satisfaction survey was also completed. The team is also working on pushing out multi factor authentication to all the colleges.

Action Item Review/New Business/Closing: 01:10 – 01:11 mins

- Tara/Reuth will connect with Sam (new member) to ensure that she is comfortable with the WG process. (Completed. Followed up with both Sam and Donald on 10/26/2022.)

Next meetings on 11/02/2022 and 11/16/2022.