ctcLink

WORKING GROUP MEETING MINUTES

November 2, 2022

Meeting Recording:
https://sbctc.webex.com/recordingservice/sites/sbctc/recording/59dcf8b03cfe103bbefe0050568198a4/playback

Co-Chairs: Chantel Black & Tara Keen

Meeting Participants

College Voting Members

☒ Chantel Black, Co-Chair & Spokane Community, College/CS
☒ Beth Farley, Edmonds/CS, Security, PM
☐ Charlene Rios, Big Bend/FIN, Absent, Sam has vote
☒ Donald Denney, Skagit Valley/Accessibility
☒ Jill Hammitt, Highline/Data & Reporting, CS, SF
☒ Kathy Disney, Tacoma/CS
☒ Samantha Orth, Lower Columbia/HCM, Payroll
☒ Pat Daniels, Highline/IT, Security, PM
☒ Rachelle Russell, Skagit Valley/ CS, Financial Aid

SBCTC Voting Members

☐ Tara Keen, Co-Chair, Absent
☒ Carmen McKenzie, Data Services
☒ Teri Sexton, Business Operations
☐ Dani Bundy, ctcLink Customer Support, Absent, Kyrsten has vote
☒ 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, Absent

Welcome, Roll Call 00:00 –00:03 mins

Welcome and roll call.

Approval for Meeting Minutes from October 19, 2022 00:03 – 00:11 mins

October 19, 2022 meeting minutes were approved (with some wording adjustments).

No New Enhancement Requests (ERs) 00:11 – 00:11 mins

Requirements Traceability Matrix 00:11 – 00:24 mins

Working Group De-Scope Meeting Schedule

11/2/2022 Voting Items:

- SR164 - Core (Student & Academic Records) [Slated for De-Scope] – **approved by consensus**
- BA9 - Benefits (Benefit Management) "Done by DRS" - [Slated for De-Scope] - **approved by consensus**
- BA18 - Benefits (Benefits Management) "Done by DRS" - [Slated for De-Scope] - **approved by consensus**
- PO18 - Purchasing (General) "Other Currencies" - [Slated for De-Scope] **approved by consensus**

Communication Update on ER High-Level Flows 00:24 – 00:26 mins

ER high-level flows were shared recently with ARC, ITC, ACC, and ctcLink College Collaboration Group.

Agency Updates 00:26 – 00:29 mins

- Customer Support Update: No update/report.

- Environments Update: Future releases - HCM Image 44 scheduled for 12/10/2022 deployment; CS image 27 scheduled for 12/17/2022. Still working on CampusCE and development work and need to establish deployment date. Will bounce Integration Broker (IB) in near future; possibly 11/10/2022 or 11/11/2022. Should be a short, 10- to 15-minute outage.

- Accessibility Update: Christopher reported that SBCTC accessibility web page had been updated with IOVD with the new accessibility features for HCM 43, CS 26, and HCX 22.2. Finance Image needed to open tickets with Oracle. Grant Rodeheaver and Christopher presented on ctcLink at the Disability Support Services Council (DSSC) last week.

- Security Update: Supporting next round of CS and HCM Images. Re-certification for Security Admins at the colleges. The team is also working on pushing out multi-factor authentication to all the colleges.

Action Item Review/New Business/Closing: 00:29 – 00:30 mins

- No new action items.

Next meetings on 11/16, 12/7, and 12/21.