



WORKING GROUP MEETING MINUTES

November 16, 2022

Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/c55a9ce94806103b9ef500505681df53/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,
- 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
- Carmen McKenzie, Data Services, Absent no voting
- Teri Sexton, Business Operations
- Dani Bundy, etcLink Customer Support, Absent no voting
- Ray Gartner, Application Services
- Will Durden, Education Services, Absent

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid
- Brandon Reed, Student Financials
- Shon Dicks-Schlesinger, Finance
- Brian Lanier, HCM, Absent
- Roger Curry, Customer Support
- Shelia Sloan, Security, Absent
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing)
- Christopher Soran, App Svcs/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 – 00:05 mins

Welcome and roll call.

Approval for November 2, 2022 Meeting Minutes 00:05 – 00:07 mins

November 2, 2022, meeting minutes were approved with some wording adjustments.

SBCTC Updates 00:07 – 00:11 mins

- **Environments:** Ray reported that HCM Image 44 is scheduled for PRD deployment on 12/10/2022 ; CS image 27 scheduled for PRD deployment on 12/17/2022. Still working on finalizing the development for CampusCE (which includes descoped items) and need to establish deployment date.
- **Accessibility:** Christopher reported that they have been working on the IOVD (Image Overview Document) with the new accessibility features for HCM 44. They are reviewing the CS 27 accessibility items in the PTM and sent a request to Oracle to gather more info. Also reviewing the install for HCX 22.4. and 22.3.

**No updates provided from ctcLink Customer Support (Dani) or Security (Shelia).*

Mandate/FYI New Enhancement Requests (ERs) 00:11 – 00:18 mins

- New Finance Rules – Multiple tickets
- Addition of Sub Sub Object table to meet new Lease requirements (This has no effect on the user, but will have AFRS CEMLI requirements) – Ticket #134579
- Update to purchasing category table – Multiple tickets

Items were presented by Teri Sexton and no approval needed. View items at this link:

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancementrequeststatus#sbctc-fin-items-wg-discussion-date-11-16-2022>

Requirements Traceability Matrix 00:19 – 00:25 mins

Working Group De-Scope Meeting Schedule

11/16/2022 Voting Items:

- [CR46 - Core \(Course Scheduling & Registration\) \[Slated for De-Scope\]](#) ***Feedback from Whatcom - approved by consensus*
- [CR70 - Core \(Course Scheduling & Registration\) \[Slated for De-Scope\]](#) - *approved by consensus*
- [CR112 - Core \(Course Scheduling & Registration\) \[Slated for De-Scope\]](#) - *approved by consensus*
- [CR113 - Core \(Course Scheduling & Registration\) \[Slated for De-Scope\]](#) - *approved by consensus*

Review Updated QRG for the ER Process 00:26 – 00:31 mins

Tara walked through the new guide and provided updates. Refer to this new link for Enhancement Request Process and Form: <https://ctclinkreferencecenter.ctclink.us/m/112604/l/1626190-enhancement-request-process-and-form>

Update on Guided Pathways (GP) College Interviews 00:31 – 00:42 mins

Refer to link Tara shared for GP: https://ctclinkreferencecenter.ctclink.us/m/PMO_Info/l/1616866-overview-of-guided-pathways

Have completed three college interviews to date. PMO/GP team working on next steps: synopsis.

Action Item Review/New Business/Closing: 00:42 –01:02 mins

- Initial discussion on new user orientation
- Future Meetings: Dec. 7 & Dec. 21
- 2023 First Meetings: Jan. 4 & Jan 18

Action Items

- Check on voting structure for ex-officio members non-voting → voting for voting members (Tara to discuss on 12/7/2022)
- Add Teri's mandate items to ctclink Reference Center with link to SBCTC Accounting site (completed)
- PMO team adjust ER steps and add visual back in to the ctclink reference center guide (completed)

Future Agenda Items

- Ask Teri Sexton to show SBCTC Accounting site at a future WG meeting.
- New user orientation
- December 7 meeting: discuss whether to reschedule or skip January 4 meeting due to 1st week of winter quarter