ctcLink

WORKING GROUP MEETING MINUTES

December 7, 2022

Meeting Recording:

https://sbctc.webex.com/recordingservice/sites/sbctc/recording/c5f09f715887103bb69f00505681fff1/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, Absent Beth has vote
☐ Samantha Orth, Lower Columbia/HCM, Payroll, Absent Pat has vote
☒ Pat Daniels, Highline/IT, Security, PM
☒ 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, Just observing today
☒ 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 Svcs/Ops
☒ Reuth Kim, PMO CS & Facilitator
☒ Christyanna Dawson, PMO FIN
☐ Sanjiv Bhagat, PMO HCM, Absent
☒ Bhuvana Samraj, Technical PM
☒ Sherry Nelson, IT Comms

Welcome, Roll Call (not recorded but documented on the agenda)

Welcome and roll call.

Approval for November 16, 2022 Meeting Minutes (not recorded but documented on the agenda)

November 16, 2022, meeting minutes were approved.

SBCTC Updates 00:00 – 00:09 mins

- **Customer Support:** Dani reported that cyclic annual schedule is posted on the training calendar on SBCTC.edu calendar. Payroll improvements/consolidating steps are happening behind the scenes and with the colleges.

- **Environments:** Ray reported that HCM Image 44 is scheduled for PRD deployment this Saturday, 12/10/2022; CS Image 27 scheduled for PRD deployment on 12/17/2022 along with HCX 22.4 and OAAP updates. Still working on finalizing the development for CampusCE (which includes descoped items) and need to establish target deployment date and is predicted for mid-January 2023. The Application team is also working on PeopleTools updates and retrofit work targeted for April 2023.

- **Accessibility:** Christopher reported that accessibility updates are happening in alignment with HCM Image 44 and HCX 22.4 and CS Image 27 updates (ex: account activity, course history, 1098T, etc.). Also access to Committee for Accessible Technology (CATO) and SBCTC testers prior to PRD deployment. Making progress with Oracle on Absence Request Page and Express Bill Entry Template.

- **Security:** Released in PRD work center for Security Admins. Found a fix for securing Advising Notes by institution and busy testing this. Supporting Ray's team with images also. Continuing to meet with colleges and started training presentation on audits and segregation of duties.

Update on Enhancement Requests (ERs #120 & #122) 00:09 – 00:13 mins

- Tara showed the information on the ctclink reference center regarding ER#120 & #122. Surveys have been sent out to colleges and is due on 12/16/2022.

Requirements Traceability Matrix 00:13 – 00:21 mins

Working Group De-Scope Meeting Schedule

12/7/2022 Voting Items: - all approved for de-scope

- BA11 - Benefits (Benefit Management)
- PR54 - Payroll
- RA106 - Financial Aid (Recruiting & Admissions)

Discuss Feedback on Updated ER Process QRG 00:21 – 00:36 mins

Working Group Members need more time to review this content and discussion / feedback will be moved to the next meeting.

ER Process Link: https://ctclinkreferencecenter.ctclink.us/m/112604/l/1626190-enhancement-request-process-and-form

Action Items: Update System Impact verbiage on form/screen steps (complete). Insert commission and council title over visual in Screensteps (completed).

Update on Guided Pathways (GP) College Interviews 00:36 – 00:49 mins

GP Link: https://ctclinkreferencecenter.ctclink.us/m/PMO_Info/l/1616866-overview-of-guided-pathways

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

Upcoming FA SAP Special Sessions: 12/9 & 12/16 00:49 – 00:57 mins

FA Link: https://ctclinkreferencecenter.ctclink.us/m/PMO_Info/l/1625563-fa-satisfactory-academic-progress-sap-project-information-guide

Goal of SAP sessions is to discuss the 19 items that the colleges have raised and to get and provide requirement clarification and definition.

Action Item: sessions added to Trumba (completed).

New User Orientation 00:57 – 00:58 mins

Moved to discussion on 12/21/2022 meeting.

Action Item Review/New Business/Closing: 00:58 –01:03 mins

Action Items

- ERs#120 and #120 – edit Webex recording link title to be College Collaboration (completed)
- ER form and screen steps – insert clear language to system impact section and also insert clear title above comm & council visual (Tara add system impact and title above visual, completed)
- Ask Gretchen to add SAP Special Sessions to SBCTC.edu calendar (completed)

Future Meetings
- Dec. 21 (yes to having this meeting)
- Jan. 4 (winter quarter begins but hold meeting)

Future Business
- Ask Teri to show SBCTC Accounting site at a future WG meeting (email RK date)
- Will seek guidance from STAC at their next scheduled meeting on proxy voting and ex-officio members (may require charter update