ctcLink

WORKING GROUP MEETING MINUTES

December 21, 2022

Meeting Recording:
https://sbctc.webex.com/recordingservice/sites/sbctc/recording/b9a1cc486387103bbbeb00505681f42e/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, Absent Pat has vote
☐ Charlene Rios, Big Bend/FIN, Absent
☒ 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
☒ Teri Sexton, Business Operations
☐ Dani Bundy, ctcLink Customer Support, Absent
☒ Ray Gartner, Application Services
☐ Will Durden, Education Services, Absent

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
☒ 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
☐ Bhuvana Samraj, Technical PM, Absent
☐ Sherry Nelson, IT Comms, Absent

Welcome, Roll Call (00:00 – 00:04 mins)

Welcome and roll call.

Approval for December 7, 2022 Meeting Minutes (00:04 – 00:05 mins)

December 7, 2022, meeting minutes were approved.

SBCTC Updates (00:06 – 00:11 mins)

- **Customer Support:** No report.
- **Environments:** Ray reported that HCM Image 44 and tax updates completed on 12/10/2022 and CS Image 27 completed on 12/17/2022 along with HCX 22.4 and OAAP. Very successful deployments. Still working on finalizing the development for CampusCE (which includes descoped items) with target deployment date for mid-late January 2023. Working on retrofit on PeopleTools 8.59 Update but no Images can be deployed until early May. Beginning to work on Enhancement Requests (FWL and PSHUP file).
- **Accessibility:** Christopher reported that team is working on HCX 22.3 and 22.4 (ex: how tables are displayed, error messages, etc.). CS Image 27 updates (ex: account activity, course history, 1098T, etc.). CS IVOD documents have been updated and posted online.
- **Security:** Shelia reported that team continues setting up Advisor Note testing in system testing environment. Continuing to meet with colleges and started training presentation on audits and segregation of duties. Also working with colleges on rolling out Multi-Factor Authentication.

New Mandate/FYI Item (00:11 – 00:23 mins)

Teri presented on the Mandate/FYI Removing Prepaid in Travel & Expense.

Details posted at the ctcLink reference center:
https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancement-request-status#sbctc-fin-item-removing-prepaid-in-travel-and-expense-wg-discussion-date-12-21-2022

WG was informed of this item, no WG approval needed.

Action Item: Target released date was requested and should be provided to Reuth to update the online materials.

College Feedback for Enhancement Request Form (00:24 – 01:05 mins)

Presented screen shot of college feedback from Matt Connelly, Whatcom suggesting student impact, so the stakeholders impacted has been expanded and updated on the ER form by WG members. Critical data elements have been reordered to be at the top. Discussed whether there is currently an Executive Sponsor role at the campus (there is not); revised that category for who submits the form.

Action Item: PMO team will need to upload new form and change verbiage to align with new form

(completed).

Requirements Traceability Matrix (01:06 – 01: 12 mins)

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

12/21/2022 Voting Items: - all approved for de-scope

- [BA16 - Benefits (Benefits Management) "Done by HCA" - [Slated for De-Scope]](#)
- [BA24 - Benefits (Benefits Management) "Done by HCA" - [Slated for De-Scope]](#)
- [BA27 - Benefits (Benefits Management) "Done by HCA" - [Slated for De-Scope]](#)
- [BA32 - Benefits (Enrollment) "Done by HCA" - [Slated for De-Scope]](#)
- [BA34 - Benefits (Enrollment) "Done by HCA" - [Slated for De-Scope]](#)
- [BA38 - Benefits (Self-Service) "Done by HCA" - [Slated for De-Scope]](#)

SAP Special Session Update (01:13 – 01:21 mins)

Provided an update of what was discussed on 12/9 & 12/16 with FA community. Program logic for SAP is incredibly complex. A correction from what was presented and suggested will be sent out to the colleges from the presentation on 12/16/2022. Another SAP Session is scheduled for 1/17/2023.

New User Orientation Materials (01:22 – 01:34 mins)

Lots of discussion and ideas from WG members on the need to provide new staff general info about ctcLink.

Action Item Review/New Business/Closing (01:34 –01:35 mins)

Action Items

- Mandate/FYI Removing Prepaid in Travel & Expense (need estimated PRD date from Shon/Teri) – pending

- Update new ER form on screen steps and update steps on screen steps (PMO team) - complete

Future Meetings

- January 4, 2023 & January 18, 2023

Future Business (none)