



## WORKING GROUP MEETING MINUTES

January 4, 2023

### Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/ae6c0af46e87103b97ff0050568127c3/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
- Teri Sexton, Business Operations
- Dani Bundy, etcLink Customer Support
- Ray Gartner, Application Services
- Will Durden, Education Services, Absent

#### Ex-Officio/Advisory

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

## No Meeting Minutes for December 21, 2022 (00:05 – 00:06 mins)

December 21, 2022 meeting minutes will be provided for approval on January 17, 2023 meeting.

## SBCTC Updates (00:06 – 00:12 mins)

- **Customer Support:** Dani reported that the HCM team is working on payroll consolidation steps and testing is completed. HR training will be provided to college payroll folks before the 01A payroll. The CS Customer Support team also participated in CS Image update production release along with testing and providing bug information and potential solutions have been communicated out.
- **Environments:** Ray reported CS Image 27 was completed on 12/17/2022 along with yearly FA updates. HCM patch release that was identified for the HCM 22E tax update was deployed last Thursday. Still working on finalizing the development for CampusCE (which includes descope items) with target deployment date for mid-late January 2023. Working on retrofit on People Tools 8.59 Upgrade but no Images (PUM releases) can be deployed from mid-March until early May. Continuing to work on Enhancement Requests (FWL and PSHUP file). And then team will also work on SAP and Mass Packaging. Developing 2023 PRD Calendar.
- **Accessibility:** No report.
- **Security:** Shelia reported that they will be meeting with LSAs to discuss masking options. Release residency role changes this month. Working with Data Services on criteria on the segregation of duties.

## No New Enhancement Requests

## Requirements Traceability Matrix (00:13 – 00:26 mins)

January 4, 2023 – all three items approved for descope

- [PC68 - Project Costing \(Manage Project\) - \[Slated for De-Scope\]](#)
- [PC69 - Project Costing \(Manage Project\) - \[Slated for De-Scope\]](#)
- [PC70 - Project Costing \(Manage Project\) - \[Slated for De-Scope\]](#)

## Review Updates from WG Member Feedback on Updated ER Process QRG (00:27 – 00:38 mins)

Tara presented the latest information for ER Process and Form in the ctclink reference center based on feedback received:

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1626190-enhancement-request-process-and-form> .

President approval process flow, instructions and vetting will need to be discussed by WG at a future meeting in February.

**Action Item: WG members continue to send edits to PMO team.**

### **SAP Special Session Update (00:39 – 00:42 mins)**

Provided an update of what was discussed on 12/9 & 12/16 with FA community. Another SAP Session is scheduled for 1/17/2023. Solicited data scenarios/examples from the colleges. FA Customer Support and PMO team are committed to providing more online materials.

### **Action Item Review/New Business/Closing (00:43 –00:45 mins)**

#### **Action Items**

- WG members continue to review ER process, form, flow in the QRG and provide feedback

#### **Future Meetings:**

- January 18, February 1 & February 15

**Future Business (none)**