



# CTCLINK WORKING GROUP MEETING MINUTES

No Webex recording was captured.

January 18, 2023, 10 a.m. – 12 p.m., online via Webex

Chantel Black & Tara Keen, Co-Chairs | Reuth Kim, Facilitator

## Meeting Participants

### College Voting Members

- Chantel Black, Co-Chair & Spokane Community, College/CS, Absent - Jill has vote
- 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, Absent

### SBCTC Voting Members

- Tara Keen, Co-Chair
- Carmen McKenzie, Data Services
- Teri Sexton, Business Operations, Absent- Pat has vote
- Dani Bundy, ctclink Customer Support
- Ray Gartner, Application Services, Absent
- Will Durden, Education Services

### 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
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing)
- Christopher Soran, App Svcs/Ops
- Reuth Kim, PMO CS & Facilitator, Absent
- Christyanna Dawson, PMO FIN
- Sanjiv Bhagat, PMO HCM
- Bhuvana Samraj, Technical PM, Absent
- Sherry Nelson, IT Comms

## 1. Welcome & Roll Call

Tara Keen called the meeting to order and took attendance.

## 2. Meeting Minutes

Minutes for 12/21/2022 and 1/4/2023 were both approved.

## 3. Updates

### ctclink Customer Support Production

#### Campus Solutions (CS)

- Currently looking at a fix for date-formatting in the transcript template which won't be impacted by user preferences.
- Cross-modular testing of SF's plan to release "no enrollment" tuition groups.
- Duplicate ID project development – forming a work plan for the year regarding duplicates.

#### Financial Aid (FA)

- Working with PMO on testing Satisfactory Academic Progress (SAP) configuration
- Working with colleges for Aid Year Rollover (AYR) activities

- Testing the PeopleSoft Release Patchsets (PRPs) released by Oracle in test environments for ISIRs to be ready for mid-February.

#### **Finance (FIN/FSCM)**

- The Finance team hosted a FSCM College Production Support Webex
- Assisting the college users with 1099 support
- General Ledger/Student Finance Enhancement – 2nd Journal Set Automation
- Accounts Payable Enhancement - Restrict Bank Access to BU in AP

#### **Human Capital Management (HCM)**

- Absence Calendar Configuration for 2023 for all colleges
- SOGI implementation - currently working with data services on field-mapping
- HCM Work session – Annual Sick Leave Buyout
- Payroll Streamline Process testing – should be implemented in PRD by 01B payday (Feb. 10)
- Open Enrollment Updates – HCA
- Payroll steps optimization (to reduce number of steps) implemented by 01B.

#### **Student Financials (SF)**

- 1098T statement processing – First year with all CTCs!
- Finishing up the deployments of High/Low enhancement for pre-DG5 colleges
- Finishing up deployments of Running Start enhancement
- Working on item type security video and documentation for workshop
- Second Journal Set redesign – final rounds of testing are underway

#### **Training**

- Provided 9 different cyclical/workshop type trainings, partnering with all functional teams and professional development
- Met with colleges on tickets
- Finalized ctLink Capital Projects objectives with Michele Rockwell & Cheryl Bivens

#### **General Support Activities**

Dani Bundy reported on overall support activities.

- All pillars responding to tickets
- Working with Application Services on technical solutions and troubleshooting
- Holding Webex meetings for special topics to get resolution on issues
- CS, HCM, FIN and PMO investigating, testing and building project plan for Oracles delivered preferred name ability in HCM modules
- Ongoing training content being created for new trainings to be offered throughout 2023
- Updating QRGs based on user feedback filed in tickets or functional analyst collaborative efforts

#### **Environments (upcoming downtimes)**

Christopher Soran provided a report on behalf of Ray Gartner. No future downtimes are currently scheduled. Working on retro-fits for PeopleTools project. Working on release schedule for the year.

#### **Accessibility**

Christopher said modifications to the Enter Time page are coming soon: dropdown on job title at top of page; adding new information to help identify *which* job if they have more than one with same title.

Many web accessibility items have been fixed recently. HighPoint Mobile is being responsive. Kastech (OAAP vendor) had third-party conduct a review and has list of over 100 items to improve. We are working with them on these.

## Security

Shelia Sloan reported that new residency changes go into PRD tomorrow evening and email to listserv went out this morning. Working with colleges on advisor notes restrictions per business unit. Working on more masking. Audit doc and training. Working with colleges to load the Okta multi-factor authentication (MFA)

## 4. Enhancement Requests (ERs) Status

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancement-request-status#pending-final-working-group-decision>

Tara noted that we are going to start looking at the ERs more often – trying to keep an eye on what is in the pipeline and working through “Not yet approved” and “Approved, not yet deployed” ERs.

The Application Services team has several vacancies and needs more resources to make progress.

The team is trying to hire, but SBCTC was outbid, and the selected candidate stayed where they were. Good help is hard to find!

## 5. RTM

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

[GR138 - Grants \(Inquiry & Reporting\) \[Slated for De-Scope\]](#) This was approved for de-scope. Not much conversation and was pretty straightforward.

## 6. Discuss WG Members' Feedback on Updated ER Process QRG

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

Changed “Executive Sponsor” to “President” in document, but missed one instance and corrected it.

## 7. Update on FA SAP Special Sessions

Tara gave an update on 1/17/2023 [FA SAP Special Sessions](#):

- Recording not posted yet (need to blur out some data – working on it) - but pptx is there.
- Talk-to-text transcription needs to be reviewed and corrected - transcription may be made available if they can't figure out the recording.
- 5 of 9 topics got covered . Another meeting needs to happen to cover the rest. There is one topic that has been a bit of a challenge, but has finally gotten to conclusion.
- 2 more items need to be discussed.
- Feels good about the progress that has been made.

## 8. Mindful Minute

None noted. Things that might surface to WG ... Rumors, ERs you are hearing about, Commission & Councils conversations.

## 9. Action Items Review/New Business/Closing

Future Meetings: Feb. 1 & Feb. 15