



## WORKING GROUP MEETING MINUTES

March 15, 2023

### Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/e4858826a580103bbbfa005056812502/playback>

Co-Chairs: Chantel Black & Tara Keen

### Meeting Participants

#### College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS, Absent, Pat voting
- 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, Will voting
- Teri Sexton, Business Operations,
- Dani Bundy, ctclink 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, Absent
- Sherry Nelson, IT Comms

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

Welcome and roll call.

### Meeting Minutes for February 15, 2023 (00:04 – 00:05 mins)

Approved by consensus.

### SBCTC Updates (00:05 – 00:37 mins)

#### Customer Support and NEW Enhancement Request Process

Dani reported the following updates:

#### CS Core

- REMINDER: Winter 2023 Duplicate EMPLID ticket Freeze began last week

- Continued work on Quick Admit bug clean-up
- OAAP updates deployed this weekend March 11, with over 120 accessibility changes
- ER 111 – Student Facing Class Search Arranged (ARR) Displaying as To Be Announced (TBA), currently in with Data Governance Course Modality Sub-Group to be completed by today 3/15, regarding verbiage to replace “to be announced”
- ER 180 – Currently in deployment phase through 3/17/2023

### **Financial Aid**

- Working with PMO to review Solution Design Document for Satisfactory Academic Progress (SAP) configuration
- Partnering with SF to complete testing on Item Type security
- ER 137 – Use of FA Keyword field for IPEDS, currently in development with Data Services

### **Finance**

- Reviewing and updating test scripts for regression testing & Image 47 notes
- Working on approval workflow engine updates for AP and Purchasing
- ER 148 – AEW Routing to Supervisor by OprID to include Business Unit, currently in System Integration Testing (SIT)
- ER 142 – Restricting Bank Access to Business Unit in Assets, currently with App Services for development and design

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

- Working on final steps of testing of HCM delivered Preferred Name functionality
- 02B payroll confirmation – 3/6/2023
- Requirements gathering for DRS, for DCP Roth Option to be effective 10/1/23
- ER 154, 155, 156, and 158 – Continued development on Faculty Workload (FWL) enhancement requests

### **Student Financials**

- Running Start – a few colleges still need to complete testing and implement
  - Olympic and Spokane Colleges – currently in PCD for testing
  - **COMPLETION DEADLINE is beginning of SPRING TERM – APRIL**
  - ER 135, will be completed once all colleges implement
- Working with colleges on Alternative Loans global process
- ER 159 – Item Type Security, looking for WG approval today. All configuration was loaded into PCD for colleges to play with

### **Training**

- Provided 7 different cyclical/workshop type trainings, partnering with all functional teams and professional development
- Sent communication about Business Analyst trainings
- Continue to work on trainings; scheduling, preparing, delivering and post –training follow ups

### **General Support Activities**

- SolarWinds ticket email updates
  - Removing notes from email notifications and will be implemented on March 20
  - Communication(s) sent March 10, to POC listserv and all SolarWinds customers
- SBCTC Support Staff attended Alliance Conference
- All pillars responding to tickets
  - Working with Application Services and Data Services Enhancement Request analysis and development efforts
  - Holding WebEx meetings for special topics to get resolution on issues
  - 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

### **New Enhancement Request Collection and Display**

- [New Enhancement Request Status Page](#)
  - ctcLinkReferenceCenter > Resources > ctcLink Enhancement Requests > Enhancement Request Status
- [New ctcLink Enhancement Request Webpage](#)
  - Home (SBCTC.edu) > College & SBCTC Staff > IT Support > ctcLink Customer Support > ctclink Enhancement Requests
- The ctcLink Reference Center will be updated every other week (Working Group weeks) on Wednesday mornings no later than 10am
- Changes took effect today, March 15
- SolarWinds ER ticket submission is currently being configured and we should have updates at the following WG meeting
  - Until this is completed, starting March 15 all new Enhancement Requests will be submitted to [ctclinkcustomersupport@sbctc.edu](mailto:ctclinkcustomersupport@sbctc.edu)
  - Dani's slide deck:

 [Customer Support updates 031523.pptx](#)

## Environments and Production Release Calendar

Ray reported upcoming activities as follows:

- PeopleTools Upgrade to 8.59- **Saturday, April 29**. Anticipating a number of hours. *\*Partial Code Freeze is 3/14 to 4/29*. This does not impact query migrations or sequel code, just code changes.
- Presented revised draft of 2023 Production Release Calendar for voting. **WG approved by consensus**. Ray's slide deck and calendar



DRAFT ctcLink  
Release Calendar 202



ctcLink Release  
Calendar 2023 Summ

## Accessibility

Christopher reported the following-

- **FA PRP** - Deployed to production on 2/16/2023
- [FA PRP Accessibility IOVD](#) (image overview document) posted to the Accessibility webpage
- Pages and Fixes:
  - Navigation: Financial Aid > Federal Application Data > Correct 2023-2024 ISIR. Modified Page field properties for the fields which failed accessibility compliance and included additional component Peoplecode to fix the accessibility issues for ISIR correction component 2024.
  - Navigation: Financial Aid > Federal Application Data > Correct 2022-2023 ISIR. Modified Page field properties for the fields which failed accessibility compliance and included additional component Peoplecode to fix the accessibility issues for ISIR correction component 2023.
  - Navigation: Set Up SACR > Product Related > Financial Aid > College Financing Plan > Institution Information (Tab). Modified the Page to fix missing control and changing Tab order of the fields on the page to fix the accessibility issue.

## OAAP

About 125 accessibility fixes being worked on by Kastech and SBCTC, such as:

- Inappropriate Heading Structure
- Unnecessary alt text for decorative images
- Identical label for button
- Missing list mark-up
- Insufficient color contrast
- Missing instruction for mandatory fields
- Illogical tab order

Fixes were deployed Saturday, March 11, 2023. An accessibility image overview document (IOVD) is being developed and will be published on the [Accessibility web page](#) when ready.

## PeopleTools 8.59.21

Reviewing accessibility fixes and we will be publishing an accessibility IOVD at a later date.

## Security

Shelia reported the following:

### CS Pillar

- Advising Notes – Secure by Institution due to finish system testing by 3/15/23; Information around UAT sessions coming soon!
- New Local Security Role grant roles will be delivered at the same time as the new Advising Notes Roles.
- Beginning development on new Report Definition roles by Institution.
- Masking ready to develop for Second Round but on hold until some of the other priorities are farther along
- PeopleTools Testing
- Segregation of Duties Query is ready for User Testing!
- CampusCE Testing
- Item Type Security Testing.

### FSCM Pillar

- New Local Security Role grant roles in progress.
- Masking is ready to develop for First Round.
- PeopleTools Testing
- Worksession for Finance Pillar on 3/28/2023 for Offboarding and all the secondary areas that may involve finance users.
- Several upcoming role changes are coming and will be announced over listserv.
- Expenses Approval Role is being made dynamic.

### HCM Pillar

- New Local Security Role grant roles in progress.
- Masking is ready to develop for First Round.
- PeopleTools Testing
- SOGI and New SOGI roles in Production.
- Former employee dynamic role-change in Production.
- Automated offboarding (all pillars) - waiting on development resource.

Slide deck for Application Services:



Application Services  
Update - Working Grc

## Enhancement Requests - (00:37 – 01:33 min)

- [HCM ER #120 Manager Self Service Combo Code Change Action](#) -voted to be *On Hold*. SBCTC communicating with Seattle regarding next steps. The discussion duration (23 minutes). Brian Lanier's presentation:



HCM - ER120\_Survey  
Results.pptx

- [HCM ER #151 Include Leave Adjustments in Monthly Entitlement Accruals-Possibly with Adjustment Code](#) - approved by consensus
- [HCM ER #177 Required Absence Reason for LWOP Leave Type](#) -approved by consensus
- [HCM ER #179 Removing Balance Detail from Review Absence Balance Tile](#) -approved by consensus
- [CS-SF ER #159 Item Type Security](#) –approved by consensus
- [FIN ER #182 Hide "All BU's" Option for AP Batch Processes](#) – approved by consensus

## Requirements Traceability Matrix (01:33 – 01:44 mins)

March 15, 2023 – all Approved for DE-SCOPE:

- [PO14 Purchasing \(General\) "Leases"](#)
- [PO22 Purchasing \(General\) "Leases"](#)
- [PO23 Purchasing \(General\) "Leases"](#)
- [PO30 Purchasing \(Requisitions\)](#)
- [PO31 Purchasing \(Requisitions\)](#)
- [PO34 Purchasing \(Purchase Orders\)](#)
- [BD116 - PBCS \(Personnel Budget\)](#)

## Mindful Minute (01:44 – 01:56 mins)

### Enhancement Requests you are hearing about or are coming soon:

- Chatter in HCM listserv regarding ERs coming soon. Save for Later button on timesheets is one being discussed. There were 4 or 5 bullets and additional ones as comments came in which were possibly pertaining to different modules and/or components of the modules. There was agreement in listserv string regarding the topics, but nothing has come to Brian Lanier as of yet to present to WG. It is being discussed to possibly have PPMS Users Group get back together to discuss the topics.
- A couple College Collaboration Group meetings ago Bellevue College suggested to change P-Card Reconciliation Approver screen but did not formally present. They have since communicated to CCG, they will no longer present until they have gone to a formal Commission first. We should be seeing this at WG once this occurs. Prior to this Bellevue decision, they presented ER for Calculating Hours for P/T staff hitting the 1050-hour threshold which they had already worked with Brian Lanier on. This ER has been approved to move forward to WG by the majority. Other CCG presentations approved and coming soon to WG: TAM-sending job offer letters and CampusCE Item Types.
- Teri Sexton, Director of Accounting and Business Operations, has two new ERs coming and would like on 4/5 agenda.
  - Coming from BAC regarding [Stale Dating Checks](#)
  - [Second Journal Sets](#)

## Action Item Review/New Business/Closing (01:55 – 1:56 mins)

### Action Items

Tara/Amy work with Brian on a response to submitter for *On Hold* ER 120

### Future Meetings

April 5, April 19

### Future Business (none)