WORKING GROUP MEETING MINUTES

May 17, 2023

Meeting Recording:

https://sbctc.webex.com/recordingservice/sites/sbctc/recording/53e1f393d702103b9239005056818009/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, Absent, Pat voting

☒ 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, Donald voting

SBCTC Voting Members

☒ Tara Keen, Co-Chair

☒ Carmen McKenzie, Data Services

☐ Teri Sexton, Business Operations, Absent, Pat voting

☒ Dani Bundy, ctcLink Customer Support

☒ Ray Gartner, Application Services

☐ Will Durden, Education Services, Absent, Carmen voting

Ex-Officio/Advisory

☒ Kyrsten Catlin, CS Core, Absent

☒ Ana Ybarra, Financial Aid

☒ 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

☐ Bhuvana Samraj, Technical PM, Absent

☒ Sherry Nelson, IT Comms

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

Welcome and roll call.

Meeting Minutes for May 3, 2023 (00:04 – 00:05 mins) – approved by consensus

SBCTC Updates (00:05 – 00:22 mins)

- **Customer Support**: Dani reported the following:

  - **Campus Solutions (CS):**
    - Testing CampusCE phase III descoped items
    - Deployed ER's 206 and 207
      - ER 206 - (FYI) Message Catalog update 05/10/2023
      - ER 207 - (FYI) Add BSN Degree Type to Degree Table - 05/16/2023
    - Clean up on OAAP autofill name issue
    - Reviewing OAAP ERs to prepare for meetings with Kastech
      - ER's 178, 184, 169, and 183
  - **Financial Aid (FA):**
    - Survey extended to May 26th - Pass 2 for Breaks in Enrollment and Summer Drops
    - Continue to work with PMO on outstanding SAP and Mass Packaging requirements
  - **Finance (FIN/FSCM):**
    - Working on AWE Updates for Accounts Payable and Purchasing
    - Deployed ER 182 – Hide "all BU's" Option for AP Batch Process – 05/11/2023
    - Deployed ER 191 – Set Supplier Location Procure to Pay at Higher Level – 05/11/2023
    - Axway Change File Name for Outbound File Dispatch - Analysis
  - **Human Capital Management (HCM):**
    - Payroll Confirmation Webex coming this Friday May 19 – all colleges need to confirm by 6:00PM
    - Working on development for WPEA and WFSE contract changes effective 07/01/2023
    - Deployed ER 196 - Additional reason for 1050hrs/12mo limit under actions Termination and Terminate Detail Assignment – 05/08/2023
  - **Student Financials (SF):**
    - UAT Currently happening for ER 159 – Item Type Security – Through May 18th
    - Collections & Write Off functional training - TODAY 1:00PM to 3:00PM
    - NEW Term Fees – Legislature sent rates to SBCTC. SF team will hold a session on Term Fee Updates week of May 22nd. Communication coming soon!
  - **Training:**
    - PeopleTools 8.59 Quick Reference Guide (QRG) Updates
    - The QRG updates will be prioritized based on the number of views over the last month
      - Some QRGs will need to be prioritized differently in the coming weeks/months based on the timing of process execution.
  - **Enhancement Request Status-**

    Enhancement Request Status Page
    ctcLink Enhancement Request Webpage

    - 58 Enhancement Requests – Open status
      - 27– CS, SF, FA (including OAAP, CampusCE, HCX)
      - 14 – Finance
      - 16 – HCM
      - 1 – Across All Pillars
    - Status Info

- 31 of 58 have gone before Working Group
- 7 – on Hold, pending Guided Pathways, Scope and Cost analysis, etc.
- 22 – in Analysis and Requirements Gathering
- 2 – in Design and/or Development

***SolarWinds Enhancement Submission - Coming Soon!

Customer Support slide deck is below:

Customer Support
updates 05172023.p

- **Application Services:**

  - **Environments/Activities** -Ray reported the following:

    - Sentinel One Antivirus Update is scheduled for Saturday, May 20, 2023 at 4:00 AM. Should only be 15 minutes or so
    - PeopleTools 8.59.17 implementation plan is being worked on. Current plan is to put into one of the lower environments, do some analysis and compare reports to really determine what the impact is. Schedule and deployment date TBD.
    - FA Regulatory PRP 3 is scheduled for release to PRD on Thursday, May 25, 2023, currently in SIT
    - CS Image 29 & HCX is scheduled for release to PRD on Saturday, August 12, 2023, work will start in early June
    - Other activities discussed and/or questions by members:
      - Beth asked if we are on track for the Legacy migration. Ray stated we are on the same timeline and the goal was to release the application that provides access to the migrated data as well as the snapshot of the migrated data in sequel format by June 30. Initial goal was to actually shut the HPUX environment on June 30, but that is most likely going to be extended a bit due to running a bit behind on the delivery of the application. So current goal is to deliver the application by June 30 and the migrated data and then extend the shutdown of HPUX out a month or 6 weeks. This will give colleges the opportunity to look at the migrated data, copy of the sequel instance and compare that to legacy environment if they choose to do so.
      - Pat mentioned the Transcript project as it is different from above project but related. Ray stated the timeline is the same or similar as the Legacy Data Access project, which is newly named Legacy Link. Ray gave brief update on Transcript progress; they have successfully transferred transcripts from the new application into ctcLink (passed SIT testing). Currently being moved up to PQA. Also meeting with the 4-year schools this Friday, May 20 to begin testing the transferring of transcripts to them. This project is moving along nicely.
      - Pat asked about further information on Sentinel One and where it is at in process. Shelia and Tara spoke to current status of project initiation phase. This is where internal planning has begun. *Prior version had verbiage which implied there was college engagement currently. Removed that to be clear it is only internal (SBCTC) planning currently.
    - <u>PeopleTools Upgrade to 8.59.15 was successfully completed-</u> **<u>Saturday, April 29</u>**.

Tremendous team effort among functional staff, technical staff and application services allowed for a very smooth deployment.

- **Accessibility** -Christopher reported the following:
  - **PeopleTools 8.59-**
    - PeopleTools 8.59.15 was deployed on April 29 and has some accessibility fixes.
      - The [Accessibility Image Overview Document (IOVD)](#) is available.
    - [Recording of the 8.59 Q & A session](#), including the Accessibility overview, which is the first 20 minutes of the recording.
  - **OKTA-**
    - The OKTA Verify app is being tested and reviewed with VoiceOver on iOS and TalkBack on Android.
- **Security**: Shelia reported the following:
  - **All Pillars**
    - New Report Definition roles by Institution in Campus Solutions have transitioned to System Testing (SIT).
    - Item Type Security Testing/Support -Production next week
    - Masking in Finance transitioning to system testing. Once we get it here, we will work with the colleges for timelines on UAT and implementation. Thinking October, after year end functions slow down.
    - Automated offboarding (all pillars) - waiting on development resource.
    - MFA Initial Loads for Institutions
    - Local Security Admin Recertifications
    - Daily Tickets
    - Started Sentinel Kickoff Meetings
    - QRG Updates!

Application Services slide deck is below:

Application Services
Update - Working G

Enhancement Requests - (00:22 – 00:36 min)
Formal ER's

- [ER 197 New Hire Onboarding Improvement](#) -approved by consensus – Brian Lanier, HCM, presented slide deck below:

HCM ER 197 -
Onboarding Presen

FYI/Mandated Items

Brian Lanier, HCM and Carmen McKenzie, Data Services:

- [ER 209 Change HCM Personal Data Page Level Default Sex Value](#)

Additional Agenda Item - (00:36 – 00:44 mins)

Requirements Traceability Matrix (RTM)- College Collaboration Group (CCG) Approach to Identifying Highest Priority Scope Transfers that Require Clarification

- Background information- Tara:
  - Beth and Pat will be sharing the work that is happening with the 250 RTM items which were transferred over to the PMO team at the close of the implementation phase of the project. We have gone through a number of items that were targeted as De-Scope over the last several Working Group meetings since last August, but there are still a number of outstanding requirements left that needed college input to be able to take action. PMO reached out to Beth and Pat as Co-Chairs of the College Collaboration Group to try and get some college feedback since these items are requirements that were drafted back in 2011, 2012. We really wanted to hear from the colleges which are the ones that are highest priority, needing attention sooner rather than later. Beth and Pat have taken on this work and upon completion, we can begin the work to do the requirement clarification.
- Current RTM College Activity/Assignment- Beth and Pat:
  - Initially, the plan was to schedule out 1, 2 or 3 at a time to be presented at CCG meetings. It was quickly realized this was not feasible as it would be months and months before all could be presented and was not most efficient use of time. Realizing this, it was brought to April 12, 2023 CCG meeting to discuss and was decided to create a survey and schedule with a deadline of July 28 for the colleges to respond to the items still not addressed. This way the colleges could approach a section at a time and not be completely overwhelmed. It is broken into segments due to some pillars having many items, namely FSCM. Each pillar/module can review with their SMEs as they see fit; whether that is in a group per area, or individuals working it into their schedules to review a section at a time. Would like colleges to highlight any items that jump out as needing attention/conversation or still want. Even if it just strikes you as needing more conversation, list it and go on to the next. *If there is a pillar/module where nothing jumps out at you, it is asked that a note be made along the lines of "no concerns" or "no items to submit" when completing survey. Something to state it was reviewed. Only asking to list the number, no explanation needed as to why it is good or bad at this time as those items/feedback will be consolidated and moved onto the State Board. The State Board will then engage with the colleges to gather more details in order to make a better-informed decision on whether an Enhancement Request is needed to keep it moving or whether they can be moved in larger chunks than in the past to De-Scope vote at a future Working Group meeting.
  - The survey distributed to colleges on April 17, 2023 is a standing agenda item at CCG meetings. It has been requested to have only *one submission per area*. They can be submitted at different times as each area varies in size and schedules are all different as long as July 28 deadline is met. Have received 8 responses so far and seems to be working well. Have shared the response sheet with Tara and Dani so they can see results as they come in. Reach out to Beth and Pat with any questions regarding the survey. Survey link: https://docs.google.com/forms/d/e/1FAIpQLSdtRi1nR73guqDPnXrcCCgBDiCgx-EsF8lQnk1ToeMyZ1gnGA/viewform

Mindful Minute (00:44 – 00:46 mins)

- Tara will be presenting on May 19 at the Faculty FACTC meeting. They have asked for some updates from the State Board and have been participating in a survey of the faculty to get the pulse of what is going on in that community. Will share that experience at the June 21 meeting as she is out of the office for June 7.
- Reminder: College staff will be invited to any WG meeting their ER is being presented.

Action Item Review/New Business/Closing (00:46– 00:47 mins)

Action Items:

- N/A

Future Meetings: June 7, June 21

Future Business (none)