



WORKING GROUP MEETING MINUTES

June 21, 2023

Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/681ff91ef283103b9ae5005056816943/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, Absent
- Jill Hammitt, Highline/Data & Reporting, CS, SF
- Kathy Disney, Tacoma/CS
- Samantha Orth, Lower Columbia/HCM, Payroll, Absent, Amy has vote
- 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
- Ray Gartner, Application Services, Absent, Christopher has vote
- Will Durden, Education Services

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, Absent
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing)
- Christopher Soran, App Svcs/Ops
- Amy MacNeill, PMO Coord. & WG Facilitator
- Reuth Kim, PMO CS
- 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 June 7, 2023 (00:04 – 00:5 mins) – approved by consensus

SBCTC Updates (00:5 – 00:15 mins)

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

- **Campus Solutions (CS):**
 - Testing CampusCE phase III descoped items
 - Preparing for CS Image 29 and HighPoint release notes
 - Legacy Transcript testing
- **Financial Aid (FA):**
 - Survey DUE TODAY, June 21 – CBS for BA Degree Students
 - **Still missing:** Olympic, North & South Seattle, Pierce, Lower Columbia, Wenatchee, South Puget Sound, and Bellingham
 - Working on SAP and Mass Packaging enhancements
- **Finance (FIN/FSCM):**
 - Working on AWE Updates for Accounts Payable and Purchasing
 - Deployed ER 217 – (FYI) 2nd Journal Set Process Change and Deadline Notification
 - Axway Change File Name for Outbound File Dispatch - Analysis
- **Human Capital Management (HCM):**
 - Payroll Confirmation Webex yesterday Tuesday June 20
 - Working on development for WPEA and WFSE contract changes effective 7/1/2023
 - ER 209 - (FYI) Change HCM personal data page level default sex value to be deployed 6/23/23
- **Student Financials (SF):**
 - ER 193 – 2nd Journal Set – In testing and validation phase
 - In addition to the process automation, the ability to update Second Journal Set item types will also be updated so that the State Board SF Team will be handling that task on behalf of the colleges. Please be on the lookout for additional updates from the State Board Accounting & SF Teams.
- **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
- **Enhancement Requests:**
 - 62 Enhancement Requests – Open status
 - 27 – CS, SF, FA (including OAAP, CampusCE, HCX)
 - 19 – Finance
 - 15 – HCM
 - 1 – Across All Pillars
 - Status Info
 - 26 of 62 have gone before Working Group
 - 8 – on Hold, pending Guided Pathways, Scope and Cost analysis, etc.
 - 27 – in Analysis and Requirements Gathering
 - 20 – in Design and/or Development
 - 7 – in Testing
 - SolarWinds Enhancement Submission – Available Now!

Customer Support slide deck is below:



Customer Support
updates 06212023.pp

- **Application Services (Christopher Soran presented all 3 areas):**
 - **Environments/Activities** -Ray reported the following:
 - Sentinel One Anti-Virus Update was completed Saturday, May 20, 2023 at 4:00 AM
 - PeopleTools 8.59.17- TBD

- FA Regulatory PRP 3 was completed Thursday, May 25, 2023
- PCD Refresh completed Monday, June 5, 2023
- CS Image 29 & HCX is scheduled for release to PRD on Saturday, August 12, 2023, work will start in early June
- CS Image 29 and HCX is scheduled for Saturday August 12, 2023
- HCM Image 46 is scheduled for Saturday, August 26, 2023
- LegacyLink and Legacy Transcripts is scheduled for Friday June 30, 2023
- Sunset Legacy HP-UX on Thursday, August 31, 2023
- **Accessibility** -Christopher reported the following:
 - **OKTA Testing-**
 - Vicki Walton and Josh Giha teamed up to run accessibility testing on the OKTA Verify app.
 - Vicki evaluated the MFA sign-in process first by navigating keyboard only on the OKTA Dashboard. Then they ran JAWS on Chrome and Firefox in the OKTA Dashboard to start the setup and then VoiceOver on an iOS device to test the OKTA Verify app.
 - Josh evaluated the MFA sign-in process using NVDA on Chrome and Firefox in the OKTA Dashboard to start the setup and then TalkBack on an Android to test the OKTA Verify app.
 - **Enter Time Page-**
 - We are testing turning off the announcement on page activate. It will stop the announcement of the Job Details when back button gets the focus or when employee access the page the first time.
 - The announcement will, however, remain enabled when employee changes the Job Title from the drop down.
 - For further OKTA details of items listed above along with visuals please refer to slide deck below as well as recording (00:11 to 00:15).
- **Security:** Shelia reported the following:
 - Automated offboarding (all pillars) - development is underway!
 - MFA Loads for Institutions are going well;
 - Local Security Admin Recertifications – all but one school complete
 - Audit presentation scheduled for July 13
 - LegacyLink and Legacy Transcripts Security Q&A Monday
 - Spokane/Tacoma doing cleanup of old CTC roles
 - Working with HCM team on their onboarding functionality
 - Working with internal members on Sentinel Project Plan and Documentation

Application Services slide deck is below:




Application Services
Update - Working Grc

Enhancement Requests - (00:15 – 01:27 min)

Formal ER's

Maria Szablya-Rivas, Bellevue College presented:



-  [ER 171 - TAM Applicant Attachment](#) approved by consensus to move forward with solution design. Once solution design is created, Bellevue will present to WG for a final vote. For discussion detail please refer to recording minutes 0:15- 01:03. Slide deck is below:



ER 171 – TAM
Pre-Onboarding Activ

FYI/Mandated Items

Amanda Hoover, FA Customer Support presented:

-  [ER 194G - \(7 of 19\) - Pass 2 Statuses & Actions Rules](#)
-  [ER 194H - \(8 of 19\) Summer Drops](#)

Stephanie Casino, FA Customer Support presented:

-  [ER 195B - \(2 of 5\) Package CBS for BA Degree Students - Mass Packaging](#)

Teri Sexton, SBCTC Accounting and Business Services presented:

-  [ER 218 - \(FYI\) Chart of Account changes from OFM](#)

Mindful Minute (01:27 – 01:28 mins)

Action Item Review/New Business/Closing (01:28– 01:31 mins)

Action Items:

Future Meetings: Voted to cancel July 5 meeting. Next meeting is July 19.

Future Business (none)