



WORKING GROUP MEETING MINUTES

July 19, 2023

Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/e85d8e0c0883103c8bfede2ffc49b8b8/playback>

Co-Chairs: Chantel Black & Tara Keen

Meeting Participants

College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS, Absent
- 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, Absent
- Rachelle Russell, Skagit Valley/CS, Financial Aid

SBCTC Voting Members

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

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid
- Brandon Reed, Student Financials
- Shon Dicks-Schlesinger, Finance, Absent
- Brian Lanier, HCM, Absent
- Roger Curry, Customer Support, Absent
- Shelia Sloan, Security, Absent
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing)
- Christopher Soran, App Svcs/Ops
- Amy MacNeill, PMO Coord. & WG Facilitator, Absent
- 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 – 00:6 mins) – approved by consensus

SBCTC Updates (00:6 – 00:16 mins)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - Testing Ongoing:
 - CampusCE phase III descoped items
 - Image 29/HCX Updates – August 12
 - Legacy Transcript Tool
 - Reviewing and meeting with Kastech (OAAP Vendor) for ER 178, 183, 169, 184
 - OAAP Highschool error fixed in production 7/14
 - **Financial Aid (FA):**
 - ER 194G – Pass 2 went into production 6/28
 - Awaiting survey results for SAP S & P from colleges due July 26
 - Working with WSAC to access WCG training page to do testing
 - **Finance (FIN/FSCM):**
 - Currently in Testing:
 - FYI 185 – Combo Edit Rules Update and
 - FYI 211 – Restrict Accounts use in certain funds – currently in testing
 - ER 200 – PO Auto Sourcing – Business Unit Required Default
 - **Human Capital Management (HCM):**
 - Payroll Confirmation Webex today July 19
 - Updated Job data for all hourly employees to be up-to-date with new OFM rules
 - Updated configuration for Classified Staff Bonuses – one time recognition and retention lump sum payments and COVID booster bonuses
 - Reviewing and prepping for upcoming Image 46 – August 26
 - **Student Financials (SF):**
 - Second Journal Set Redesign – The SJS item type set up page is now set to view only for all CTC's, please submit a ticket
 - A new item type request form is in the works.
 - Testing is ongoing for the automation of the SJS process. As of today, the estimated go live date is the beginning of August.
 - The innovation fee has been reduced to 2% within all applicable item types for all CTC's as of 7/1/2023.
 - **Training:**
 - Provided 8 different cyclical/workshop type trainings, partnering with all functional teams and professional development
 - Continue to update QRGs
 - Continue to create training content for new trainings to be offered throughout 2023
 - **Enhancement Requests:**
 - [Enhancement Request Status](#) page ctcLink Reference Center
 - Deployed 35 Enhancement Requests since Jan 2023
 - 64 Enhancement Requests – Open status
 - 25 of 64 have been approve by governance

Customer Support slide deck is below:



- **Application Services:**
 - **Environments/Activities** - Christopher Soran reported the following:
 - LegacyLink and Legacy Transcripts completed Friday, June 30, 2023
 - PCD Refresh completed Monday, July 10, 2023
 - 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 Soran reported the following:
 - **HCX Updates-**
 - HCX current version is 22.2.2
 - HCX upgrade to version 23.2 coming on 8/12/2023.
 - App Services team is reviewing the release notes for accessibility improvements.
 - Vicki will assist in testing exercises before release.
 - June 14, 2023 – App Services team, Monica, and Vicki met with Cascadia student using Jaws to review class search, add class and drop class activities.
 - Meeting resulted in documented issues that will be ticketed with Highpoint.
 - **Advocacy Efforts-**
 - Monica will send a PeopleSoft survey out to the Educause IT Accessibility Community Group in July/August.
 - [Survey Preview](#)
 - This idea was a recommendation from the Office for Civil Rights and has support from our CIO. The goal is to discover which colleges from the Community Group use Peoplesoft, and to join in our advocacy efforts with Oracle.
 - **Submit Button on Student Enrollment Process is Out of Tab Index Order-**
 - From Oracle:
 - This behavior was previously discussed with the PeopleTools developers, but it was determined to be working as designed.
 - A keyboard only user could use the SKIP TO MAIN CONTENT which would send them to the MAIN area and then BACK TAB (SHIFT/TAB) to get to the NEXT button.
 - So, it would be 3 keystroke combinations:
 - Skip to Main Content (Ctrl+Alt+S may differ by browser but I was using chrome)
 - Press ENTER to skip to the main region of the page
 - Shift / TAB to get back to the Activity Guide buttons.
 - Now if there is an expanded left panel, then back tabbing gets you into the left panel. An alternate would be to use the Skip to Main Content but

instead of selecting ENTER you press TAB which puts you in the banner. Then you merely TAB 4 times to get to the Next/Previous buttons.

- Please consider Skip to Main Content as a workaround at this time which allows you to EITHER to the TOP OF THE PAGE (Skip to Main Content and then TAB) or go to the main region (Skip to Main Content and then ENTER). From there you perform the appropriate tabbing.
 - Please see the following PeopleBooks documentation for more information on [Skip to Main Content functionality](#).
 - Oracle has proposed that they will address this in a future PeopleTools update.
- **Security** – Laurel Anderson presented the following:
 - MFA - Have a few colleges left that need to implement for employees then the role will be applied dynamically.
 - Working with internal members on Sentinel Project Plan and Documentation
 - HCM and CS Image Support Underway
 - Supporting Legacy Application Security Tickets
 - Some cleanup of old roles on inactive users
 - Working on process for push notifications archiving
 - Some issues with user profile attributes not fully populating, development is applying fix (Sysadm1)
 - Held Audit presentation

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests - (00:16 – 00:31 min)

Formal ER's

Teri Sexton, SBCTC Accounting and Business Services presented:

- [ER 220 – Correction to Physical Asset Changes in the Mass Transaction Setup](#)- approved by consensus

FYI/Mandated Items

Teri Sexton, SBCTC Accounting and Business Services presented:

- [ER 227 – \(FYI\) Chart of Account Changes from OFM for VPA Reimbursements](#)

Rebecca Clayton, CS Customer Support presented:

- [ER 228 - \(FYI\) Add Time Periods Increments in the Weekly Schedule Time Periods Table](#)
– slide deck below:



WG Enhancement
Request #228 - Week

Legacy Projects Update – (00:31- 00:39 min)

- Colleges were given access to both LegacyLink and Legacy Transcripts on June 30, 2023
- Tickets have been submitted and the development team is working on those. Users will be able to retest once resolved. When all is successfully tested it will be moved to Production environment.
- LegacyLink is currently read only. Have provided reports as well as a backup of the data file.
- Communication to Points of Contact will be sent once back end activities are complete, which include: doing a record count of data that has been moved from the HP system into the new database and verifying the data has been migrated. With migration, it is copying from one database to another and need to make sure the format of the data is intact and not corrupted. This requires a lot of checks and validation which are in progress.
- Google sheet was sent out to colleges to select Go-Live dates. The time slots are between August 1-15.
- Plan is to have all colleges live by August 15.
- Sunset Legacy on August 30.

Introducing Sentinel Project – (00:39 – 00:45 min)

- Initial work is security team going through the Sentinel application to understand all the functionality and where configuration decisions will need to be made and where there is a need for additional discovery.
- Announcement will go out in the next few weeks, August timeframe, making a request for college staff to participate in a Sentinel College Advisory Group. This group is looking for broad representation. Not just IT areas, but also staff with specific pillar functional experience as security is more than just role assignment. The nomination form asks for background related to size of the college, security philosophy and expertise they have in managing security as well as relationships with one or more groups, councils or commissions.
- Prepared an information guide with overview of materials around how Sentinel works as a product. The advisory group will be helping the project team understand how things need to be organized and what decisions we need to make regarding configuration because we a unique model for security that is both centralized and decentralized through local security administrators
- *Coming soon- Sentinel Project Information Guide includes the following information:
 - Background information on how the Sentinel Security Administration product was acquired.
 - Sentinel product overview information.
 - High-level guide to the phases related to the Sentinel Project. *Four Phases spanning about a 16-month period.
 - How college Subject Matter Experts (SMEs) can get involved and stay informed on project progress.
 - Action Plan - Next steps to keep us moving through each project phase.
 - College Organizational Change Management (OCM) Work to Prepare for Sentinel Release.

Mindful Minute (00:45 – 00:46 min) – no items

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

Action Items:

Future Meetings: Next meeting is August 2, 2023

Future Business (none)