



WORKING GROUP MEETING MINUTES

August 16, 2023

Meeting Recording:

<https://sbctc.webex.com/webappng/sites/sbctc/recording/6bf6f9981e84103cbfff928b88c81370/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
- 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, Don has vote

SBCTC Voting Members

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

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid
- Brandon Reed, Student Financials, Absent
- Shon Dicks-Schlesinger, Finance
- Brian Lanier, HCM, Absent
- Roger Curry, Customer Support
- Shelia Sloan, Security
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing), Absent
- 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 August 2, 2023 (00:04 – 00:05 min) – approved by consensus

SBCTC Updates (00:05 – 00:24 min)

- **Customer Support:** No Report
- **Application Services:**
 - **Environments/Activities** – Ray Gartner reported the following:
 - PCD Environment Refresh was completed Monday, August 14, 2023
 - CS Image 29 and HCX was completed Saturday August 12, 2023
 - HCM Image 46 is scheduled for Saturday, August 26, 2023
 - Oracle CPU Updates scheduled for Saturday, August 26, 2023
 - Sentinel Security Updates scheduled for Saturday, August 26, 2023
 - FA Regulatory PRP 4.1 is scheduled for Thursday, September 7, 2023 and Saturday, October 28, 2023
 - FSCM Image 47 scheduled for Saturday, October 28, 2023
 - Legacy Transcript Go-Live date ranges for colleges is August 21-31 (colleges have been assigned times). It is the re-migration of their legacy transcript data in the sequel environment to pick up any changes that have occurred. Colleges currently have access to legacy transcript and are doing a fair amount of testing with that application. Current outstanding issues are loading Official Transcript to parchment and there is a workaround for that; There is a challenge related to clock hours, GPA calculation and official transcript formatting.
 - Sunset Legacy HP-UX on Thursday, August 31, 2023 (**please be sure to communicate broadly across campuses**)
 - **Accessibility** - Christopher Soran reported the following:
 - CS 29
 - Was deployed to production on 8/12/23
 - [Campus Solutions Image 29 Overview](#)
 - [CS 29 Accessibility Overview](#)
 - HCX
 - HCX previous version was 22.2.2
 - HCX upgraded to version 23.2 on 8/12/23.
 - One accessibility update detailed at the end of the [CS 29 Accessibility IOVD](#)
 - [HighPoint Mobile HCX 23.2.0 Upgrade Overview](#)
 - HCM 46
 - Will be deployed to production on 8/26/23
 - [Human Capital Management Image 46 Accessibility Information](#)
 - **Security** – Shelia Sloan presented the following:
 - MFA - Have a few colleges left that need to implement for employees then the role will be applied dynamically. In progress.

- We have chosen the College Advisory Board for Sentinel and the kickoff meeting is August 24.
- HCM and FS Image Support Underway
- Supporting Legacy Application Security Tickets
- Working on process for push notifications archiving
- Working on Internal processes for Duplicate Id's between pillars
- Internal Project Support for Security on Several projects that are underway
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Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests – (00:24 – 01:10 min)

Formal ER's

Teri Sexton, SBCTC Accounting and Business Services presented (00:24 to 00:48):

- [ER 221 - Configuration Setup to use Corporate Cards in the Expense Module](#)- More analysis to be performed and will present again with clear impact and effort estimate for WG decision. This request is to be forwarded to the teams within the support and app services division for analysis and assessment. This will then be added to the ER and service desk ticket. Once complete we will get on the WG schedule.

FYI/Mandated ER's

Amanda Hoover, SBCTC Financial Aid

- [ER 194K - \(FYI\) S & P Grades Trigger Invalid Fail on Minimum Current GPA Test](#)

Kyrsten Catlin, SBCTC Campus Solutions

- [ER 234 - \(FYI\) HighPoint HCX 23.2.0 Updates](#)

Sentinel Project Update (Tara Keen) – (01:10- 01:15 min)

- [Sentinel Project Information Guide](#)
- **Sentinel College Advisory Group**
 - The nomination process is completed as of August 7. The membership list will be published at 1pm on August 16.
 - The Sentinel Project Information Guide now has a new “Update” section. When clicked on it will drop you down into the Sentinel College Advisory Group. The Project Leadership Team has notified the nominees of their selection status as we want to ensure that we have responses back accepting the position. Those responses are due by noon today, August 16. Once those responses have been received, the Sentinel College Advisory Group will be listed here. This is in case anyone wants to reach out to anyone on the Advisory Group with questions. Or if any Council or Commission would like to know who is a member, in case they would like to have that person talk about the experience or how the project is going. The intention of this section is to be very transparent and inclusive.
 - Kick-Off meeting is scheduled for August 24. The slide deck will be posted.
 - Will begin regular meeting schedule and discussion topics, Starting with Phase 1, Discovery, Planning and Design. Content related to those meetings will be made available so all can be apprised of what is being brought to this group and the decisions being made. The first few

meetings with the colleges will be talking about a product orientation, the number of decisions we must make and the number of discovery items where we need to work with the colleges and vendors to better understand product capabilities are, what decisions we need to make and any areas within the product that may up needing to be pushed to the final Phase 4 Special Features Release. In that phase this for any area that we need to work with the vendor to make any adjustments to the product or possibly do any customizations.

TouchNet Project Update (Christyanna Dawson) – (01:15 – 01:20 min)

- [TouchNet Project Information Guide](#)
- **TouchNet College Advisory Group Search**
 - Had 18 people either self-nominate or be nominated by someone at their college.
 - Sent Voting sheet on Monday, August 14 to the following listservs BAR, BAC, Business Analysts and the ctcLink Points of Contact. The Advisory Group members is via peers as they are the ones to represent you in this project.
 - Voting is open until this Friday, August 18.
 - Anyone can vote that has been attending those Accounting Tips and Tricks meetings, BAR, BAC, Student Financials Work Sessions.
 - Colleges are not limited to 1 vote per college. You can get as many people to vote as you want.
 - August 21 congratulations email will go out to those selected
 - Will then send an email to the listservs mentioned above with the TouchNet College Advisory Group members.
 - Kick-Off meeting is August 29
 - There will be regularly scheduled meetings on the first and third Tuesday of every month,
 - The TouchNet Project Information Guide will be updated regularly.

Legacy Migration Projects Update (Sanjiv Bhagat) – (01:20- 01:23 min)

- **LegacyLink Application**
 - Making a lot of progress on the back up data file transfer. Have completed transfers for 24 of the colleges and are working closely with the other colleges.
- **Legacy Transcripts Update**
 - Key deadline of August 18 for colleges to submit their Legacy Transcript form which is available online. This is in preparation for Go-Live window for colleges that starts on August 21.
 - Have been working on quite a few fixes in production based on service desk tickets submitted. Will be replying to those tickets for the colleges to retest showing they are ready for their Go-Live. This will hopefully get us more forms submitted.
- **Legacy Projects Timeline-**
 - Upcoming dates to note:
 - Legacy Transcript Data Validation Form Sign-Off Due Date- August 18
 - Legacy Transcript Go-live Window- August 21-31
 - HP-UX Legacy Sunsets- August 31- ***Please broadcast widely across your campuses

Mindful Minute (01:23 – 01:46 min)

Beth Farley was informed yesterday about an ER that is being worked on. It involves the pre-college and BEdA grading. **Issue with BEdA Satisfactory or Non-Satisfactory classes not being displayed on transcript (S and U).** The college staff member mentioned the fix put in for FA has not fixed the issue of the courses displaying. This is impacting students negatively when they try to transfer to another institution and don't show any courses completed towards HS diploma. They said they have been working with other colleges but did not share the document because it isn't complete. Did not share what other colleges they are working with either. Said they

have been working with some representatives from the State Board but didn't say names and that they want to take this to the Instruction Commission for Executive Sponsorship of the Enhancement Request. Beth asked to meet with this Dean to understand a bit better and maybe help with what some of the asks were and that it would be a good representation to take to the College Collaboration Group. This would be a good way to put it out there and we can invite people from that area of the colleges to attend and get college input that way to support an Enhancement Request. They do have the form and have started to fill it out, but it needs some work and not sure of college support it's getting outside of Edmonds, but apparently it is. Don't know who those colleges are yet which is why it would be good to College Collaboration Group as well as ARC.

Carmen McKenzie explained that Basic Education for Adults (BEA) classes are ungraded per State Board policy. The ask is about the display only of the course taken though, not the need for a calculated GPA. Transparency on transcript of all courses taken by student.

William Durden brought this up in 8/2/23 Mindful Minute as he is the SBCTC representative working on this. Below are my minutes from that meeting in hopes that it helps with context (I don't have further update on progress of ER):

**William Durden shared the Council for Basic Skills is putting together an Enhancement Request (ER) to look at how our Basic Education for Adults (BEA) and High School Completion Programs (High School+) display transcript-like information to students. They are working with an RCW with certain features that are expected to display for those programs which aren't currently there. The ER is almost complete and they are working on Executive Sponsorship through the Instruction Commission.*

Kyrsten Catlin asked for the ER and further details be shared to be able to go over with CS team as a heads up as they will be the ones to work on it. Will is emailing information now and then the ER once complete. The expected timeframe is before end of fall term, possibly closer to beginning.

*Pat Daniels asked to be cc'd on the communication to Kyrsten to review for possible College Collaboration information sharing. It may be just an FYI but will know the direction to take upon receiving further details.**

Chantel Black suggested perhaps a State Board status update from Carmen on grading basis items that had been slated for future work from BGB. Whether GPA related, Repeat policy etc.

Discussion around college Developmental Classes versus BEA and it's impacts along with college dynamics
01:38 – 01:44 in recording

Carmen is going to connect with Will regarding the requirements and the legality. Need to look at where policy changes can be made. Some of the policies were put in place over 20 years ago and it may be time to take a fresh look. Will brainstorm a plan and bring back to WG what thoughts are. Plan is for 9/20 meeting.

Action Item Review/New Business/Closing (01:46– 01:47 min)

Action Items:

- Business and Accounting Services will update ER 221 with additional analysis for future WG meeting
- Carmen is connecting with William Durden regarding BEA transcript ER along with other grading basis topics. Tentative plan is to present at next meeting 9/20

Future Meetings: Voted to skip September 6, 2023 meeting. Next meeting is September 20, 2023

Future Business (none)