



## WORKING GROUP MEETING MINUTES

October 4, 2023

### Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/8ea0c76b4505103cbfee1c2e1a79badad/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
- 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
- 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, Absent
- Ana Ybarra, Financial Aid, Absent
- 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)
- Christopher Soran, App Svcs/Ops
- Amy MacNeill, PMO Coord. & WG Facilitator
- Christyanna Dawson, PMO FIN, Absent
- Bhuvana Samraj, Technical PM, Absent
- Sherry Nelson, IT Comms

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

Welcome and roll call.

## Meeting Minutes for September 20, 2023 (00:04 – 00:05 min) – approved by consensus

### SBCTC Updates (00:05 – 00:17 min)

- **Customer Support:** Dani reported the following:
  - **Campus Solutions (CS):**
    - Working with Kastech on OAAP ER's #178, 184,169, 183, 212 and 237
      - Plan to take all of these to Working Group Nov. 1- will work with Amy on feasibility as there is a lot of information for members to review. *\*So while it won't be on 10/18 agenda, information may be provided in that meeting materials email to allow enough time for review for 11/1 meeting.*
    - ER 166 – CampusCE Search/Match Parameter currently in testing
    - Prepping for AAR and Enrollment Requirements Workshops
    - Reviewing Guided Pathways Requirements
    - Security and Functional Teams hosting:
      - Report Definition Security Change UAT session TODAY
  - **Financial Aid (FA):**
    - SAP 6B Transfer Units in MAXT Course Exclusions
      - Review Solution design and complete survey **DUE TODAY**
    - Colleges that have NOT submitted responses;
      - Grays Harbor, Olympic College, South Seattle , Highline, Pierce , Spokane Falls, Big Bend, Columbia Basin, Whatcom, Tacoma, South Puget Sound, LWTech, Renton, and Clover Park
    - FA team working with WSAC on issues that are impacting some colleges
  - **Finance (FIN/FSCM):**
    - Deployed the following ER:
      - ER 239 - (FYI) Chart of Account changes from OFM
      - ER 240 - (FYI) Restricted Departments updated to include Fund 790
    - Currently testing ER 142 Restricting Bank Access to BU to AP
    - Image 47 testing is continuing for 10/28/2023 deployment
  - **Human Capital Management (HCM):**
    - 09B Payroll happening today
    - ER's currently in testing
      - ER 9 - HR Core add Additional Fields to Self Service Compensation History
    - ERs FWL 155,156,158 will be released into Production soon
    - FWL 154 – is back in re-development
  - **Student Financials (SF):**
    - ER 193 - Second Journal Set Redesign – currently in System Integration testing, for the automation of the process
    - Working with PMO on TouchNet project
    - Continued analysis on Student Financial Responsibility Statement
  - **Training:**
    - Working with colleges, ED Division and technical teams on Canvas Grade Reports
    - Continue to update QRGs
    - Continue to create training content for new trainings to be offered throughout 2023

Customer Support slide deck is below:



Customer Support  
updates 10042023.ppt

- **Application Services:**

- **Environments/Activities** – Christopher Soran reported the following:
  - FSCM Image 47 scheduled for Saturday, October 28, 2023
  - HCM Image 47 scheduled for Saturday, December 2, 2023
  - FA Regulatory PRP 1.1 scheduled for Tuesday, December 12, 2023
  - Tax Update 23-D PRP, FSCM 1099 PRP scheduled for Thursday, December 14, 2023
- **Accessibility** - Christopher Soran reported the following:
  - Reviewing the accessibility fixes in HCM image 47 and FSCM image 47.
  - We will publish an accessibility IOVD for each of those images.
- **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
  - Working with the College Advisory Board for Security Administration to define a clear set of requirements. This will continue through October.
  - FS Image Support Underway
  - UAT for Report Definition Security Changes is underway as we speak.
  - UAT prep for CampusCE
  - Working with development on break fixes around LaunchPad and Automated Offboarding which we will discuss here in a few minutes.
  - Working with PMO to align Security Business Processes and any major roadblocks
  - Making some progress on adding SACR to QRGs.

Application Services slide deck is below:



Application Services  
Update - Working Grc

## Enhancement Requests – (00:17 – 00:20 min)

### FYI/Mandated ER's

Shelia Sloan, Security, presented the following:

- [ER 242 – \(FYI\) Automated Offboarding - Security](#)

## PMO Updates - (00:20 – 00:27 min)

Tara Keen, PMO, presented the following:

- Sentinel Integration Project
  - Focusing on Security Requirements. Not only for what product we are going to integrate to, but looking at it holistically, making sure we are documenting requirements, state auditor requirements and defining those for ourselves as a system.
  - Focused on successfully improving the Security Administration capabilities for our LSA's and for us to be in compliance. Compliance and productivity are the focus of the project.
  - Want to be sure we understand what we are expected to do from a requirements perspective and then doing that gap analysis through a business process definition

activity. This will help identify the gaps anywhere we are struggling from a productivity or a compliance area to deliver a holistic solution for security management.

- TouchNet Integration Project-
  - Christyanna Dawson and Brandon Reed are attending the conference.
  - 9/19/23 TouchNet College Advisory Group meeting, the vendor did a demo.
    - There were a number of questions posed by college subject matter experts that the vendor was finding challenging to respond to.
      - How will this product work with multi campus, single instance implementation of PeopleSoft?
      - When taking a credit card in person at Cahier window, how will it be refunded to the card?
        - There was verbiage confusion as it related to SBCTC definition of word “refund” as it relates to card taken at window and what they kept referring to as financial aid disbursements. They were not understanding we were giving examples of student in 15 units who dropped to 7 and now need to return that money at 100% refund to the vendor card reader at the Cashier window.
    - Vendor demonstrators had difficulty with addressing above issues which left some uneasiness with subject matter experts. Perhaps the tool wasn’t capable of doing the very thing we procured the product for, which is to solve for our compliance issue of accepting cards at the Cashier window.
  - Christyanna and Brandon were sent to the TouchNet conference with direction to find a resource. Mainly, a technical resource that understands how we are organized as a federated system, multi-campus, single instance with separate business units and can respond to those types of questions.
    - They successfully located a resource who was able to positively answer questions understanding how we are organized. It is most likely that it not that the product is incapable of doing the work, but we didn’t have right people at the table to understand how technically it could be addressed within the configuration of the product.
  - The other charge was networking with other colleges that are similar to our setup.
    - University of Washington happens to have a similar configuration and fairly similar setup in terms of business unit breakdown, and they use TouchNet.

\*Bottomline, we have local and national connections for college systems using the product, so all good things. More discussions and conversations to come as we meet with the College Advisory Group on the outcomes of those discussions.

### **Mindful Minute (00:27 – 00:29 min)**

Amy updated members on the Enhancement Request being put together by Council for Basic Skills which is looking at how our Basic Education for Adults (BEaA) and High School Completion Programs (High School+) display transcript-like information to students. Based on 8/2/2023 and 8/16/2023 WG discussions, Will Durden and Carmen McKenzie will be presenting an update on status of ER as well as any policy/legality implications at the 11/1/2023 meeting.

Chantel mentioned ARC for 10/18 through 20<sup>th</sup>. Asked if Dani would be presenting the OAAP ER’s and updates. Dani confirmed she met Lauren and Christine regarding her presentation for ARC. Dani will be going over the Enhancement Requests in great detail as well as the fraudulent application work being done.

### **Action Item Review/New Business/Closing (00:29– 00:30 min)**

Action Items:

Future Meetings: October 18, 2023 and November 1, 2023

Future Business (none)