



WORKING GROUP MEETING MINUTES

January 17, 2024

Meeting Recording:

Co-Chairs: Chantel Black & Tara Keen

Meeting Participants

College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS, Absent, Jill has vote
- 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 ,Absent, Donald has vote

SBCTC Voting Members

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

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core, Absent
- Ana Ybarra, Financial Aid, Absent
- Brandon Reed, Student Financials
- Shon Dicks-Schlesinger, Finance, Absent
- 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
- Bhuvana Samraj, Technical PM, Absent
- Sherry Nelson, IT Comms

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

Welcome and roll call.

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

SBCTC Updates (00:05 – 00:19 min)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - ER 255 (FYI) HCX "About" link message text update - deployed in production 1/9/24
 - CampusCE Descoped Items - preparing for upcoming college UAT schedule for 1/30 - 2/13
 - Working with Education Division on Apprenticeship updates due to legislative requirements

- **Financial Aid (FA):**
 - Awaiting Oracle release of PRP with FAFSA Simplifications
 - Prepping for Aid Year Rollover Activities
 - Remind your staff of the pre-work that was included in the Dec 1st email from the Financial Aid Support team
- **Finance (FIN/FSCM):**
 - ER 185 – (FYI) Balancing fields fund, ai, dept, class, state purp, proj, activity – Deployed to production 1/4/24
 - ER 248 - (FYI) New Accounts and Account Name Change – Deployed to production 12/26/23
 - Financial Gateway User Security was deployed 1/10/24
- **Human Capital Management (HCM):**
 - Supported 12B and 12Z 2023 Payroll.
 - Identified problems and worked with the respective college to resolve them prior to confirming their payroll.
 - 2023 W-2 Data Preparation and Reconciliation
 - ER 197 – New Hire Onboarding Improvements – in testing
- **Student Financials (SF):**
 - Second Journal Set enhancement:
 - The UAT running through tomorrow 1/18/24
 - The old Second Journal Set process will cease as of 1/22/2024. Colleges can start receiving files from 2/2/2024 (pending SJS item type updates).
 - 1098T Statement processing:
 - 1098T printed statements have been sent to DES for printing and mailing. They will be postmarked on or before 1/31/2024.
- **Training:**
 - Tracking and reporting on training attendance
 - Continue to update QRGs
 - Creating training content for new trainings to be offered in 2024
 - Blog every Wednesday – SHOUT OUT TO SHERRY NELSON!!!
 - <https://www.sbctc.edu/blogs/ctclink-connect/default>
- **Enhancement Requests Update ***Dani is going to update log to differentiate FYI from Mandated ER's:**
 - 255 Submitted Enhancement Requests total (this is Formal and FYI's combined)
 - 163 have been deployed; 55 deployed in 2023
 - 22 canceled (canceled by submitter or due to it being a local decision)
 - 72% of submitted Enhanced Requests have been resolved
 - 71 Remaining Enhancement Requests
 - 36 have been approved by ctclink Working Group
 - 35 still need to go through Governance

Dani referenced the document below during presentation:



ctclink Enhancement Request End of Year 2

Customer Support slide deck is below:



Customer Support updates 01172024.ppt

- **Application Services:**
 - **Environments/Activities** – Christopher Soran on behalf of Ray Gartner reported the following:
 - PCD Refresh completed Monday, January 8, 2024
 - TRD Environment Refresh completed Friday, January 12, 2024
 - Oracle Critical Patch Update completed Saturday, December 9, 2023
 - Tax Update 23-D PRP, FSCM 1099 PRP completed Thursday, December 14, 2023
 - FA Regulatory PRP 1.1 scheduled for late January 2024 – waiting on Oracle Release
 - **Accessibility** - Christopher Soran reported the following:
 - Query Migration Form (*please refer to slide deck and/or recording for visual*)
 - [Query Migration Form](#)
 - The main concern was text on the page overlapping a watermark of SBCTC Logo in background. Upon review, we found that this a violation of [Success Criterion 1.4.12 : Text Spacing](#).
 - The recommended options for remediation were:
 - A) Relocate the logo section of the background, to separate div/container or to the footer/bottom of page so that no text overlaps as you scroll.
 - B) Place solid/non-transparent mask behind all text, similar to how "Enter your Answer" the text in the form input boxes appear Although not a Level AA violation, if the contrast of the grey text on the form can be enhanced, it will improve usability of the form for low vision users. The NCSU color analyzer tool allows us to scan the entire page in context of gradients and provides a sense of how low vision users may perceive the content.
 - The page theme was updated and now meets/exceeds WCAG AA contrast ratio's for all elements with no overlapping text/watermarks
 - **Security** – Shelia Sloan presented the following:
 - SASI Project – Still in the Business Process Gap Review Phase; Met with Advisory Team and covered Onboarding Process. Now we are preparing to move to Transfers/Offboarding in Late January, early February.
 - Tax Update in HCM – Security Support
 - TouchNet Project Involvement
 - MFA for Students in Progress, sending counts to impacted colleges prior to each load.
 - HCM Security lead working with HCM team to support Onboarding project (HR onboarding not security).
 - Restructuring Security Team / Open Position
 - Student Institution Set Issues
 - LaunchPad Changes
 - PeopleTools Project Support

Application Services slide deck is below:




Application Services
Update - Working Grc

Enhancement Requests – (00:19 – 00:23 min)

Formal ER's

Carmen McKenzie, Data Services, SBCTC presented the following (00:19- 00:43 min):

-  [ER 260 - Instruction Mode Configuration Modification](#) – approved by consensus – thoughts were shared around transparency of verbiage of modalities. A guidance document is being created with information on reporting/queries as well as global vs local decisions regarding this topic.

FYI/Mandated ER's


Teri Sexton, Accounting & Business, SBCTC presented the following (00:43 – 00:44 min):

-  [ER 261 - \(FYI\) New Accounts Needed for Proprietary COP](#)

****Dani is going to update log to differentiate FYI from Mandated ER's.*

ER Alternative Solution Update

Kari Twogood, FIN Support, SBCTC presented the following (00:44 – 01:02 min)

 [ER 226 - PO, Receipt & Payment Notifications Alerts](#) – WG approved for Support to notify Submitter of Alternative Solution/Approach & discuss in CCG after to close the gaps as the “opt out” option was the focus when first presented to CCG (will hopefully alleviate concerns when they see how this will look/work). Once these 2 things occur, a follow up in a future WG meeting to state “here is where we landed with this ER”.

Please refer to discussion in recording for details.

Please see slide deck presented by Kari below:



ER226 Notification
Alternatives.pptx

PMO Update – Christyanna Dawson (001:02 – 01:11 min)

- **SASI**
 - Accomplished:
 - Security Administration Requirement Definition
 - In Progress:
 - Review of Business Processes for Remaining Gaps in Productivity (50% Complete)
 - Solutioning to Resolve Gaps (Security Team in Progress)
- **TouchNet**- the product that was chosen as solution for ER 41 to address PCI compliance
 - TouchNet Vendor Discussions
 - Developing a Proof-of-Concept Test Plan (75% complete)

- Established Connection with TouchNet Technical and PM Teams
 - **Next Up:** Schedule Development for Project
- TouchNet SBCTC & College Team Activities:
 - College Advisory Group is providing Test Scenarios for Testing in test environment (90% complete)
 - Establishing Test Instance Interface to Vet Product Features in Multi-Campus, Single Instance System in January
 - 6 Colleges have volunteer to 'model' various levels of feature adoption to vet student experience.
 - **Next Up:** Define Pilot Release and Select Pilot(s)
- **PBCS- Planning and Budgeting Cloud Solution**
 - Completed:
 - Walla Walla Community College, South Puget Sound Community College went live on January 8, 2024
 - Bellingham Technical College is going live with their workforce or HCM part (BTC went live with the finance budgeting in 2023).
 - Training was help on January 9th, and 10th
 - There were 43 people who participated in Training
 - Next Deployment Group
 - Remaining colleges are Shoreline, Yakima, Columbia Basin, Lake Washington Tech, Renton Tech, Bates Tech, and Clover Park, Seattle Colleges, and Whatcom
 - Next deployment group is planned go live in January 2025.
 - Resources
 - Email Saket Bihari (sbihari@sbctc.edu) so team can setup access/security and be provided the Webex information.
- **LACES (WABERS REPLACEMENT)**
 - In Progress:
 - Review requirements with Vendor, referred to as "vendor discovery"
 - Assessing necessary project decisions
 - Drafting an initial Training Plan
 - Up Next
 - Map relevant data field for LACES
 - Explore Test instance of LACES to verify requirement FITs
 - Develop Project Timeline
 - Resources
 - Please email Scott Toscano at Stoscano@sbctc.edu or Tara Keen Tkeen@sbctc.edu

Please see slide deck presented below:



WG PMO Project
Update 01_17_24.ppt

Mindful Minute (01:11 – 01:16 min).

Brandon Reed mentioned ER 224 which is associated with the Customer Account and providing a view of information adjustment. It was presented to CCG last June and Indraneel, Charles V and Lia from RTC have

come up with a great and straight-forward solution. Has requested it be on WG agenda for 2/7. We look forward to seeing that ER.

Carmen had a suggestion to modify the Working Group schedule to monthly versus bi-weekly. We are adding it to the February 7th meeting agenda. Dani added that the new ER prioritization model being discussed and finalized, this is a good idea. We do always have the email option if there is an urgent item.

Action Item Review/New Business/Closing

Action Items: Add alternative presentation deck to ER 226. Support to notify Submitter of Alternative then to bring to CCG and ultimately update WG at a future meeting.

 [ER 226 - PO. Receipt & Payment Notifications Alerts](#)



ER226 Notification
Alternatives.pptx

Future Meetings: February 7, 2024 and February 21, 2024

Future Business: Discuss meeting only once a month: email vote is option if necessary