



## WORKING GROUP MEETING MINUTES

February 21, 2024

### Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/43586cdeb311103cb6fb161a1295f5fa/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
- Rachele Russell, Skagit Valley/ CS, Financial Aid, Absent

#### SBCTC Voting Members

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

#### Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid, Absent
- Brandon Reed, Student Financials
- Shon Dicks-Schlesinger, Finance
- Brian Lanier, HCM
- Roger Curry, Customer Support, Absent
- 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
- Sherry Nelson, IT Comms

### Welcome, Roll Call (00:00 – 00:03 min)

Welcome and roll call.

Meeting Minutes for February 7, 2024 (00:03 – 00:04 min)– approved by consensus

### SBCTC Updates (00:04 – 00:24 min)

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

- **Campus Solutions (CS):**
  - CampusCE Descope items from Project
    - Reviewing UAT results 2/20/24 and making implementation decisions
  - Apprenticeship Coding Changes
    - CS Support is updating college apprenticeship academic plans on a college-by-college rollout basis.
  - ER 260 – Instruction Mode Configuration Modification was deployed 2/9/24.
- **Financial Aid (FA):**
  - Internal testing and planning with Oracles release of PRP with FAFSA Simplifications
  - Working with ED Division, WASAC and IT Support on providing communications and assistance
  - Meeting with colleges on Aid Year Rollover Activities
- **Finance (FIN/FSCM):**
  - ER 204 - Modifications to WAPAY (shared endeavor between HCM and FIN)
    - Reviewing test files in FSPDV with US Bank
  - Check Number Sync with Bank Statements – Deployed 2/14/24
  - ER 95 - FSCM Close/Open and Balance Sheet Accounts – In progress
- **Human Capital Management (HCM):**
  - Supported 02A Payroll – completed by 5:45 PM on 2/20/24
  - ER 197 – New hire Onboarding
    - Currently in SIT. Working with testing team to re-establish timeline for implementation
  - Deduction code updates for 2024
- **Student Financials (SF):**
  - Second Journal Set enhancement:
    - Went into PRD 2/8/2024 and email was sent to college LSA's in order to ensure correct roles are assigned and/or removed. If any assistance is needed, the colleges are to submit a ticket which Brandon has communicated.
  - The State Board voted to approve the 24-25 rates and we will be providing to the colleges.
- **Training:**
  - Tracking and reporting on training attendance
  - Continue to update QRGs
  - Creating training content for new trainings to be offered in 2024

Customer Support slide deck is below:



Customer Support updates 02212024.ppt

- **Application Services:**
  - **Environments/Activities** – Ray Gartner reported the following:
    - HCM Tax Update 24-A completed Thursday, February 8, 2024
    - TRD Environment Refresh completed Friday, February 9, 2024
    - PeopleTools 8.59.21 PDV scheduled for Friday, February 23, 2024
    - FA PRP 1.3 (FAFSA Simplification) is On Hold.
      - Development work began on 1/22/2024. Worked through all retro-fits and moved to PTS for testing and very quickly ran into a number of challenges. Very limited number of ISIR's to test with which has made testing rather difficult.

Also ran into issues with bugs associated with 1.3 Oracle release. Those are all pretty well publicized through the various listservs regarding 1.3. This is on hold until we get more ISIR's and another release from Oracle to fix those bugs.

- ctcLink Release Calendar Review with Updates – Based on FA PRP 1.3 there have been date changes (newest version is attached below).
  - PCD Refresh scheduled for Monday, March 4, 2024
  - TRD Environment Refresh scheduled for Friday, March 8, 2024
- **Security** – Shelia Sloan presented the following:
- SASI Project –Finalizing the Business Process Gap Review Phase; Met with Advisory Team and covered the Offboarding Process. Internal teams have began creating solution design documents to present to the colleges.
  - TouchNet Project Involvement
  - MFA for Students in Progress.
  - HCM Security lead working with HCM team to support Onboarding project (HR onboarding not security).
  - Student Institution Set Issues
  - LaunchPad Changes
  - PeopleTools Project Support
  - Removed Security Questions from AYA/New role in PROD
  - Testing changes to AYA and Reset User account for Name searches.
- **Accessibility** - Christopher Soran reported the following (please refer to slide deck for visuals):
- OKTA
  - HighPoint Campus Experience
    - Highpoint is hiring a 3rd party to do an accessibility audit on Highpoint Campus Experience (HCX). They anticipate the audit to be complete in March.
    - Of the 4 items that they support with exceptions (Highpoint VPAT section 1.3.1, 1.4.1, 2.4.3 and 4.1.2), they plan to fully support 2 of them in the December 17th, 2023 release and the rest in the February 9th, 2024 release.
    - We will deploy the latest HCX version in October 2024.
  - Axe DevTools Pro
    - Testing this out now
  - Configurable Headers
    - In Peoplesoft HCM Image 46 Time and Labor and Absence Management have enabled the Employee Header Configuration framework on fluid pages.
    - Navigation: Set Up HCM > Common Definitions > Employee Header Configuration
    - However, the Framework displays configured fields as text instead of fields with hidden labels. As a result, currently Screen Reader users are not able to understand the context of the displayed data on the header. Including labels with fields will ensure this feature is accessible in

Screen Reader mode.

- Oracle has accepted our enhancement request and development has begun on the fix.
- **HCM Enter Time Page**
  - For the focus issue when switching between elapsed time and punch time, Oracle has agreed that it is a bug and will begin working on a resolution.
  - Fix will be available in a PeopleTools update.
- **HCM Enter and Report Time**
  - Fixed in HCM 49 - Calendar Widget implementation is different on Enter Time and Time Summary Pages (Date Edit Box is not visible) compared to Manage Absence, Report Time, Report Leave, Weekly Time, Payable Time pages (Date Edit Box is visible).
  - Fixed in HCM 49 - After interacting with Calendar widget on Enter Time page if Tab key is pressed focus goes to banner buttons whereas on time Summary Page tab key focus remains on Calendar widget as expected.
  - Fixed in HCM 49 - On Report Time, Report Leave, Weekly Time pages when Tab key is pressed Focus skips Date Entry Edit box. It directly goes to Calendar Prompt, whereas on Payable Time and Manage Absence page the focus correctly goes to Date Entry Edit Box first and then to Calendar prompt.
  - Fixed in HCM 49 - On Time Summary page and Manage Absences page the back button correctly takes to Time Dashboard. However Enter Time, Report Time, Report Leave, Weekly Time, Payable Time pages back button incorrectly takes to Employee Self Service, though page is accessed from Time Dashboard.
  - Not fixed, still working with Oracle on resolution - Focus goes to banner region after user interacts with calendar widget or pervious button or next button. Focus should remain on the control that is selected.
  - Fixed in HCM 49 - The date value selected in the calendar widget is not announced and not displayed anywhere on the page (in previous page design this issue was not happening).
  - Fixed in HCM 49 - Implementation of Calendar Widget (Date Edit Box display with Calendar Prompt) should be consistent on Report Time, Enter Time, Manage Absences etc.
  - Not fixed, still working with Oracle on resolution - In Firefox browser Calendar button is announced as "button".
  - Fixed in HCM 49 - When Report Time page opens, after reading the name of the document NVDA reads "Link Graphic Previous Date".

Application Services slide deck is below as well as Updated draft of Release Calendar Ray presented:



Application Services



ctLink Release

Update - Working Grc Calendar 2024 DRAFT

## Enhancement Requests – (00:24 – 00:39 min)

### Formal ER's

Lia Homeister, Renton Technical College, presented the following (00:25 -00:32):

- [ER 224 - SF Customer Account Academic Info Page - approved by consensus](#)

Please see slide deck presented by Lia:  [ER224 Customer Accounts.pptx](#)

Christopher Soran, SBCTC, presented the following (00:32- :

- [ER 253 - Make a Payment Page Classic to Fluid -approved by consensus](#)

### FYI/Mandated ER's

Maria Sultan, SBCTC, presented the following:

- [ER 265 - \(FYI\) Add Visa Type Value "Unknown"](#)

## STAC Proposal Outcome for ER Freeze – Pat, Beth and Dani (00:39 – 00:43 min)

Update regarding STAC presentation of ER freeze until the prioritization process can be implemented and completed. Pat, Beth, and Dani did present and go over the information along with feedback received from different groups. STAC did not have quorum that day so sent out a communication to have votes emailed in by Monday, February 26<sup>th</sup>. There was overall good feedback and support. We don't foresee any issues moving forward with beginning work in March prioritizing the outstanding ER's. Moving forward to WACTC Executive meeting as an FYI on February 29<sup>th</sup>, then to WACTC President meeting on March 1<sup>st</sup> to notify of new process. We will discuss final outcome at the March 6<sup>th</sup> WG meeting along with timeline for altered WG schedule.

## PMO Update – Christyanna Dawson (00:43 – 00:49 min)

- **SASI**
  - **In Progress:**
    - Finalizing Business Process Steps
    - Moving into Solution Design
  - **Up Next:**
    - Prep for Solution Design Sign-Off
    - Commence Development
  - **Resources:**
    - Shelia Sloan at [Ssloan@sbctc.edu](mailto:Ssloan@sbctc.edu)  
or Tara Keen [Tkeen@sbctc.edu](mailto:Tkeen@sbctc.edu)
- **TouchNet-** the product that was chosen as solution for ER 41 to address PCI compliance
  - TouchNet Vendor Discussions
    - Proof-of-Concept (POC)Test Plan Draft completed
    - POC Test Plan draft was shared with Vendor
    - Waiting for Vendor edits, PMO will be meeting with the Vendor later in the week
    - **Next Up:** Schedule Development for Project
  - TouchNet SBCTC & College Team Activities:
    - Establishing Test Instance Interface to Vet Product Features in Multi-Campus, Single Instance System in February

- 6 Colleges have volunteer to ‘model’ various levels of feature adoption to vet student experience.
  - **Next Up:** Define Pilot Release and Select Pilot(s)
- **Other Projects Planning and Budgeting Cloud Solution**
  - **OneWa** - Preparing to map AFRS Values to FDM Model using Oracle EDM Tool in collaboration with Oracle Consulting. (Kick-Off 2/21/24)
  - **Common Business Processes** – Working internally to plan framework and outcomes in collaboration with Process Alignment Workshop (PAWs) Team
- **LACES (WABERS REPLACEMENT)**
  - **In Progress:**
    - Review requirements with Vendor, referred to as “vendor discovery”
    - Collecting values to confirm with colleges
    - Assessing necessary project decisions
    - Map relevant data field for LACES
    - Develop Project Timeline and Training Plan
  - **Up Next:**
    - Review configuration value options with colleges
  - **Resources:**
    - Scott Toscano at [Stoscano@sbctc.edu](mailto:Stoscano@sbctc.edu) or Tara Keen [Tkeen@sbctc.edu](mailto:Tkeen@sbctc.edu)

Please see slide deck presented below:



WG PMO Project  
Update 02\_21\_24.ppt

**Mindful Minute – N/A (00:49 – 00:50 min)**

**Action Item Review/New Business/Closing (00:50 – 00:51 min)**

**Action Items:**

- At the meeting on March 6, 2024 we will discuss the final vote from STAC on ER prioritization with its accompanying submission freeze.
- Discuss the impact to our overall meeting schedule.

**Future Meetings: March 6, 2024** (discussion to be had regarding future meeting dates through May)

**Future Business:**