



WORKING GROUP MEETING MINUTES

March 6, 2024

Meeting Recording:

<https://sbctc.webex.com/webappng/sites/sbctc/recording/54a0c276be11103cb9971ae651ad8d0e/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

SBCTC Voting Members

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

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid
- Brandon Reed, Student Financials, Absent
- Shon Dicks-Schlesinger, Finance
- Brian Lanier, HCM
- Roger Curry, Customer Support
- Shelia Sloan, Security
- Ivy Brent, Data & Reporting, Absent
- 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 – 00:02 min)

Welcome and roll call.

Meeting Minutes for February 21, 2024 (00:02 – 00:03 min)– approved by consensus

SBCTC Updates (00:03 – 00:14 min)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - ER 265 – Add Visa Type Value "Unknown" - scheduled for deployment 3/8/2024
 - Meeting with ED Division on several topics:
 - Course Sharing
 - Apprenticeship

- Math Placement
 - ctcLink Transcript Term GPA Rounding Fix
 - College UAT kickoff completed on March 4th. UAT activities are currently underway through March 15, 2024.
- **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
- **Finance (FIN/FSCM):**
 - Archiving of Notifications was kicked off on 3/4/2024
 - FIN and HCM teams are testing files for ER 204 - Modifications to WAPAY
- **Human Capital Management (HCM):**
 - Supported O2B Payroll yesterday – completed by 5:15 PM
 - Working with Benefits 24/7 team to understand how enrollment data entered gets synced to PAY1 before coming over to ctcLink
 - Working on post-confirm payroll checklist
- **Student Financials (SF):**
 - CampusCE Desclope items from Project
 - SF analyzing payment/charges and discounts
 - Prepping for cross modular SF/FA session on Keywords update
 - Tuition Rates – 24/25 provided
 - ER 230 – Student Self Service Links for Bank Mobile and Direct Deposit – ready for production
- **Training:**
 - Provided 6 college training/work sessions
 - Working on HCM and FIN onboarding materials
 - Continue to update QRGs
 - Creating training content for new trainings to be offered in 2024

Customer Support slide deck is below:



Customer Support
updates 03062024.ppt

- Application Services:
 - **Environments/Activities** – Ray Gartner reported the following:
 - PeopleTools 8.59.21 PTS completed Thursday, February 29, 2024
 - FA PRP 1.3 FAFSA Simplification – **ON HOLD** (development work began on 1/22/24)
***see 2/21 minutes for context and calendar dates
 - Oracle CPU Updates completed Saturday, March 2, 2024
 - PCD Refresh completed Monday, March 4, 2024
 - TRD Environment Refresh scheduled for Friday, March 8, 2024
 - PeopleTools 8.59.21 PRD scheduled for Saturday, April 27, 2024
 - **Security** – Shelia Sloan presented the following:

- SASI Project –Finalizing the Business Process Gap Review Phase; Met with Advisory Team and covered the first solution design document for assigning roles by role groups.
- TouchNet Project Involvement
- MFA for Students in Progress.
- HCM Security lead working with HCM team to support Onboarding project (HR onboarding not security). UAT coming soon
- Student Institution Set Issues
- LaunchPad Changes – UAT SOON!
- PeopleTools Project Support
- Testing changes to AYA and Reset User account for Name searches.
- Masking in Finance in development
- **Accessibility** - Christopher Soran reported the following (please refer to slide deck for visuals):
 - HighPoint Campus Experience
 - Highpoint has hired the Perkins School for the Blind 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 fully support now.
 - We will deploy the latest HCX version in October 2024.

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests – N/A

Formal ERs - None

FYI/Mandated ERs -None

STAC Proposal Outcome for ER Freeze – Pat, Beth and Dani (00:14 – 00:27 min)

STAC votes of approval were via email and then went on to WACTC to notify of freeze and get the nod of support as they do not vote. There was not a specific start date of freeze in proposal, it was essentially communicated that a freeze would need to happen for cCCG to be able to prioritize. The hope is to start mid-March. We are currently in a code freeze of PeopleTools so there wouldn't be a lot that could be done in a lot of instances, so it could be good timing.

Have had 1st meeting with a sub-group from cCCG to start talking about how we are going to go about that work. Working to get a simplified and valuable process. The group did not discuss exact dates. The hope is to not have the freeze/timeout be too long, a couple of months perhaps.

Discussion on timeline will be discussed at 3/13 cCCG meeting and will make sure to communicate in advance as we will do no less than 2-week notice. The decisions made at this meeting will be discussed at 3/20 WG as to impacts and schedule going forward through possibly May.

Dani shared with Pat and Beth the current list of outstanding ERs that have not been deployed. There are 69 as of yesterday. A handful are in flight and the teams will continue to work on those which will be placed in the "in flight" bucket. The remainder will be prioritized by cCCG.

impacts all areas and we need to be sure to meet the college needs and balance resources accordingly.

Discussion will be had as to whether ERs are still "accepted" during freeze and put in a holding pattern or whether they will not be accepted until freeze is lifted. Great points for both approaches. It will be clearly communicated to ctcLink and SBCTC. There will be concerns, we know, but transparency will be a priority. This will work will not be easy.

Bottomline- need to get a handle on current ERs before looking at new ones that come in daily/weekly. This

For Context- From 2/21 Meeting Minutes:

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 a quorum that day so sent out a communication to have votes emailed in by Monday, February 26th. There was STAC approval through email. There was overall good feedback and support. We don't foresee any issues moving forward with beginning work in March prioritizing the outstanding ERs. Moving forward to WACTC Executive meeting as an FYI on February 29th, then to WACTC President meeting on March 1st to notify of new process. We will discuss final outcome at the March 6th WG meeting along with the timeline for altered WG schedule.

PMO Update – Christyanna Dawson (00:27 – 00:34 min)

- **SASI**
 - **In Progress:**
 - Finalizing Business Process Steps
 - Reviewed Solution Design for Work Packages – Narrowed down to 12 Work Packages
 - **Up Next:**
 - Prep for Solution Design Sign-Off
 - Commence Development
 - **Resources:**
 - Shelia Sloan at Ssloan@sbctc.edu
or Tara Keen Tkeen@sbctc.edu
- **TouchNet-** the product that was chosen as solution for ER 41 to address PCI compliance
 - TouchNet Vendor Discussions
 - POC Test Plan draft was shared with Vendor
 - PMO is continuing to met with the Vendor to answer questions on the "plan",
 - Email was sent out to the BAC listserv. We are collecting information on Credit Card Contracts and Card readers, to help with defining the Pilot release schedule planning.
 - **Next Up:** Schedule Finalization for POC Testing
 - 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:**
 - Finalize Requirement Discovery
 - Inform User Group (colleges) of LACES fields
 - Review configuration value options with colleges
 - Finalizing Project Decisions
 - Finalized Mapping of relevant data field for LACES
 - **Up Next:**
 - Preparing for loading a test extract into LACES
 - Preparing to configure drop down selection fields within LACES
 - **Resources:**
 - Scott Toscano at Stoscano@sbctc.edu or Tara Keen Tkeen@sbctc.edu
- **Other Projects** Preparing to map AFRS Values to FDM Model using Oracle EDM Tool in collaboration with Oracle Consulting.
 - **OneWa** - Preparing to map AFRS Values to FDM Model using Oracle EDM Tool in collaboration with Oracle Consulting.
 - Kick-Off Completed 02/21/2024
 - EDM Instance Added EPM Domain Completed 03/01/24
 - Requirement Gathering 02/26/2024 - 03/08/2024
 - **Common Business Processes** – Working internally to plan framework and outcomes in collaboration with Process Alignment Workshop (PAWs) Team

Please see slide deck presented below:



PMO Project Update
03_06_24.pdf

Mindful Minute – N/A (00:34 – 00:35 min)

Action Item Review/New Business/Closing (00:35 min)

Action Items:

- At the meeting on March 20, 2024, we will discuss ER freeze prioritization along with process and timeline and the impact to our overall meeting schedule.

Future Meetings: March 20, 2024 and April 3, 2024 (if so decided after 3/20/24 input)

Future Business: None