



WORKING GROUP MEETING MINUTES

March 20, 2024

Meeting Recording:

<https://sbctc.webex.com/webappng/sites/sbctc/recording/3c9a6b36c909103cbe6e22903034a676/play>
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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, Seattle District/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, Absent, Dani has vote
- Teri Sexton, Business Operations
- Dani Bundy, ctLink Customer Support
- Ray Gartner, Application Services
- Will Durden, Education Services, Absent

Ex-Officio/Advisory

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

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

Welcome and roll call.

Meeting Minutes for March 6, 2024 (00:03 – 00:04 min)– approved by consensus

SBCTC Updates (00:03– 00:17 min)

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

- **Campus Solutions (CS):**
 - ER OAAP 238 Search/Match - passed UAT - will be configured early on Friday, 3/22
 - ER 166 CampusCE Search/Match Parameter & Descoped Items
 - Descoped items did not pass UAT. Communication sent 3/19/24 to colleges. Items are going back to redev.
 - Meeting with ED Division on several topics:
 - Course Sharing
 - Apprenticeship
 - Math Placement
- **Financial Aid (FA):**
 - Internal planning with Oracles release of PRP with FAFSA Simplification changes
 - Working with ED Division, WASAC and IT Support on providing communications and assistance
- **Finance (FIN/FSCM):**
 - ER 258 - Make BU a Required Field on Customer Contract Billing Interface Screens for Grant Billings - Ready for Deployment
 - Functional Analysts working on PeopleTools 8.59.21 testing
 - ER 204 - Modifications to WAPAY – Reviewing test files in FSPDV with US Bank
- **Human Capital Management (HCM):**
 - Supported 03A Payroll yesterday – completed by 5:30 PM
 - Earnings Codes changes – Effective 3/1/24 went into production
 - Working with SBCTC Central Payroll regarding about the retention of COVID-19 vaccination records
- **Student Financials (SF):**
 - 2024/2025 Tuition Rates
 - The 2024/2025 Tuition Rate Update work session last Friday
 - SF Training Term Roll Open Q&A taking place on Monday, April 1st at 9am.
- **Training:**
 - Tracking and reporting on training attendance
 - 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 03202024.pp

- **Application Services:**
 - **Environments/Activities** – Ray Gartner reported the following:
 - PeopleTools 8.59.21 PTS Thursday, February 29, 2024 – In Progress:
 - **SIT Status:**
 - FIN 76%
 - HCM 56%
 - CS 52%
 - FA PRP 1.3 FAFSA Simplification – ***ON HOLD*** (development work began on 1/22/24) ***waiting for Release from Oracle and will update the Production Release Calendar as soon as there is a better picture and will then present to WG for review. The hope is to

have that reviewed and approved at April 3 meeting. This will be done with the understanding that those FA dates may move a bit but the rest of the calendar is pretty solid.

***Dani mentioned there will be additional FA information coming out this afternoon.

- PCD Environment Refresh scheduled for Monday, April 1, 2024
- TRD Environment Refresh scheduled for Friday, April 5, 2024
- PeopleTools 8.59.21 PRD scheduled for Saturday, April 27, 2024

- **Security** – Shelia Sloan presented the following:
 - SASI Project –Met with Advisory Team and covered the second solution design document for reporting requirements. Working on solution design document for Masking Data and then User Access Request/Workflow.
 - New MFA role coming soon that will be talked about in a few minutes.
 - 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 ended yesterday and Prod release tomorrow evening!
 - 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):
 - Axe DevTools Pro (see slide deck for visual)
 - Continuing to explore more tools.
 - ANDI, Wave, Axe Dev Tools (free), Accessibility Insights for Web, Lighthouse
 -
 - HCM
 - Time Pages
 - Focus goes to banner region after user interacts with calendar widget or previous button or next button. Focus should remain on the control that is selected.
 - Provisional Fix is given by Oracle which is currently in testing phase.
 - W-2 PDF
 - JAWS reads "colon Y" after cell header in Box 13
 - Service Request with Oracle is open for this issue.
 - Configurable header labels
 - Fix will be available in HCM Image 49.

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests – (00:17 – 00:29 min)

Formal ER's - None

FYI/Mandated ER's –

Shelia Sloan, SBCTC, Security, presented the following (00:19 – 00:22 min):

 [ER 267 - \(FYI\) New Security Role for Okta MFA](#)

Kyrsten Catlin, SBCTC, CS Core presented the following (00:22 - 00:29 min)

 [ER 268 – \(FYI\) New Test ID for Math Placement Grant .docx](#)

ER Pause Period Update – Pat, Beth and Dani (00:29 – 00:43 min)

Pat and Beth are going to put a sheet in cCCG folder encouraging colleges to add their thoughts or what they think would be a good ER while we are paused and can address in the future. These submissions would be date stamped and put in que order by date. This is to assure the group they don't need to clamp down on themselves during the pause and can get it on the sheet which Pat and Beth will then put on future meeting agendas to present to the group. This is with the understanding that, with this new initiative, going forward all ER suggestions get presented to cCCG first. That has not always been the case, up until now and that is part of the messaging they are trying to get out. Coming here first before officially submitting for WG gives the opportunity to make sure everyone knows here's step 1, Step 2, Step 3 and so on.

***Beth Clarifying this is not stating ER's can't be submitted by Commissions, Executive Sponsors/Presidents or Presidents. The 'hope' and encouragement are to come to cCCG so we have full awareness these are being submitted, regardless of where they originate. They are still going to have to be ranked so going through cCCG first, they are on the radar and can be put into one of the 3 level ques. Those levels being, In Flight, Up Next and Future Work. The global awareness bringing to cCCG as there is such great participation and 'collaboration' only benefits those submitting the ER's.

Dani added clarification for the group to make sure it is clear that the 'who' can submit has not changed at all. Those groups remain the same and that initial process remains the same. With this new process, if said submitter wants it to be prioritized in the Next Up que, then it must come to cCCG. If a submitter says this is "nice to have", it will get placed in Future Work que. The new prioritization process is that all ER's go to cCCG as they need to be placed in the appropriate ques regardless of submitter.

Initially the thought was to start April 1st, but is not yet firm. Thinking 6 weeks for the duration so we can be done by May with prioritization. At the last cCCG meeting, the colleges felt two months was a more reasonable time. This will be discussed at the March 27th cCCG meeting. The hope is to have specific start and end dates decided for prioritization of the existing submitted ER's at this meeting.

PMO Update – Christyanna Dawson (00:43 – 00:56 min)

- **SASI**
 - **In Progress:**
 - Finalized Business Process Steps
 - Reviewed Solution Design for Work Packages – Narrowed down to 12 Work Packages
 - Draft Solution Design Documents on Information Guide
 - **Up Next:**
 - Prep for Solution Design Sign-Off
 - Commence Development
 - **Resources:**

- Shelia Sloan at Ssloan@sbctc.edu or Tara Keen Tkeen@sbctc.edu
 - Guide Link: [SASI Project Information Guide](#)
- **TouchNet**- the product that was chosen as solution for ER 41 to address PCI compliance
 - TouchNet Vendor Discussions
 - The Test Environment has been built, waiting on TouchNet configuration build.
 - TouchNet created a Project Plan which PMO asked for them to edit to align with our vision.
 - Email was sent out to the BAC/BAR 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)
 - Resources:
 - Christyanna Dawson at cdawson@sbctc.edu or Brandon Reed breed@sbctc.edu
 - Guide Link: [TouchNet Project Information Guide](#)
- **LACES (WABERS REPLACEMENT)**
 - **In Progress:**
 - Finalize Requirement Discovery
 - Inform User Group (colleges) of LACES fields
 - Review configuration value options with colleges
 - Internal Testing began 03/18/24
 - **Up Next:**
 - College Testing begins 04/01/24
 - College Engagement Period begins 05/06/24
 - New Go Live Date 07/01/24
 - **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.
 - Requirement Gathering 02/26/2024 - 03/08/2024 Extended to 03/22/24
 - Testing Strategy 03/18/24- 03/25/24
 - **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_20_24.pptx

Mindful Minute – (00:56 – 01:00 min)

Chantel brought to our attention that as a result of the last cCCG meeting there was a lot of conversation among ARC members as they are considering the rubric for ER 94 and 114. Those are the

integrations for Parchment and National Student Clearing House. The following two things came out of that conversation:

- Concern about doing a rubric separately for both when at the WG they were approved at it was decided to be considered together. Asking to have that corrected.
- Concern about the length of time this has sat with no movement. Both were approved May 2021 and now looking at the tracking sheet, they have been in PMO que since February 2023 for budget estimation so it can go forward for STAC approval.
 - Tara explained she is aware of these ER's and there are a couple of activities that need to happen which we have not had the opportunity to move forward. Part of this is reaching out to the vendor for an estimate for the integration costs and the other is for staff cost of additional resources. PMO is re-prioritizing that estimation work so we are not the hold up in that process.

Teri brought up Business Office doing Proof of Concept on Thursday morning for the Bank Reconciliation that allows the colleges to do a book to bank reconciliation, including Student Financials. Teri asked to make sure college staff have the invite. It is on BAR listserv, or you can email her/anyone in Accounting and Business Office so they can send the invite. This will be presented at cCCG next Wednesday the 27th to be put to a vote.

Action Item Review/New Business/Closing

Action Items:

- At the meeting on April 3, 2024, we will discuss ER Pause Period along with process and timeline and the impact to our overall meeting schedule.

Future Meetings: April 3, 2024 and April 17, 2024 (frequency will be decided 4/3/24 input)

Future Business: None