# WORKING GROUP MEETING MINUTES

## April 17, 2024

Meeting Recording

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, Absent
☒ 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

**SBCTC Voting Members**

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

**Ex-Officio/Advisory**

☒ Kyrsten Catlin, CS Core
☐ Ana Ybarra, Financial Aid, Absent
☐ Brandon Reed, Student Financials, Absent
☒ 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, Absent
☒ Sherry Nelson, IT Comms

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

Welcome and roll call.

## Meeting Minutes for April 3, 2024 (00:03 – 00:04 min)– approved by consensus

## SBCTC Updates (00:04– 00:19 min)

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

  - **Campus Solutions (CS):**

- CS Support completed cleaning up AAR configurations, two weeks ahead of schedule! HUGE Shout Out to Karen Erickson!!!
- Meeting with ED Division on several topics:
  - Course Sharing
  - Apprenticeship
  - OAAP Okta
- Testing in preparation for PeopleTools 8.59
- **Financial Aid (FA):**
  - Internal 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):**
  - ER 270 - (FYI) New Project Types needed in Project Costing – Deployed 4/4/24
  - ER 271 - (FYI) Add missing Fund 573 for AM Funds – Deployed 4/2/24
  - ER 272 -(FYI) Updated Rules– Deployed 4/2/24
  - ER 273 - (FYI) 2 New Accounts needed for Salaries & Wages – Deployed 4/2/24
- **Human Capital Management (HCM):**
  - ER 154 – FWL Future Effective Dated Hire Row – ready for deployment post the code freeze
  - Working on post payroll checklist
  - Working with SBCTC Central Payroll regarding about the retention of COVID-19 vaccination records
- **Student Financials (SF):**
  - 2024/2025 Tuition Rates
    - Scheduled meetings with most CTCs and finalizing discussions with colleges prior to Fall term registration
  - Turning on Tuition Calculation - submit a ticket when terms are ready for nightly tuition calculation jobs
- **Training:**
  - Held several training/workshops
  - Tracking and reporting on training attendance
  - Completed HCM and FIN onboarding materials piloting with colleges

Customer Support slide deck is below:



Customer Support updates 04172024 (1

- **Application Services:**

  - **Environments/Activities –** Ray Gartner reported the following:

    - TRD Environment Refresh completed Friday, April 5, 2024
    - PeopleTools 8.59.21 PQA Tuesday, April 9, 2024 – In Progress:
      - QA Status:
        - FIN 73%
        - HCM 74%
        - CS 58%
    - PeopleTools 8.59.21 PRD scheduled for Saturday, April 27, 2024 7am to 2pm
    - Okta and MFA in PQA scheduled for Friday, April 19, 2024
    - FA PRP's 2.1 -2.5 FAFSA Simplification – Planned Oracle Release will be mid-late April. Planned Production Release Tuesday, June 6th.

- Ray shared ctcLink Annual Release Calendar. It was approved by consensus with known caveat that minor adjustments will be made as FA PRP's are solidified. Will be little to no impact to other areas. Information will be disseminated appropriately. See calendar below.

- **Security** – Shelia Sloan presented the following:
  - SASI Project –Met with Advisory Team and covered the solution design document for User Access Request with Approval Workflow; Covered solution design documents 1,2,4 and 6 with the Local Security Administrators in April's Monthly meeting.
  - Working on Internal Audits and User Access Recertification for 890.
  - Working with Spokane/Tacoma on old CTC role cleanup.
  - Working on Updating the Security WorkCenter in all three pillars to add updated queries/reports.
  - Updating Audit QRG to add additional audit information and tools for the colleges to use.

- **Accessibility** - Christopher Soran reported the following (please refer to slide deck for visuals):
  - Finance - Express Bill Entry Template page.

    - The screen reader user cannot access any of the checkboxes on the Charge Details tab of the Configure Bill Line Grid Area. On the other tabs in the Configure Bill Line Grid Area, the checkboxes are accessed by the screen reader but the labels are not read by the screen reader so the user does not know what to check.
    - Oracle is developed a fix that was planned to be delivered in Finance Image 47 but got pushed to image 48.
    - We will be implementing this fix in October 2024.
  - Calendar Widget
    - Previously you were unable to use the arrow keys to change the calendar and month dropdowns on the calendar prompt. That was fixed when we went to PeopleTools 8.59.14 last year.

    - 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.
      - We opened an SR for this issue.
      - Provisional fix was given by Oracle which is currently in testing phase.

Application Services slide deck is below along with Release Calendar:

Application Services Update - Working Group

ctcLink Release Calendar 2024 DRAFT

## Enhancement Requests – Paused

**Formal ER's –**

**FYI/Mandated ER's –**

## ER Pause Period Update – Pat, Beth and Dani (00:19 – 00:22 min)

Currently working through the process of reviewing and analyzing the ER's. Information has been provided and Beth is working on a more formal voting sheet that is simple to use so we can log the votes. There will be a unique form for each of the pillars that are listed on the ER sheet now and hope to have ready to distribute to the colleges at the next cCCG meeting with is April 24th. Will tabulate results in that first meeting and go from there. There will be a lot of discussion and things to work through. Focus is to have those votes to then start that next level of conversations with the colleges. This is first go around and first attempt at a process like this so we need to be mindful that the timeline may vary and process adjusted as needed.

## WG Member Nomination Form Review- Tara and Amy (00:22 – 00:27 min)

Tara shared the nomination form which was approved with minor edit and will review nominations at the May 15, 2024 meeting. The communication courtesy of Sherry Nelson will go out tomorrow, April 18th with a deadline of Friday, May 3, 2024. Please email both Chairs Chantel and Tara and cc Amy with nominations and/or questions around the process. See nomination form below:

WG Nomination
Form Approved by W

## PMO Update – Christyanna and Tara (00:27– 00:43 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
    - PMO & TouchNet Closing in On Schedule for Proof-of-Concept Test
    - Thank you to all of those that responded to the email was sent out to the BAC/BAR listserv. Colleges are still able to submit a response.
    - State Treasurer's Office – Processor Requirements & Feasibility Study
      - PMO/Business Operations and TouchNet Representative meet with the Treasurer's office on Friday to review expectations
    - Test Environment Built – Awaiting TouchNet Data Gathering/Configuration
    - **Next Up**:  POC Testing
      - **POC Schedule Breakdown by Feature**
      - Student Account Center
        - o Data Gathering Phase
        - o Test Installation / Configuration Phase
        - o Training Phase

- o User Acceptance Testing (Test Environment)
  - Payment Client
    - o Data Gathering
    - o Test Configuration
    - o Training Phase
    - o User Acceptance Testing
  - Point of Sales (POS) Client "*card readers*"
    - o Data Gathering
    - o Test Configuration
    - o Training
    - o PoC Testing (Internal + College Engagement)
  - Credit Card
    - o Test Configuration
    - o PoC Testing (Internal + College Engagement)
  - ACH (eChecks)
    - o Test ACH Configuration
    - o PoC Testing (Internal + College Engagement)
  - Payment Plan (Single College Opt-In)
    - o Data Gathering
    - o Configuration Phase
    - o PoC Testing (Internal + College Engagement)
- 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
    - College Testing begins 04/01/24
  - **Up Next:**
    - 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 – Materially Complete
    - Testing Strategy – Test Plan Drafted
    - Configuration/Development - In Progress
  - **Common Business Processes** – Core Team Working Internally To: Define Vision Statement & Outcomes, Draft Engagement Plan, Build Project Schedule and Start Stakeholder Analysis and RACI.
  - Planning & Budgeting Cloud Solutions (PBCS) - 3 schools (LW Tech, Shoreline, & Yakima) have volunteered to Go Live in January 2025.

Please see slide deck presented below:

PMO Project Update
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**Mindful Minute – (N/A)**

**Action Item Review/New Business/Closing**

**Action Items:  N/A**

**Future Meetings (00:43 – 00:46 min):** Voted to bypass May 1, 2024 as we have 'pause period" for ER's and will meet May 15, 2024 to review WG nominations

**Future Business*:*** None