



## WORKING GROUP MEETING MINUTES

May 15, 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, Absent, Pat has vote
- 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
- Position-to-be-filled/ CS, Financial Aid

#### SBCTC Voting Members

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

#### Ex-Officio/Advisory

- Kyrsten Catlin, CS Core, Absent
- Ana Ybarra, Financial Aid, Absent
- 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 April 17, 2024 (00:03 – 00:04 min)- approved by consensus

### SBCTC Updates (00:04– 00:17 min)

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

- **Campus Solutions (CS):**

- OAAP Okta Changes – testing in lower environment
- ER 244 – LegacyLink and Legacy Transcript Access Query deployed – 5/13/2024
- Working on HCM to CS Sync informational QRG
- Working on FYI ER to enable advising notes for students in HCX

- **Financial Aid (FA):**

- Working with colleges on loading ISIRs and processing
- Continue to work with ED Division, WASAC and IT Support on providing communications and assistance
- Testing of the multiple PRP's from Oracle for FAFSA Simplification

- **Finance (FIN/FSCM):**
  - ER 95 - Close/Open and Balance Sheet Accounts
  - FIN Support and Business Division are working with Application Services team to develop a SQL update
  - ER 240 - Modifications to WAPAY - continue to work with US Bank and ctcLink development team to make changes to the transmission file
  - Working on notification and documentation on some ER's that will be canceled
- **Human Capital Management (HCM):**
  - Presented at HCM Spring meeting
  - Working to resolve issues with Benefits 24/7
  - ER 154 – Issue was found during testing, working with technical team on resolution
- **Student Financials (SF):**
  - Turning on Tuition Calculation - submit a ticket when terms are ready for nightly tuition calculation jobs
  - Keywords (item type field config update)
    - Please confirm with your staff that your institution has reviewed and submitted the requested homework.
  - Write-Off Work Session coming up on 5/23/2024
- **Training:**
  - Held several training/workshops
  - Going Live this week!
  - Tracking and reporting on training attendance
  - HCM and FIN onboarding materials

Customer Support slide deck is below:



Customer Support  
updates 005152024.p

- **Application Services:**
  - **Environments/Activities** – Christopher Soran reported the following:
    - TRD Environment Refresh completed Friday, May 10, 2024
    - PeopleTools 8.59.21 PRD completed on Saturday, April 27, 2024 7am to 2pm
    - Okta and MFA in PQA completed on Friday, April 19, 2024
    - CAG Environment Refresh completed on Monday May 6, 2024
    - Non-Prod Oracle CPU Deployment completed Tuesday May 7, 2024
    - PRD Oracle CPU Deployment scheduled for late June 2024
    - FA PRP's 2.1 -2.5 FAFSA Simplification – Planned Oracle Release will be mid-late April. Planned Production Release scheduled for Tuesday, June 6<sup>th</sup>.
  - **Security** – Shelia Sloan presented the following:
    - SASI Project –Working through Solution Design Survey's and Feedback.
    - Working with Spokane/Tacoma on old CTC role cleanup. Deadline 6/30/24.
    - Working on Updating the Security Workcenter in all three pillars to add updated queries/reports. Met with LSA's for suggestions and feedback.
    - Developing QRG's on the New Recertification Queries and releasing those into Production.
    - FAPRP support
  - **Accessibility** - Christopher Soran reported the following:

- Highpoint Campus Experience
  - The [new VPAT is posted on SBCTC site](#). This is for the release version 24.1.3 that came out on April 20<sup>th</sup>.
  - Only 1 exception in 'partially supports' conformance level (Page 8)
  - That one exception has been fixed in version 21.1.4 that was released by Highpoint on 5/10.
  - Highpoint will get us an updated VPAT soon and the final version of the report from Perkins School for the Blind.
- Financial Aid PeopleSoft Release Patchset (PRP)
  - The FA PRP will be deployed to production in early June.
  - There are a couple of accessibility fixes in the patch.

Application Services slide deck is below:



Application Services  
Update - Working Grc

## Enhancement Requests – (00:17 – 00:18 min)

**Formal ER's – Paused**  
**FYI/Mandated ER's –**

Teri Sexton, SBCTC, Business Office, presented the following:

- [ER 277 - \(FYI\) New sources needed for the Journal AWE](#)

## ER Pause Period Update – Pat, Beth and Dani (00:18 – 00:20 min)

Beth and Pat worked together to gather as much updated information in as possible. The due date was last Friday, May 10<sup>th</sup>. As of this morning, we have two colleges that have 1 or 2 modules still to vote on. We have one college that has chosen not to participate, which a follow up email was sent to inquire as to why, in hopes we can change their mind. We have one college struggling to get some things done and they have been offered a couple of different options to aid in their completion. Overall, though, had almost everyone in and by the deadline. By the end of today, it will be considered done and it is on to cCCG leadership will work on compiling all of the information.

## WG Member Nominations Discussion and Voting- (00:20 – 00:30 min)

After much discussion regarding both great candidates, Frank McNeilly was unanimously chosen as our newest member. The consistent commentary and factor that contributed significantly to this decision was not the individual but the position he holds as Director of Financial Aid.

Tara will notify nominees as well as reach out to STAC leadership to determine if they will approve the recommendation via email vote for a shorter turnaround. Frank will join our meetings following the approval; Ideally, by June 5<sup>th</sup> Working Group.



Frank McNeilly

Nomination Form.pdf



Joshua Temple

Nomination Form.pdf

## PMO Update – Christyanna and Tara (00:30– 00:45 min)

- **Next Steps for the SASI Project:**
  - Completed
    - Solution Design Walk-Thru Sign-Offs
      - #1, #2, #4, #6 – Approved
  - **In Progress:**
    - Solution Design Walk-Thru Sign-Offs
      - #1, #2, #4, #6 – Approved
  - **Up Next:**
    - Solution Design Walk-Thru Sign-Off Period
    - #3 – May 20-24 – **New Dates: 5/28-6/3**
    - Working Group ER Approval
    - Commence Development
  - **Resources:**
    - Shelia Sloan at [Ssloan@sbctc.edu](mailto:Ssloan@sbctc.edu) or Tara Keen [Tkeen@sbctc.edu](mailto: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- Technical Meeting Held on 05/10/24
    - Technical Data Gathering worksheet was confirmed by TouchNet to be complete.
    - Business Units for the Volunteer schools were sent to TouchNet for configuration.
    - TouchNet is working on connecting with the POC testing environment.
- **Resources:**
  - Christyanna Dawson at [cdawson@sbctc.edu](mailto:cdawson@sbctc.edu) or Brandon Reed [breed@sbctc.edu](mailto:breed@sbctc.edu)
  - Guide Link: [TouchNet Project Information Guide](#)
- **LACES (WABERS REPLACEMENT)**
  - Completed:
    - Training with Providers
  - **In Progress:**
    - College Engagement Period begins 05/06/24
  - **Up Next:**
    - Update VPAT Review w/Vendor for Accessibility on Current Version
    - Go Live Date 07/01/24
  - **Resources:**
    - Scott Toscano at [Stoscano@sbctc.edu](mailto:Stoscano@sbctc.edu) or Tara Keen [Tkeen@sbctc.edu](mailto: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.
    - Scheduled Test Period with OFM – Completed
    - Knowledge Transfer- May 7th-14th –Completed
    - Wrap up Session- May 23
  - **Planning & Budgeting Cloud Solutions (PBCS)**
    - Configuration work has started for Shoreline, Lake Washington Tech, and Yakima. Deployment is estimated to be January 2025.
  - **Common Business Processes** – Core Team Working Internally To:
    - Define Outcomes- Complete & Approved
    - Define Vision Statement – Commenced
    - Decision Matrix Development – In Progress
    - Draft Engagement Plan – In Progress (Team Review)
    - Build Progress Schedule -In Progress (Straw Schedule Drafted)

- Start Stakeholder Analysis and RACI – Commenced
- PAWS Collaboration – In Progress

PMO slide deck is below:



PMO Project Update  
05\_15\_24.pptx

### **Mindful Minute – (00:45 – 00:49 min)**

Tara shared the retirement of Ray Gartner from our State Board Application Services team. His replacement has been hired and will start June 3<sup>rd</sup>. You will see him in the WG meetings to replace Ray's absence. Sherry Nelson distributed across the listserv channels.

Brandon shared the ball is moving on Enhancement Request 266, which involves the Student Financial Responsibility Agreement. They have met internally and tomorrow they will be meeting with the ER submitters so it can hopefully be presented to cCCG next Wednesday, May 22. It is one of the higher priority SF enhancements and we are looking forward to learning more with everyone else regarding what is possible. Brandon will reach out to Pat, Beth and Dani once the document is ready post meeting tomorrow.

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

**Action Items:** Tara will send communication to WG nominees.

**Future Meetings (00:49 – 00:51 min):** The pause period is set to end at the of this month so the regularly scheduled program will resume. June 5, 2024 and June 19, 2024, no meeting due to Holiday – cancellation email will be sent. July 3<sup>rd</sup> will be next after June 5<sup>th</sup>.

**Future Business:** None