WORKING GROUP MEETING MINUTES

June 5, 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

☒ Jill Hammitt, Highline/Data & Reporting, CS, SF

☒ Kathy Disney, Tacoma/CS

☐ Samantha Orth, Lower Columbia/HCM, Payroll, Absent Tara has vote

☒ Pat Daniels, Highline/IT, Security, PM

☒ Frank McNeilly, Olympic/CS, Financial Aid

SBCTC Voting Members

☒ Tara Keen, Co-Chair

☒ Carmen McKenzie, Data Services

☒ Teri Sexton, Business Operations

☒ Dani Bundy, ctcLink Customer Support

☒ Saravanan Mylsamy, Application Services

☒ Will Durden, Education Services

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, PM0 FIN

☐ Bhuvana Samraj, Technical PM, Absent

☒ Christyanna Dawson, PM0 FIN

☒ Carrie Powell, PMO

☒ Kevin Bouwman, PM0

☒ Sherry Nelson, IT Comm

Welcome, Roll Call (00:00 – 00:05 min)

Welcome and roll call.

Meeting Minutes for May 15, 2024 (00:05 – 00:06 min)– approved by consensus

SBCTC Updates (00:06– 00:13 min)

- **Customer Support**: Dani had no updates from previous 5/15/24 meeting- see below for those items covered at that time:

- **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:

    - FA PRPs 1.3, 2.1 - 2.6 (FAFSA Simplification): PRD Deployment scheduled for Thursday, June 6, 2024 5-10pm
    - FA PRP 2.7 (COD): PRD Deployment scheduled for Thursday, June 20, 2024 5-6pm
    - Oracle CPUs: PRD Deployment scheduled for late June 2024
    - PCD Refresh scheduled for Monday, July 1, 2024
  - **Security** – Shelia Sloan presented the following:
    - SASI Project –Advisory Group began Business Process Review of User Access Request Submissions.

- Working with Spokane/Tacoma on old CTC role cleanup. Deadline 6/30/24. This has made tremendous progress.
- Working on Updating the Security WorkCenter in all three pillars to add updated queries/reports. Met with LSA's/Data Services for suggestions and feedback.
- New Recertification Reports were Released into Production.
- FAPRP support
- User Replacement Security – removal on hold temporarily
- Gathering Data Fields for Scrubbing
- Masking development in Finance continuing with some Oracle issues.
- New Staff Training Application to be released soon – New Security Roles
- All CTC accounts will get No Security Questions/Email role end of June.
- UAT testing Support

- **Accessibility -** Christopher Soran reported the following:

  - Highpoint Campus Experience (HCX)
    - The new VPAT is posted on SBCTC site. This is for the release version 24.1.4.
    - This new version is fully WCAG 2.1 AA compliant with no exceptions.
    - We will be installing the latest HCX version into production in November and will be starting on that work in June.

Application Services slide deck is below:

Application Services
Update - Working Gro

Enhancement Requests – (00:13 – 02:05 min)

Enhancement Requests- Pending ER Document

Formal ER's –

Shon Dicks-Schlesinger, SBCTC, FIN, presented the following:

- ER 223 - Add additional Chartfield(s) prompts to the Change Value link in Journal entries – *Cancellation of ER -**Canceled by consensus**

Shelia Sloan, SBCTC, Security, presented the following 2:

- ER 282 - SASI WP 1 – Role Grouping Templates - **approved by consensus**
- ER 283 - SASI WP 2 – Security Reporting Dashboard- **approved by consensus** *(please refer to 00:26 - 00:40 min of recording for full discussion)*

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

- ER 285 - Purchase of EPM tool from Oracle for use to do Book to Bank reconciliation- **approved with caveat per discussion** *(please refer to 00:40 – 01:08 min of recording for the full discussion)*
  - Caveat is that this is a summary approval with the understanding that more cost-effective alternatives will be explored in reaching a solution for the issue.
  - Below is Teri's cCCG 4/24/24 Presentation for review in preparation for further discussion (Tara sent via WG listserv during meeting)

Book to Bank Reconciliation - CCG (PowerPoint attachment)

FYI/Mandated ER's –

Teri Sexton, SBCTC, Business Office, presented the following 4:

- ER 278 - (FYI) 2 New Accounts needed in Finance
- ER 279 - (FYI) New Accounts Needed for State Fund for tracking the VPA Reimbursements
- ER 280 - (FYI) Combo Edit Rule Updates
- ER 281 - (FYI) RSTRACC Combo Edit Rule Update

Kyrsten Catlin, SBCTC, CS CORE, presented the following:

- ER 284 - (FYI) Enable Okta for OAAP

ER Prioritization Update – Pat, Beth and Dani (unaddressed due to time)

ctcLink Release Calendar Update - (unaddressed due to time- moved to meeting on July 17, 2024)

PMO Update – Christyanna and Tara (complete update unaddressed due to time) (2:05 – 02:08 min)

Welcome to New Members

- **Kevin Bouwman- PMO Project Manager –**
  - He comes to us from 20+ at Microsoft with Product and Project Management skill a plenty. Kevin also brings a philanthropic lens to our team both from his work within Microsoft and his work leading young student athletes through his volunteer work with the Puget Sound JC football organization.
- **Carrie Powell- PMO Project Manager**
  - Carrie comes to us from Centralia College, you knew her as the Project Manager during Deployment Group 4, but she came to that role with years of prior PM experience at a small software company and has the added background of being an eLearning Support Manager.
  - She also wants you to know she was managing a small public library in Colorado during the Killdozer incident in 2004. When the library was demolished in a bulldozer accident, she moved to Washington to ride her horses on the beach.
- **Saravanan Mylsamy- Application Services Director**
  - Saravanan brings over two decades of expertise in developing and managing ERP application services, honed during his tenure at Nike. A seasoned professional with a passion for technology, he now applies his skills to enhance public service systems. When not immersed in the world of ERP, Saravanan can be found exploring the breathtaking trails of the West Coast, pushing his limits in ultra-marathon running.

Mindful Minute – (skipped this meeting due to time)

Action Item Review/New Business/Closing

Action Items:

Future Meetings:

July 3, 2024 and July 17, 2024

Future Business*:* None