



WORKING GROUP MEETING MINUTES

July 3, 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
- Jill Hammitt, Highline/Data & Reporting, CS, SF
- Kathy Disney, Tacoma/CS
- Samantha Orth, Lower Columbia/HCM, Payroll
- 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, etcLink Customer Support
- Saravanan Mylsamy, 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, Absent
- 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, Absent
- Bhuvana Samraj, Technical PM
- Christyanna Dawson, PMO FIN
- Carrie Powell, PMO
- Kevin Bouwman, PMO
- Sherry Nelson, IT Comms, Absent

Welcome, Roll Call (00:00 – 00:02 min)

Welcome and roll call.

Meeting Minutes for June 5, 2024 (00:02 – 00:03 min)– approved by consensus

SBCTC Updates (00:03– 00:12 min)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - ER 166 CampusCE Search/Match Parameter & Descoped Items
 - SIT activities in-progress alongside descoped items testing
 - ER 284 (FYI) Enable Okta for OAAP - Internal Systems Integration Testing (SIT)
 - Apprenticeship Coding Changes - CS Support is updating college apprenticeship academic plans on a college-by-college rollout basis
 - **Financial Aid (FA):**
 - Working with colleges on 24-25 aid processing

- Working with WSAC for continued updates on WASFAs and WCG
- Continue to work with ED Division, WSAC and IT Support on providing communications and assistance
- **Finance (FIN/FSCM):**
 - ER 240 - Modifications to WAPAY - continue to work with US Bank and ctcLink development team to make changes to the transmission file
 - Evaluating with multiple teams potential resolutions for Book to Bank
- **Human Capital Management (HCM):**
 - Payroll today - July 2
 - Working on issue with SQL update for salary schedules
 - ER 122 - Charge Benefit Expense to Primary Job - completing prep work to move to development
- **Student Financials (SF):**
 - ER 266 - Working internally with ED Division and OAG on Student Financial Responsibility language
 - ALL colleges fall tuition calculation is turned on!
 - Expanded college's ability to update SJS item types to July 8th
- **Training:**
 - Held several training/workshops
 - Working on completing outstanding pillar onboarding materials
 - Tracking and reporting on training attendance is live with colleges using it
 - Phase 2 – onboarding checklist available later in the summer

Customer Support slide deck is below:



Customer Support
updates 07022024.pp

- **Application Services:**
 - **Environments/Activities** – Christopher Soran reported the following:
 - PCD Refresh completed Monday, July 1, 2024
 - Oracle CPUs: PRD Deployment scheduled for Saturday, July 20th
 - HC Image 49 scheduled for Saturday, September 14, 2024
 - CS Image 32 and HVX 24.2:PRD Deployment scheduled for Saturday, November 2, 2024
 - **Security** – Shelia Sloan presented the following:
 - SASI Project –Advisory Group continuing through Business Process Review of User Access Request Submissions.
 - Deadline for old CTC role cleanup was 6/30/24. Will be auditing this access this week.
 - The Security WorkCenter in all three pillars were updated to add updated queries/reports.
 - HCM Image Support
 - CS Image Support
 - Working through plan for scrubbing lower non prod environments.
 - All CTC Support accounts at the State Board got the No Security Questions/Email role end of June.
 - UAT testing Support
 - New ZZ Okta Org2Org role released and applied to all local security administrators as a first go around. Also applied to CTC Support Accounts at State board.
 - **Accessibility** - Christopher Soran reported the following:
 - We are installing Okta in front of OAAP. The functionalities affected by the Okta

installation include:

- Create an Account
- Existing Users Login
- A new page under Account Settings for users to establish a phone number that can be used as a security method.
- Nothing else within OAAP (creating new applications, completing in-progress applications, review submitting applications, etc.) is affected by the Okta updates.
- We reviewed the changes for accessibility issues.
- We reported some minor accessibility issues to Kastech and they resolved them.

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests – (00:12 – 00:17 min)

Enhancement Requests- [Pending ER Document](#)

Formal ER's – N/A

FYI/Mandated ER's –

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

[ER 288 - Add COP Profile IDs to Depreciate COP Assets According to OFM –](#)

Karen Erickson, SBCTC, CS Core presented the following:

[ER 289 - Enable Advising Notes for student use in HighPoint Campus Experience \(HCX\)](#)

ER Prioritization Update – Pat, Beth and Dani (00:17 – 00:38 min)

Discussion regarding the prioritization process, ctLink College Collaboration's role in that process and how the ER's ultimately land in Working Groups hands for approval.

The Reference Center is updated with the new format and buckets of In Flight, Next Up and Future Work spreadsheet. All information can be found here: <https://ctlinkreferencecenter.ctlink.us/m/116163/l/1655339-enhancement-request-status>.

Please refer to the recording for the detailed discussion.

PMO Update – Christyanna and Tara (complete update unaddressed due to time) (00:38 – 00:48 min)

Next Steps for the SASI Project

- **Completed:**
 - Working Group ER Approval
 - #1, #2 Approved, #6 ER Prepared
 - Solution Design Walk-Thru Sign-Offs
 - #1, #2, #4, #6 – Approved
- **In Progress:**
 - Solution Design #3 Meetings with College Advisory Group to Update Solution Design from Feedback
- **Up Next:**

- Working Group ER Approval
- Commence Development
- **Resources:**
 - Shelia Sloan at Ssloan@sbctc.edu
 - Tara Keen Tkeen@sbctc.edu

TouchNet Vendor Meeting Updates

- Technical Data Gathering worksheet was confirmed by TouchNet to be complete.
- Conversation is still on going to determine the best approach for connecting to ctclink.

LACES

- Completed:
 - Go Live Date 07/01/24
 - Current Version Accessibility Assessment (VPAT)
- In Progress:
 - Development of Lessons Learned Surveys
- Up Next:
 - BEdA Biennial Conference
- Resources:
 - Scott Toscano at Stoscano@sbctc.edu
 - Tara Keen Tkeen@sbctc.edu

Common Business Processes

- Define Outcomes – Complete & Approved
- Define Vision Statement – Complete & Approval Pending
- Decision Matrix Development – In Progress
- Draft Engagement Plan – In Progress (Team Review)
- Build Project Schedule – In Progress (Straw Schedule Drafted)
- Pilot Model under Development
- Start Stakeholder Analysis and RACI – Commenced
- PAWS Collaboration – In Progress



PMO Project Update
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Mindful Minute – None

Action Item Review/New Business/Closing

Action Items:

Future Meetings:

July 17, 2024 and August 7, 2024

Future Business: None