



WORKING GROUP MEETING MINUTES

July 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, Absent
- 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, Absent
- 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
- Bhuvana Samraj, Technical PM, Absent
- Christyanna Dawson, PMO FIN
- Carrie Powell, PMO
- Kevin Bouwman, PMO
- Sherry Nelson, IT Comm

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

Welcome and roll call.

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

SBCTC Updates (00:04– 00:17 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 - Completed UAT kick-off 7/8; UAT activities ongoing until 7/19/24
 - CampusCE Descoped items in internal testing
 - ER 289 (FYI) - Enable Advising Notes for student use in HighPoint Campus Experience (HCX) in internal testing
- **Financial Aid (FA):**
 - Working with colleges on 24-25 aid processing
 - Continue to work with ED Division, WSAC and IT Support on providing communications and assistance
- **Finance (FIN/FSCM):**
 - Functional Analysts supporting Year End activities with colleges
 - ER 288 - Add COP Profile IDs to Depreciate COP Assets According to OFM - Deployed 7/9/2024
 - Approval Workflow Engine updates for AP and Purchasing
- **Human Capital Management (HCM):**
 - Made mass updates for 3% COLA in PRD
 - Absence updates due to new collective bargaining agreements
 - Creation of Benefits Update and Payroll Update Manual for SBCTC
- **Student Financials (SF):**
 - ER 266 - Working internally with ED Division and AAG on Student Financial Responsibly language
 - Open period for colleges to update Second Journal Set item types has concluded.
 - Spring tuition calculation has been removed from automation as of today.
 - Exceptions are WA140, WA240, WA260, & WA270 - to be removed next Thursday
- **Training:**
 - Held several training/workshops
 - Working on completing outstanding pillar onboarding materials
 - Working on Phase 2 of the Tracking and reporting on training attendance application

Customer Support slide deck is below:



Customer Support updates 07172024.ppt

- **Application Services:**
 - **Environments/Activities** – Saravanan Mysamy reported the following:
 - PCD Refresh completed Monday, July 1, 2024
 - Oracle CPUs: PRD Deployment scheduled for Saturday, July 20th
 - PCD Refresh scheduled for Monday, August 5, 2024
 - 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 –Meeting coming during Data Summit, and a half day meeting will be scheduled on work package 3; respond to doodle poll
 - HCM Image Support

- CS Image Support
- Working through plan for scrubbing lower non prod environments.
- new Enrollment Intensity FLF Process - We have added an additional Reason Code of FAEI-Enroll Intent less than 100% to each college's FLF Service Indicator Code
- Finalizing the Local Security Administrator Recertification
- Prepping for Data Summit
- **Accessibility** - Christopher Soran reported the following:
 - Okta
 - The End User Account Settings is still going through a redesign and should be completed by the end of the year.
 - Progress had previously been stalled, but as of this week is picking up again.
 - Okta is still working with Deque on accessibility audits.
 - In Progress
 - HCM 49
 - CS 32
 - HCX 24.2.1

Application Services slide deck is below:



Application Services
Update - Working Grc

ER Prioritization Queues – Beth, Dani, Pat (00:17 – 00:29 min)

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

Dani is going to update the Queues spreadsheet to make more succinct and easier to view, potentially creating a Summary tab with hyperlinks to the detailed information in other tabs.

Please refer to the recording for the detailed discussion.

Enhancement Requests – (00:29 – 00:44min)

Enhancement Requests- [Pending ER Document](#)

Formal ER's –

Brandon Reed, SBCTC, Student Financials presented the following:

[ER 266 - Student Financial Responsibility Agreement – Electronic Signature](#) -approved by consensus

Shelia Sloan, SBCTC, Security presented the following:

[ER 290 - SASI WP 6 - Okta Shell Roles for Third Party Access Notices](#) -approved by consensus

FYI/Mandated ER's – N/A

PMO Update – Christyanna and Tara (00:44 – 00:53 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:**
 - #6 ER (Up for Approval Today)
 - Solution Design #3 -3 Hour LSA/BA/PL Session Planned for Early September
- **Up Next:**
 - Organizational Change Mgmt. Planning
 - 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.
- VPN Tunnel connection meeting with TouchNet & SBCTC teams is scheduled for Thursday (7/18/24).

LACES

- **Completed:**
 - Go Live Date 07/01/24
 - Current Version Accessibility Assessment (VPAT)
 - Final Reporting Out of WABERS
- **In Progress:**
 - Development of Lessons Learned Surveys
 - Planning for Long Term Reporting Needs in LACES
- **Up Next:**
 - BEdA Biennial Conference
- **Resources:**
 - Scott Toscano at Stoscano@sbctc.edu
 - Tara Keen Tkeen@sbctc.edu

Unified Process Alignment (formerly Common Business Processes)

- Define Outcomes – Complete & Approved
- Define Vision Statement – Complete & Approval Pending
- Draft Master Plan – Completed (In Feedback Loop)
- Draft Pilot Model – Completed (in Feedback Loop)
- Decision Matrix Development – In Progress
- Project Schedule – In Progress (Straw Schedule Drafted)
- Stakeholder Analysis and RACI – Commenced
- PAWS Collaboration – Provided Visuals & Draft Master Plan



PMO Project Update
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Mindful Minute – (00:53- 00:56 min)

Pat brought up a topic that was seen in the ARC chat regarding a possible ER being submitted for the International Student Programs application. This has been discussed off and on, but nothing has come of it yet.

Amy will be sending out 24/25 WG meeting invites. This will include canceling the old, so please be on the lookout and accept those requests. There will be more than a couple as some are cancellations and the other 2 are based on being 1st and 3rd Wednesday's of the month.

Action Item Review/New Business/Closing

Action Items:

Future Meetings:

August 7, 2024 and August 21, 2024

Future Business: None