WORKING GROUP MEETING MINUTES

August 7, 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
☒ 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
☒ Frank McNeilly, Olympic/CS, Financial Aid

SBCTC Voting Members

☐ Tara Keen, Co-Chair, Absent
☒ 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
☐ Bhuvana Samraj, Technical PM, Absent
☒ Christyanna Dawson, PM0 FIN
☒ Carrie Powell, PMO
☒ Kevin Bouwman, PM0
☒ Sherry Nelson, IT Comm

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

Welcome and roll call.

Meeting Minutes for July 17, 2024 (00:03 – 00:04 min)– approved as amended by consensus

SBCTC Updates (00:04– 00:16 min)

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

- **Campus Solutions (CS):**
  - ER 166 CampusCE Search/Match Parameter & Descoped Items – Deployed 8/1/24
  - ER 284 (FYI) Enable Okta for OAAP – Deployed 7/30/24
  - Internal testing on CS Image and HCX Updates
  - Ongoing alignment and maintenance of Academic Plan Table (CS Core) and Plan Inventory (Ed Division)
- **Financial Aid (FA):**
  - Working with colleges on 24-25 aid processing
  - Testing new PRP's from Oracle
  - Continue to deliver resolution to ongoing Department of Education and Oracle issues
  - Continued communications and partnering with WSAC
- **Finance (FIN/FSCM):**
  - Functional Analysts continue to support colleges in end of year cleanup activities.
  - Continue working with Business Opps and Student Financials, on Book to Bank in house solution options
  - Working with PBCS technical resource to get cross trained
- **Human Capital Management (HCM):**
  - HCM Image new feature testing and Regression Testing
  - Absence updates due to new collective bargaining agreements
  - Complete 07B Payroll Monday, Aug 5
- **Student Financials (SF):**
  - Campus CE - SF and CS teams working on QRG updates related to the descoped item changes
  - ER 266 - Student Financial Responsibility Agreement – Electronic Signature (SFRA)
    - Attorney General's Office (AGO) agreed with student submission once per academic year.
    - AAG is validating the language to be used for all agreements. We anticipate receiving the approved language within the next two weeks.
- **Training:**
  - Held several training/workshops
  - Complete and published all pillar onboarding materials!
  - Working with Customer Support Director on refinement of the ER page in the ctcLink Reference Center
- **Enhancement Request (ER) Prioritization Queues update:**
  - Full ER Sheet has been created by Dani and Gretchen per last WG meeting request in hopes of streamlining access to details (improve visibility and ease the finding of information). The list is in the Reference Center and is being finalized with direct links to ER's. https://ctclinkreferencecenter.ctclink.us/m/116163/l/1655339-enhancement-request-status

Customer Support slide deck is below:

Customer Support updates 08072024.pp

- **Application Services:**

  - **Environments/Activities –** Saravanan Mylsamy reported the following:

    - Oracle CPUs: PRD Deployment completed Saturday, July 20, 2024
    - PCD Refresh completed Monday, August 5, 2024
    - FA PRP 3.1: PRD Deployment scheduled for Thursday, August 29, 2024

- PCD Refresh scheduled for Monday, September 9, 2024
- HC Image 49 scheduled for Saturday, September 14, 2024
- FS Image 50: PRD Deployment scheduled for Saturday, October 26, 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; Shell Role Name survey complete ZZ 3P will be the prefix
    - HCM Image Support
    - CS Image Support
    - Working through plan for scrubbing lower non prod environments.
    - Prepping for Data Summit
    - FA PRP
    - Monthly Security Administration Meeting this week!
  - **Accessibility -** Christopher Soran reported the following:
    - In Progress
      - HCM 49
      - CS 32
      - HCX 24.2.1

Application Services slide deck is below:

Application Services
Update - Working Gro

Enhancement Requests – (00:16 – 00:18 min)

Enhancement Requests- Pending ER Document

FYI's:

Teri Sexton, SBCTC, Accounting and Business, presented the following:
- ER 292 - (FYI) RSTRACC Combo Edit Rule Update
- ER 293 - (FYI) New Journal Source Needed

PMO Update – Christyanna and Tara (00:18 – 00:25 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:**
  - College Advisory Group Working on Organizational Change Management & Testing Prep
  - Survey drafted for College LSA Groupings for OCM Activities - discussion at SASI CAG next week
- **Up Next:**
  - 9/6/24 Wk. Pkg. #3 – Role Approval Workflow 3-hour session to finalize Solution Design Updates
  - Working Group ER Approval

          o   Commence Development
- **Resources:**
  - o   Shelia Sloan at Ssloan@sbctc.edu
  - o   Tara Keen Tkeen@sbctc.edu

TouchNet Vendor Meeting Updates

- Technical Data Gathering worksheet was confirmed by TouchNet to be complete.
- Meeting was held on 07/17/24 with TouchNet about the VPN Tunnel connection.
  - o   Outcome from meeting: continuing the process of exchanging needs to complete this connection.
- Vendor provided addendum to contract for VPN connection, currently in contract refinement discussions.
- Requests made for certifications to align with recent GLBA and PCI compliance changes.

Unified Process Alignment (formerly Common Business Processes)

- ✓ Define Outcomes – Complete & Approved
- ✓ Define Vision Statement – Complete & Approved
- Decision Matrix Development – In Progress
- Draft Engagement Plan – In Progress (Team Review Continues)
- Build Project Schedule – In Progress (Straw Schedule Drafted)
- Pilot Model - In Discussions
- Stakeholder Analysis and RACI – Started
- PAWS Collaboration – In Progress

PMO Project Update 08_7_24.pptx

Mindful Minute – (00:25- 00:30 min)

Discussion regarding whether or not to continue to bring ER's that are brought to ctcLink College Collaboration Group (cCCG) to WG now that we have this new prioritization process.

Ultimately, it was decided that these items do not need to be brought up in WG. We will have process go as newly designed and vote once they have "officially" been submitted to WG.

Action Item Review/New Business/Closing

Action Items:

Future Meetings:

August 21, 2024 and September 4, 2024 (more discussion will be had about holding this date as well as possibly moving to once a month meeting versus twice with the new ER process now in place)

Future Business: None