



# WORKING GROUP MEETING MINUTES

August 21, 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
- 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, Absent, voted via email

### 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

### Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- 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
- Bhuvana Samraj, Technical PM, Absent
- Christyanna Dawson, PMO FIN
- Carrie Powell, PMO, Absent
- Kevin Bouwman, PMO
- Sherry Nelson, IT Comm

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

Welcome and roll call.

**Meeting Minutes for August 7, 2024 (00:05 – 00:06 min)**– approved by consensus

## SBCTC Updates (00:06– 00:24 min)

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

- **Campus Solutions (CS):**
  - ER 232 (FYI) Adding Custom Self-Service Questions - Development work is in progress
  - ER 289 (FYI) - Enable Advising Notes for student use in HighPoint Campus Experience (HCX)
    - Functional testing on hold - security issue needs further analysis
  - Testing OAAP "Forgot Username" design - after CS completes some initial testing and review communications will go out
- **Financial Aid (FA):**
  - Working with colleges on 24-25 aid processing
  - Continue to deliver resolutions to ongoing Department of Education and Oracle issues
  - Continued partnering with WSAC
- **Finance (FIN/FSCM):**
  - Continue working with Business Opps and Student Financials, on Book to Bank in house solution options
  - FIN Image – testing – to go into production 10/26/2024
- **Human Capital Management (HCM):**
  - HCM Image – SIT complete – to go into Production 9/14/2024
    - Identified test cases for employees residing in another state and performed ESS Tax Withholding PDF Form testing for 11 states.
    - Identified Bug Fixes not included in the original PTM, worked with the QA Team to add 10 of them to TestLink
    - Provided the final IOVD draft to the QA Team, which included additions to Payroll, ESS W-4 PDF Forms, Benefits, ESS and MSS
    - Recommended the 5 QRGs to be updated
  - Complete 08A Payroll yesterday, Aug 20
- **Student Financials (SF):**
  - New option for viewing and printing student billing statements
    - [Student statement report](#)
  - ER 266 - Student Financial Responsibility Agreement – Electronic Signature (SFRA)
    - Attorney General's Office (AGO) agreed to one submission 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
  - Working with Customer Support Director on refinement of the ER page in the ctLink Reference Center
  - Canvas courses in process of updating

Customer Support slide deck is below:



Customer Support  
updates 08212024.pp

- **Application Services:**
  - **Environments/Activities** – Saravanan Mysamy reported the following:
    - Non ctLink Server Downtime scheduled for Friday, August 23, 2024 12pm to 8pm \*see below for details
    - 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
- **\*\*\*Downtime Details-**  
Friday, Aug. 23, 2023, 12 p.m. to 8 p.m.  
The downtime will last approximately eight hours, with every effort made to minimize the duration.

**Impacted Applications**

During this period, all services hosted on the affected servers will be offline and unavailable. The following college-, public-, and student-facing services and web applications will be unavailable during the server move.

- Mailman Lists (Listservs) – sent messages will be delayed
- metaLink
- Online Budget and Invoicing System (OBIS)
- Online Grant Management System (OGMS)
- QARS
- SBCTC Budget Reports
- SBCTC Internal Report Manager
- SBCTC.edu website
- SBCTC SharePoint sites
- Statewide Enrollment and Reporting System (SERS)
- Tickler

**SBCTC staff only**

Colleges won't experience downtime, but SBCTC researchers will not have access to the following:

- DataLink
- Data Warehouse
- Tableau dashboards

**What is not impacted?**

- ctLink
- CampusCE
- Canvas
- LACES
- LegacyLink
- Legacy Transcript
- Online Admissions Application Portal (OAAP)

- **Security** – Shelia Sloan presented the following:
  - SASI Project –Survey sent for nominations of two vacancies; and survey for college participation based on college size (both due by Friday);
  - HCM Image Support
  - CS Image Support
  - FS Image Support
  - FA PRP – goes live 8/29 the night of
  - Testing Hiding the Calc SAI Button in CS
- **Accessibility** - Christopher Soran reported the following:
  - In Progress
    - CS 32
    - HCX 24.2.1
    - Human Capital Management 49 (please refer to recording for document shared 00:18 – 00:23 min)
      - Accessibility Image Overview Document

Application Services slide deck is below:



Application Services  
Update - Working Grc

## Enhancement Requests – (00:24 – 00:41 min)

Enhancement Requests- [Pending ER Document](#)

### Formal ER:

Jennifer McMillan, Bellevue College, Finance Manager presented the following:

- [ER 275 - Physical Inventory.docx](#) – approved by consensus

### FYI's:

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

- [ER 294 - \(FYI\) Positive Pay File CEMLI Update to include escheated check as cancelled check](#)

## PMO Update – Christyanna and Tara (00:41 – 00:52 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 sent out for College LSA Groupings for OCM Activities – due Friday, 8/23
  - Nomination form sent out for new SASI CAG members – due by 8/23, member selection by 8/30
- **Up Next:**
  - 9/6/24 Wk. Pkg. #3 – Role Approval Workflow 3-hour session to finalize Solution Design Updates
  - Commence Development
- **Resources:**
  - Shelia Sloan at [Ssloan@sbctc.edu](mailto:Ssloan@sbctc.edu)
  - Tara Keen [Tkeen@sbctc.edu](mailto:Tkeen@sbctc.edu)

### TouchNet Vendor Meeting Updates

- Technical Data Gathering worksheet was confirmed by TouchNet to be complete.
- VPN Tunnel connection complete. Vendor working on configuration.
- Vendor provided addendum to contract for VPN connection, currently in contract refinement discussions.
- GLBA and PCI compliance certifications provided.
  - GLBA – Gramm-Leach-Bliley Act
  - PCI - Payment Card Industry

### 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
- College Executive Leadership Feedback – In Progress
- PAWS Collaboration – In Progress
- Draft Collaboration Survey – In Progress



PMO Project Update  
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### **Mindful Minute – (00:52- 00:55 min)**

Jill brought up a CEC conversation Highline’s Continuing Ed department heard about third party course providers like ed2go and Learn and whether they should continue to use CampusCE and PeopleSoft to process those course registrations.

Jill reached out to Kyrsten Catlin who is going to look into it and group was asked to check in with their Continuing Ed colleagues. More to come.

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

#### **Action Items:**

#### **Future Meetings – (00:55- 00:57 min):**

September 4, 2024 and September 18, 2024 (*canceled based on group consensus*).

**Future Business:** None