ctcLink

WORKING GROUP MEETING MINUTES

October 2, 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
☐ <mark>Samantha Orth, Lower Columbia/HCM, Payroll, Absent</mark>
☒ 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
☐ <mark>Brandon Reed, Student Financials, Absent</mark>
☒ Shon Dicks-Schlesinger, Finance
☒ Brian Lanier, HCM
☐ <mark>Roger Curry, Customer Support, Absent</mark>
☒ 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
☒ 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 August 21, 2024 (00:03 – 00:04 min)– approved by consensus

SBCTC Updates (00:04– 00:17 min)

- **Customer Support**: No report

- **Application Services:**

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

    - PCD Refresh scheduled for Monday, October 7, 2024
    - ctcLink Server Maintenance scheduled for Saturday, October 12, 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
    - HC Image 50: PRD Deployment scheduled for Saturday, November 23, 2024

  - **Security** – Shelia Sloan presented the following:
    - SASI Project –Processing through Work package 3 results from 3 hour meeting and continuing to work on work package 1 (role template user) creating cohort groups to work through creating role template users and communications.
    - Revisiting Masking approach, working with Oracle
    - HCM Image Support underway
    - CS Image Support
    - FS Image Support – new fluid homepages/tiles/workcenters
    - Working with Data Services on Insights
    - Defining more scrubbing requirements/ working with managed services
    - Met with development on Offboarding automation and previewed the development.
  - **Accessibility -** Christopher Soran reported the following:
    - In Progress
      - Campus Solutions Image 32 (please refer to recording for document shared 00:09-00:17 min)
      - Highpoint Campus Experience 24.2.1
      - Finance image 50

Application Services slide deck is below:

Application Services
Update - Working Gro

Enhancement Requests – (N/A)

Enhancement Requests- Pending ER Document

Formal ER: N/A

FYI's: N/A

PMO Update – Christyanna and Tara (00:17 – 00:31 min)

Next Steps for the SASI Project
- **Completed:**
  - Working Group ER Approvals (Wk. Pkgs: 1, 2, 4, 6)
  - Solution Design Walk-Thru Sign-Offs (Wk. Pkgs: 1, 2, 4, 6)
  - Wk. Pkg. #3 – Role Approval Workflow 3-hour session
- **In Progress:**

- College Advisory Group Working on Organizational Change Management & Testing Prep for Wk. Pkg. #1
  - Planning for College LSA Cohort Sessions for OCM Activities for Wk. Pkg. #1 Role Approval Workflow
  - 3 New SASI CAG Members Orientation
- **Up Next:**
  - Late October Wk. Pkg. #3 – Role Approval Workflow Follow-Up 3-hour session to finalize Solution Design
  - Commence Development
- **Resources:**
  - Shelia Sloan at Ssloan@sbctc.edu
  - Tara Keen Tkeen@sbctc.edu

TouchNet Vendor Meeting Updates

- Attempting to establish stable network connection to Proof-of-Concept environment, technical triage ongoing
- **Resources:**
- Christyanna Dawson at cdawson@sbctc.edu & Brandon Reed Breed@sbctc.edu
- TouchNet Information Guide located on the ctcLink Reference Center

Campus Solutions- Enhancement Request 232

- This Enhancement Request is to Add Custom Self-Service Questions in Campus Solutions
- **Completed:**
  - Functional Setup page for Questions configuration
  - Fluid self-service for Students to answer the questions & view already submitted answers
  - Page for Staff to answer on behalf of Students and to review the answers
  - SIT Test Plan
- **In Progress:**
  - UAT Test Plan
  - Activity Guide template by College
- **Next up:**
  - Wrap up project development and get ready for SIT testing
- **Resources:**
  - bsamraj@sbctc.edu, cmckenzie@sbctc.edu and kcatlin@sbctc.edu

Process Alignment Workgroup (PAW) (formerly Common Business Processes and Unified Process Alignment -UPA)

- ✓ **PAW Merge (PAWs and SBCTC) – Complete**
- ✓ **College Executive Leadership Feedback to PMO – Complete**
- ✓ **Retreat and Process Design Sessions – Complete**
- ✓ **Pilot Model – Finalized on Travel and Expense**
- ✓ **Task Force Leader for Pilot – Lia Homeister (Renton Tech)**
- PAW Lead Report Out to WACTC-Tech 10/3 - In Progress
- Collaboration Platform – In Progress
- Alignment Scope Survey – In Progress
- PAW Process Design Matrix – In Progress
- PAW will Activate College Engagement in Travel & Expense Pilot through ctcLink College Collaboration Group (cCCG) - In Progress

PMO Project Update
10_02_24 1.pptx

Mindful Minute – (00:31- 00:34 min)

Pat- DG4 PM's meet Wednesday mornings. This is more an "awareness" kind of thing of HR departments and finance departments. Business processes and such (organization trees were requested to then align). QRG's might be needed to be updated.

Action Item Review/New Business/Closing

Action Items:

Future Meetings – (00:34- 00:52 min):

October 16, 2024 (*canceled based on group consensus*). Next meeting is November 6, 2024 – Please listen to recording for further details. Will communicate voting items when necessary and be sure to be in touch regularly. Amy will be sure to update group and meet needs.

Future Business: None