



WORKING GROUP MEETING MINUTES

November 6, 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

SBCTC Voting Members

- Tara Keen, Co-Chair
- Carmen McKenzie, Data Services
- Teri Sexton, Business Operations
- Dani Bundy, etcLink Customer Support
- Saravanan Mysamy, Application Services
- Will Durden, Education Services, Absent

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core, Absent
- Ana Ybarra, Financial Aid, Absent
- 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
- Christyanna Dawson, PMO FIN, Absent
- Carrie Powell, PMO, Absent
- Kevin Bouwman, PMO
- Sherry Nelson, IT Comm

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

Welcome and roll call.

Meeting Minutes for October 2, 2024 (00:03 – 00:04 min)– approved by consensus

SBCTC Updates (00:04– 00:19 min)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - CS Image 32 and HCX 24.2.1 updates are now installed and the HCX configuration freeze is over.
 - Continuing work on ER 232 Self Service Questions and ER 999 OAAP Work Package 1 – Residency and Citizenship
 - Continuing to support the Apprenticeship project
 - Interviewing candidates for the open Senior Functional Analyst position
 - **Financial Aid (FA):**
 - Working with Security Team on deployment of Service Accounts for FA departments
 - Continue to deliver resolutions to ongoing Department of Education and Oracle issues
 - Received the final College Aid Services (CAS) Report back
 - **Finance (FIN/FSCM):**
 - Finance Functional team members will be participating in PAWs pilot for Travel and Expense
 - ER 226 Deployed – PO, Receipt & Payment Notification Alerts - 9/12/2024
 - ER 293 (FYI) Deployed - New Journal Source to help identify corrections to the GL – 9/5/2024
 - **Human Capital Management (HCM):**
 - Deployed ER 264 – Employee Personal data redaction indicator - 9/14/2024
 - HCM Image – testing – to go into production November 23
 - Successfully completed 10B Payroll – prior to 6PM!!!
 - **Student Financials (SF):**
 - New tracking calendar with Webex links added to QRG [2024 1098-T Business Processing Guide](#)
 - SFRA enhancement (ER#266) continues to be reviewed/edited in internal State Board meetings.
 - ER is scheduled for deployment to production before the Summer/Fall term.
 - **Training:**
 - Held several training/workshops
 - Continue to work on enhancements of the Training Application
 - Onboarding checklist functionality is next
 - Canvas courses in process of updating

Customer Support slide deck is below:



Customer Support
updates 11062024.pp

- **Application Services:**
 - **Environments/Activities** – Saravanan Mylsamy reported the following:
 - FS Image 50: PRD Deployment completed Saturday, October 26, 2024
 - CS Image 32 and HVX 24.2: PRD Deployment completed Saturday, November 2, 2024
 - PCD Refresh completed Monday, October 7, 2024
 - HC Image 50: PRD Deployment scheduled for Saturday, November 23, 2024
 - PeopleTools 8.61 Upgrade Q1/25 Planning
 - **Security** – Shelia Sloan presented the following:
 - SASI Project –Completed session 1 for work package 1, and scheduled session 2
 - HCM Image Support underway
 - CS Image Went to Production over the weekend

- FS Image Went to PRD – new fluid homepages/tiles/WorkCenters
- Insights delivered in Finance
- Offboarding automation in system testing.
- Working with Data Services on Student Questionnaire Security
- Data Masking Update
- Third Party App roles coming
- **Accessibility** - Christopher Soran reported the following (please refer to recording for document shared 00:015-00:19 min)
 - Campus Solutions image 32
 - 55 accessibility updates in this image
 - Highpoint Campus Experience 24.2.1
 - HCX VPAT for 24.2 has full compliance with WCAG 2.1 AA standards. The only outstanding issue will be resolved with ER 253 - Make a Payment Page Classic to Fluid.
 - Finance image 50

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests – (N/A)

Enhancement Requests- [Pending ER Document](#)

Formal ER: **N/A**

FYI's: **N/A**

PMO Update – Christyanna and Tara (00:19 – 00:34 min)

ctcLink Security Administration System Improvement Project (SASI)

- **Completed:**
 - Cohort Session 1 (WP#1 - Role Grouping Templates) - 10/21/2024
 - New SASI CAG Members Orientation Follow-Up (10/29/2024)
- **In Progress:**
 - Template Shell & Test Scenario Template (WP#1 - Role Grouping Templates)
 - OCM Materials & Test Scenario Build (WP#0 – Off-Boarding)
- **Up Next:**
 - Cohort Session 2 (WP#1 - Role Grouping Templates) - 11/12/2024
 - OCM Materials & Test Scenario Build (WP#4 – Data Masking)
 - Moved to December Wk. Pkg. #3 – Role Approval Workflow Follow-Up Session to finalize Solution Design
 - Commence Development for Wk. Pkg. #1
- **Resources:**
 - Shelia Sloan at Ssloan@sbctc.edu
 - Tara Keen Tkeen@sbctc.edu
 - *Guide Link:* [SASI Project Information Guide](#)

TouchNet Vendor Meeting Updates

- **Completed:**
 - Updates to TouchNet [Information Guide](#) on the ctLink Reference Center
 - Decision: SSO Exclusion from Proof-of-Concept Test Activity
- **In Progress:**
 - Waiting on Vendor to Provide Integration Approach Roadmap
 - Waiting on Vendor to Complete Proof-of-Concept Environment Configuration
- **Up Next:**
 - Determine Need for College Survey: Status of Payment Card Industry (PCI) Standards Compliance
- **Resources:**
 - Christyanna Dawson at cdawson@sbctc.edu & Brandon Reed Breed@sbctc.edu
 - TouchNet [Information Guide](#) located on the ctLink Reference Center

Planning Budgeting Cloud Service (PBCS)

- **Completed:**
 - Updates to [PBCS Information Guide](#) on the ctLink Reference Center
- **In Progress:**
 - User Acceptance Testing prep underway – *College invites issued 11/1*
 - Colleges are accepting UAT invitations and providing current user lists
- **Up Next:**
 - PBCS UAT Walkthrough Part 1 – Workforce
 - Tue, 11/12/24 3:00-5:00 PM
 - PBCS UAT Walkthrough Part 2 – Expenses, Revenues, Reports, and Smart View
 - Wed, 11/14/24, 3:00-5:00 PM)
 - PBCS UAT Q&A Optional Open Sessions
 - Thu, 11/14/24, 12:00-1:00 PM
 - Fri, 11/15/24, 11:30-12:30 PM
- **Resources:** Christyanna Dawson cdawson@sbctc.edu

Enhancement Request 232: Custom Self-Service Questions in CS

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
 - SIT & UAT Test Plan
 - Project Backup for PDV refresh
 - Decision: Move Development of page for Staff Entry on Student's Behalf to Phase II
- **In Progress:**
 - Activity Guide
 - SIT Migration
- **Next up:**
 - Project Plan for Phase II development
- **Resources:**
 - Bhuvana Samraj bsamraj@sbctc.edu, Carmen MacKenzie cmckenzie@sbctc.edu, Kyrsten Catlin kcatlin@sbctc.edu

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

- **Completed:**

- Presentation to College Collaboration Group on results of Executive Leadership Scope Survey – Jason Hetterle (Wenatchee Valley IT Director & PAW College Lead)
- Communications Subgroup kickoff: Sherry Nelson (SBCTC) and Sara Covington (Spokane Colleges)
- Migration of PAW internal collaboration repository to SBCTC Teams site: Kevin Bouwman (PMO)
- **In Progress:**
 - OCM/Evaluation Subgroup working on decision log methodology
 - Executive Leadership Scope Survey Analysis – Communications Subgroup to prepare for sending out to Stakeholders
 - Decision Log available to all Subgroups
- **Next up:**
 - Deploy Task Force survey – Lia Homeister (Renton Tech) PAW Task Force Leader for Travel & Expense Pilot
- **Resources:**
 - Jason Hetterle jhetterle@wvc.edu , Kevin Bouwman kbouwman@sbctc.edu , Carrie Powell cpowell@sbctc.edu

Initial Status Report: ADA Title II Web & Mobile App Accessibility

- **Completed:**
 - Formed work team including members from Education Division, IT Innovation, and PMO to provide coordinated SBCTC response to updated Accessible Technology standards
 - Developed 1-page Issue Brief: [Issue Brief DOJ Ruling on ADA Title II Web Accessibility](#)
- **In Progress:**
 - Soliciting responses from College IT Directors/CIOs on [Accessible IT Coordinator Survey](#) - 10 responses as of Nov 5
- **Next up:**
 - Deploy Task Force survey – Lia Homeister (Renton Tech) PAW Task Force Leader for Travel & Expense Pilot
- **Resources:**
 - Monica Olsson molsson@sbctc.edu, Andy Duckworth aduckworth@sbctc.edu, Carrie Powell cpowell@sbctc.edu, Kevin Bouwman kbouwman@sbctc.edu

PMO Slide Deck is below:



PMO Project Update
11_06_24.pptx

Mindful Minute – (N/A)

Action Item Review/New Business/Closing

Action Items:

Future Meetings – (00:34- 00:36 min):

November 20, 2024 (will communicate Friday before if there is nothing pressing on the agenda to get group feedback on whether we choose to cancel) and December 4, 2024.

Future Business: None