



## WORKING GROUP MEETING MINUTES

December 4, 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, Absent
- 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, Absent
- Saravanan Mysamy, 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, Absent
- 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 Comms

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

Welcome and roll call.

**Meeting Minutes for November 6, 2024 (00:03 – 00:04 min)**– approved by consensus

## SBCTC Updates (00:04– 00:12 min)

- **Customer Support:** No Update
- **Application Services:**
  - **Environments/Activities** – Saravanan Mylsamy reported the following:
    - HC Image 50: PRD Deployment completed on Saturday, November 23, 2024
    - CS 1098-T Update for 2024: PRD deployment scheduled for Thursday, December 5, 2024
    - PCD Refresh scheduled for Monday, December 9, 2024
    - HC Tax Update 24-D: PRD deployment scheduled for Thursday, December 12, 2024
    - FS 1099 Update for 2024: PRD Deployment scheduled for Thursday, December 12, 2024
  - **Security** – Shelia Sloan presented the following:
    - SASI Project:
      - Completed session 1 and 2 for Work Package 1.
      - Development for Work Package 1 is preliminary complete and in system testing.
      - Offboarding testing is in system and testing as well.
      - New Shell roles for Third Party Access for Work Package 6 are now in Production.
    - HCM Image Support underway
    - 1099 Image Support
    - Working with Data Services on Student Questionnaire Security
    - Data Masking Update
    - Service accounts being tested for financial aid and audited for other accounts
  - **Accessibility** - Christopher Soran reported the following:
    - ER 232 Adding Custom Self-Service Questions in Campus Solutions.

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 (00:12 – 00:28 min)

### ctcLink Security Administration System Improvement Project (SASI)

- **Completed:**
  - Cohort Session 2 (WP#1 - Role Grouping Templates) - 11/12/2024
- **In Progress:**
  - Template Shell & Test Scenario Template (WP#1 - Role Grouping Templates)
  - OCM Materials & Test Scenario Build (WP#0 – Off-Boarding)
  - Internal Testing (SIT) for Wk. Pkg. #0 and #1
- **Up Next:**
  - Cohort Session 3 (WP#1 - Role Grouping Templates) - Mid-January
  - OCM Materials & Test Scenario Build (WP#4 – Data Masking)
- **Resources:**
  - Shelia Sloan at [Ssloan@sbctc.edu](mailto:Ssloan@sbctc.edu)
  - Tara Keen [Tkeen@sbctc.edu](mailto:Tkeen@sbctc.edu)
  - *Guide Link:* [SASI Project Information Guide](#)

### TouchNet Vendor Meeting Updates

- **Completed:**
  - Updates to TouchNet [Information Guide](#) on the ctcLink Reference Center
  - Decision: SSO Exclusion from Proof-of-Concept Test Activity
  - Vendor Provided Integration Approach Roadmap (October 2025 estimated deployment)
- **In Progress:**
  - Leadership is determining response & next steps due to Vendor Integration Approach Roadmap estimated date (late Fall 2025), which would result in a late pilot release projection (Spring 2026)
- **Up Next:**
  - Determine Need for College Survey: Status of Payment Card Industry (PCI) Standards Compliance
- **Resources:**
  - Christyanna Dawson at [cdawson@sbctc.edu](mailto:cdawson@sbctc.edu) & Brandon Reed [Breed@sbctc.edu](mailto:Breed@sbctc.edu)
  - TouchNet [Information Guide](#) located on the ctcLink Reference Center

## Planning Budgeting Cloud Service (PBCS)

- **Completed:**
  - Updates to [PBCS Information Guide](#) on the ctLink Reference Center
  - Colleges have completed User Acceptance Testing (November 12th - 18th)
- **In Progress:**
  - Training prep underway
  - List of College user list is being compiled, for college verification/edits
- **Up Next:**
  - PBCS Training- Open to all colleges currently deployed with PBCS
    - January 14th and 15th- 2-4pm (RSVP to resource below)
- **Resources:**
  - Christyanna Dawson [cdawson@sbctc.edu](mailto: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
  - Activity Guides
  - Decision: Move Development of page for Staff Entry on Student's Behalf to Phase II
- **In Progress:**
  - Accessibility changes for Student page
  - SIT Migration preparation
- **Next up:**
  - Project Plan for Phase II development
  - SIT Migration execution
- **Resources:**
  - Bhuvana Samraj [bsamraj@sbctc.edu](mailto:bsamraj@sbctc.edu), Carmen McKenzie [cmckenzie@sbctc.edu](mailto:cmckenzie@sbctc.edu), Kyrsten Catlin [kcatlin@sbctc.edu](mailto:kcatlin@sbctc.edu)

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

- **Completed:**
  - Decision log choice made and implemented for all groups
  - Executive Leadership Scope Survey Analysis – Jason sent out survey analysis to Presidents
  - Task Force Survey results – Lia Homeister gathered responses from 29 institutions and presented to Team

- **In Progress:**
  - Task Force selection for Pilot – Team is working on evaluating survey results and making selection for pilot
  - Pilot Checklist – Determine how we will document checklist steps for pilot
- **Next up:**
  - Task Force/Pilot Kick-off – Will be in January of 2025. Working with team to determine best date
  - Pilot tasks and timeline
- **Resources:**
  - Jason Hetterle [jhetterle@wvc.edu](mailto:jhetterle@wvc.edu) , Kevin Bouwman [kbouwman@sbctc.edu](mailto:kbouwman@sbctc.edu) , Carrie Powell [cpowell@sbctc.edu](mailto:cpowell@sbctc.edu)

### ADA Title II Web & Mobile App Accessibility

- **Completed:**
  - Compiled inventory of accessibility policies on college websites: [College Accessibility Policy Status](#)
  - Prototype dashboard of Ally institutional reports: Paul Kreemer provided institutional-level data, Carmen confirmed it is level 1, and Andy created a [Sample Accessibility Score Trend Report](#) to show high level Canvas LMS accessibility scores for five randomly selected colleges.
- **In Progress:**
  - College IT Directors/CIOs responding to [Accessible IT Coordinator Survey](#) - 22 responses as of Dec 4 (Deadline Dec 31)
  - Continuing to meet with accessibility stakeholders (internal teams, ETAG, eLC).
- **Next up:**
  - Working on [DRAFT College Accessible IT Task Force Start-Up Guide](#)
  - Exploring DES accessibility training through WA State Learning Center: Word, PPT, Outlook, Excel
- **Resources:**
  - Monica Olsson [molsson@sbctc.edu](mailto:molsson@sbctc.edu), Andy Duckworth [aduckworth@sbctc.edu](mailto:aduckworth@sbctc.edu), Carrie Powell [cpowell@sbctc.edu](mailto:cpowell@sbctc.edu), Kevin Bouwman [kbouwman@sbctc.edu](mailto:kbouwman@sbctc.edu)

PMO Slide Deck is below:



PMO Project Update  
12\_04\_24.pptx

### Mindful Minute – (00:28 – 00:39 min)

Brandon Reed- updated group on ER 266 Student Financial Responsibility Agreement: They are working with policy folks and to finalize verbiage after getting 2<sup>nd</sup> iteration back with edits from AAG’s office. Will send to Sherry Nelson as well. SF team is now testing the automation of the holds. Testing is just

starting. Hoping all is implemented prior to summer and fall registration. Will update at each WG as things progress.

Pat Daniels- DG4 PM's meet Wednesday mornings (this topic was brought up at 10/2 WG as well for reference). This is not an ER at this point, just bringing awareness to the Finance and HCM departments discrepancies. There is a lot of cleanup that has to happen internally. More conversations are needed and will be brought up at next cCCG meeting on 12/11 to see who else other than DG4 are dealing with this. Conversations around QRG's being updated or what steps are necessary to make sure staff are informed of process. Need to find where cross pillar confusion is happening and work from there to rectify. Will be a joint effort.

Sherry Nelson- Financial Aid Review process update: College Aid Services is the vendor and they presented to the Financial Aid Council and STAC and WACTC as well as others. One of the recommendations was to have similar policies and procedures among colleges in order to fully utilize the available automations in ctclink. Working internally with SBCTC and policy staff along with colleges to put together a draft Policies and Procedure Manual. Huge undertaking as it is aligning FA processes, and it is in early stages. Will update as it progresses.

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

**Action Items: N/A**

### **Future Meetings – (00:39- 00:41 min):**

December 18, 2024 and January 15, 2025 (January 1, 2025 is Holiday)