



# WORKING GROUP MEETING MINUTES

December 18, 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, Absent
- 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

### SBCTC Voting Members

- Tara Keen, Co-Chair
- Carmen McKenzie, Data Services
- Teri Sexton, Business Operations
- Dani Bundy, etcLink Customer Support, Absent
- Saravanan Mylsamy, 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
- 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
- Kevin Bouwman, PMO
- Sherry Nelson, IT Comms, Absent

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

Welcome and roll call.

## Meeting Minutes for December 4, 2024 (00:03 – 00:04 min)– approved by consensus

### SBCTC Updates (00:04– 00:19 min)

- **Customer Support:** No Update
- **Application Services:**
  - **ctcLink Release Calendar** – Brian Arotca presented 2025 Release Calendar:
    - Brian shared the calendar in his presentation attached below.
      - January was approved by consensus with the understanding February through December will be voted on at 1/15 meeting
      - Amy will email WG the calendar today in order to circulate to colleagues on campus for feedback prior to 1/15.
      - Please be prepared to vote on 1/15 as agreed
      - Brian will be sharing this with cCCG at the 1/8 meeting



ctcLink Release  
Calendar 2025 Summ



ctcLink Release  
Calendar 2025 DRAFT

- **Environments/Activities-** Saravanan shared following in slide deck provided:
  - CS 1098-T Update for 2024: PRD Deployment completed Thursday, December 5, 2024
  - PCD Refresh completed Monday, December 9, 2024
  - HC Tax Update 24-D: PRD Deployment completed Thursday, December 12, 2024
  - FS 1099 Update for 2024: PRD Deployment completed Thursday, December 12, 2024
  - FA PRP 1.2: PRD Deployment scheduled for Thursday, January 30, 2025
  - PeopleTools 8.61 Upgrade: PRD Deployment scheduled for Saturday, April 26, 2025
- **Security** – Shelia Sloan presented the following:
  - SASI Project –Development for Work Package #1 is complete and in system testing. Offboarding testing is in system testing as well; Held Advisory Meeting; Cohort Session 3 scheduled for 1/13/25 for Work Package #1.
  - FA PRP Support Underway
  - Working with Data Services on Student Questionnaire Security
  - Service accounts being tested for financial aid and audited for other accounts; held Meetings with the colleges for Pilot colleges on FA Service Accounts.
  - Held Decembers Monthly Security Administration Meeting
  - Tax Update 24D Went live
- **Accessibility** - Christopher Soran reported the following:
  - HCM Tax Update 24-D

Application Services slide deck is below:



Application Services  
Update - Working Grc

## Enhancement Requests – (00:19– 00:32 min)

Enhancement Requests- [Pending ER Document](#)

Formal ER: N/A

**FYI/Mandated (no voting required):**

**Teri Sexton, Accounting & Business Services presented:**

[ER 307 - \(FYI\) Inactivate Accounts 5030025 – Sales Tax Expense and 5030035.docx](#)

[ER 308 - \(FYI\) Multi-Currency Correction.docx](#)

[ER 309 - \(FYI\) Chart of Account changes from OFM - New Fund and Appropriation Indexes.docx](#)

**Carmen McKenzie, Data Services presented:**

[ER 291 - \(1 of 2\) Diagnosis Codes .docx](#)

## PMO Update – (00:32 – 00:46 min)

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

- **Completed:**
  - Cohort Session 2 (WP#1 - Role Grouping Templates) - 11/12/2024
  - Test Scenario Template (WP#1 - Role Grouping Templates)
  - Publish Offboarding Automation (WP #0) Quick Start Guide on [SASI Project Information Guide](#)
- **In Progress:**
  - Template Shell & Test Scenario Template (WP#1 - Role Grouping Templates)
  - Internal Testing (SIT) for Wk. Pkg. #0 and #1
- **Up Next:**
  - Cohort Session 3 (WP#1 - Role Grouping Templates) – January 13, 2025 (1:30-3pm)
  - UAT for Wk. Pkg. #0 and #1 (College Advisory Group performing pre-UAT)
- **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 – PCI Compliance Solution

- **Completed:**
  - Updates to TouchNet [Information Guide](#) on the ctLink 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 ctLink 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
  - 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:**
  - Development complete for Phase I
  - Accessibility changes for Student self-service page
  - SIT Migration execution
  - Decision: Move Development of page for Staff Entry on Student's Behalf to **Phase II**
- **In Progress:**
  - SIT Testing through Jan 10th
  - QRG preparation & UAT communications
- **Next up:**
  - UAT Kick-off – Jan 21st
  - College UAT – Jan 21st to Feb 4th

- Project Plan for Phase II development
- **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:**
  - Task Force selection for Pilot – 8 colleges represented and 3 from SBCTC
  - Task Force/Pilot Kick-off – Scheduled for January 14th
- **In Progress:**
  - Pilot Checklist – Determine how we will document checklist steps for pilot
  - Environment Request – Document that outlines environment requirements for pilot. Will work with App Dev team once complete.
- **Next up:**
  - Pilot tasks and timeline
  - Work with Task Force to ensure they have access to MS Teams (PAWs Team)
- **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:**
  - Met with Anthology Ally to learn how accessibility scores and severity levels are calculated for Canvas classes
  - Presented Canvas institutional dashboard concept to Educational Technology Advisory Group (ETAG)
  - Created DRAFT Accessible IT Task Force: Roadmap to Compliance
  - 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:**
  - Reminder to College IT Directors/CIOs responding to [Accessible IT Coordinator Survey](#) – Missing Bates, Bellevue, Centralia, Skagit(Deadline Dec 31)
  - PMO staff piloting DES accessibility training (Word, Outlook, PowerPoint, Excel) in WA State Learning Center
- **Next up:**
  - Continuing with prototype for system-wide institutional Canvas accessibility comparisons - researching Ally API
  - Working on communication updates to WACTC-Tech, WSSC, and IC
  - Prepping for Accessible IT Coordinator kickoff: January 31, 2025

- **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)

### Capital Development – Minor Works Application

- **Completed:**
  - Met with Capital Budget and Application Development teams to discuss current application use and requirements
- **In Progress:**
  - Reviewing recordings with Capital Budget team on knowledge transfer of existing application
  - Review recording of meeting Saravanan had with OpenGov regarding Minor Works SaaS tool
  - Requirements gathering for replacement application
- **Next up:**
  - Continue requirements gathering with Capital Budget and Application Development Teams
  - Develop project timeline
- **Resources:**
  - Tara Keen [tkeen@sbctc.edu](mailto:tkeen@sbctc.edu), Kevin Bouwman [kbouwman@sbctc.edu](mailto:kbouwman@sbctc.edu), John Lyons [jlyons@sbctc.edu](mailto:jlyons@sbctc.edu)

PMO Slide Deck is below:



PMO Project Update  
12\_18\_24.pdf

### Mindful Minute – (00:46 – 00:51 min)

Tara inquired if anyone in WG is involved in the Student Success RFP response review.

- Saravanan reviewed from the technology perspective. Some examples are, how the tool is secured, authorization configuration and predictive analytics. Is not a functional representative on this review as to what the tool can offer. Provided a neutral report and felt it was a good process. They have been packaged and score sheets provided to Abraham. He will provide the top three vendors from the ten reviewed and have vendor meetings set up sometime in January.
- Jill was given Pat's IT Commission represented seat to be part of the scoring system and analysis, which had to be voted on, as Pat felt it was better for the system with Jill's experience/background. While it was a lot to read through with many requirements, Jill doesn't feel the vendors necessarily had a good understanding of our PeopleSoft set up with multiple institutions in one instance. It didn't seem like there was clear understanding of what our requirements were for future set up as they were all over the map. If we had been clearer, maybe their submissions would have been as well.
- Will have further information in January as team does not know who was selected to move on to next steps. Keep in mind, while in certain steps of the process, not many specifics can be shared.

## Action Item Review/New Business/Closing

**Action Items:** Amy will email 2025 Release Calendar and slide deck Brian Arotca shared today by EOB for WG members to distribute to colleagues in preparation for 1/15 vote.

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

January 15, 2025 and February 5, 2025 (January 1, 2025 is Holiday)