WORKING GROUP MEETING MINUTES

January 15, 2025

[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

SBCTC Voting Members

☒ Tara Keen, Co-Chair
☒ Carmen McKenzie, Data Services
☒ Teri Sexton, Business Operations
☒ Dani Bundy, ctcLink Customer Support
☐ Saravanan Mylsamy, Application Services, Absent
☐ 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, PM0 FIN, Absent
☒ Carrie Powell, PMO
☒ Kevin Bouwman, PM0
☒ Sherry Nelson, IT Comms

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

Welcome and roll call.

Meeting Minutes for December 18, 2024 (00:03 – 00:04 min)– approved by consensus

SBCTC Updates (00:04– 00:13 min)

- **Customer Support**: No Update
- **Application Services:**

    - **ctcLink Release Calendar –** Brian Arotca presented 2025 Release Calendar:

        - Brian did brief overview of what was presented at 12/18 meeting
            - Approved by Consensus

    ctcLink Release Calendar 2025 Summ

    ctcLink Release Calendar 2025 DRAFT

    - **Environments/Activities**- Christopher presented the following on Saravanan's behalf:
        - PCD Refresh completed Monday, January 6, 2025
        - FA PRP 1.2: PRD Deployment scheduled for Thursday, January 30, 2025
        - PCD Refresh scheduled for Monday, February 3, 2025
        - PeopleTools 8.61 Upgrade: PRD Deployment scheduled for Saturday, April 26, 2025
    - **Security** – Shelia Sloan presented the following:
        - SASI Project –Role Grouping/ Copy for Work package 1 has cohort Session 3 today. Testing has passed SIT and is ready for UAT. Offboarding Automation is still in SIT testing and there are UAT dates published.
        - PeopleTools Image Update Support all Pillars
        - FA PRP Support
        - Pilots for Service Accounts for FA Underway
        - Data Scrubbing work in lower environments underway
        - Finance Pillar working through data masking
    - **Accessibility -** Christopher Soran reported the following:
        - HCM Tax Update 24-D

Application Services slide deck is below:

Application Services Update - Working Gro

Enhancement Requests – (00:13– 00:16 min)

Enhancement Requests- Pending ER Document

Formal ER: N/A

FYI/Mandated (no voting required):

Teri Sexton, Accounting & Business Services presented:

📄 ER 310 - (FYI) Increase Asset Management Threshold to 10k for capitalization of Equipment and Other Assets.docx

PMO Update – (00:16 – 00:35 min)

ctcLink Security Administration System Improvement Project (SASI)
- **Completed:**
    - Timeline Plan for User Acceptance Testing for WP #1 and WP #0 (see next slide)
    - Internal Testing (SIT) for Wk. Pkg. #1
    - UAT Prep for Work Package #1 – Demo Video
    - Cohort Session 3 (WP#1 - Role Grouping Templates) - January 13, 2025 (1:30pm-3:00pm)
- **In Progress:**ce
    - Pre-UAT for Work Package #1 with College Advisory Group
    - Internal Testing (SIT) for Wk. Pkg. #0
    - SASI High Level Project Planner - Test Preparation and Planning for WP0 and WP1
- **Up Next:**
    - UAT Kick-Off for Wk. Pkg. #1 – January 22, 2025 (9:00am-10:00am)
    - UAT for Wk. Pkg. #0 and #1
- **Resources:**
    - Shelia Sloan at Ssloan@sbctc.edu
    - Tara Keen Tkeen@sbctc.edu
    - *Guide Link: SASI Project Information Guide*

TouchNet – PCI Compliance Solution
- **Completed:**
    - Updates to TouchNet Information Guide on the ctcLink Reference Center
    - Met with Vendor about Integration Approach, they are working on a new approach in their upcoming 9.3 version scheduled for release in October 2025
    - Leadership has determined that this Project will be on hold until the Vendor's Integration Approach Roadmap has been implemented estimated date (late Fall 2025)
- **In Progress:**
    - Status update to BAR group on January 16, 2025
- **Up Next:**

- We will resume College Advisory Group (Pending Vendor's update October 2025 estimate)
- **Resources:**
  - Christyanna Dawson at cdawson@sbctc.edu & Brandon Reed Breed@sbctc.edu

Planning Budgeting Cloud Service (PBCS)
- **Completed:**
  - Updates to PBCS Information Guide on the ctcLink Reference Center
  - List of College user list has been sent for college verification/edits
- **In Progress:**
  - PBCS Training January 14-15, 2025 (17 colleges participating)
  - Next Deployment schedule is currently being determined
  - If you would like to volunteer your college to be a part of the next deployment group, please contact Christyanna Dawson
- **Up Next:**
  - PBCS deployment schedule to be announced, with dates and activities
- **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:**
  - Development complete for Phase I
  - Accessibility changes for Student Self-Service page
  - SIT Testing, QRG & UAT communications
  - UAT Migration
  - Decision: Move development of page for Staff Entry on Student's Behalf to **Phase II**
- **In Progress:**
  - UAT Testing Preparation
- **Next up:**
  - UAT Kick-off – Jan 21, 2025
  - College UAT – Jan 21 to Feb 4, 2025
  - Project Plan for Phase II development
- **Resources:**
  - Bhuvana Samraj bsamraj@sbctc.edu, Carmen McKenzie cmckenzie@sbctc.edu, Kyrsten Catlin kcatlin@sbctc.edu

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

- **Completed:**
  - Task Force Kick-off for Travel & Expense (T&E) - January 14, 2025
  - Environment Request – PCP Environment will be utilized for Pilot

- o Project Information Guide - [PAWs Project Info Guide](#)
- **In Progress:**
  - o Subgroup collaboration and report out
  - o Pilot Checklist – Determine how we will document checklist steps for pilot
  - o Work with Task Force to ensure they have necessary access (MS Teams, SharePoint, etc.)
  - o Reference Center – Finalize PAW configuration and T&E pilot documents
- **Next up:**
  - o Task Force Orientation and recurring meetings
- **Resources:**
  - o Jason Hetterle jhetterle@wvc.edu , Kevin Bouwman kbouwman@sbctc.edu , Carrie Powell cpowell@sbctc.edu

ADA Title II Web & Mobile App Accessibility
- **Completed:**
  - o All colleges responded to ADA Title II Work Group's survey to identify current Accessible IT (AIT) Coordinators at all institutions. Only one college reported a vacant role; all others have named their AIT Coordinator.
  - o Invitations have been sent out for AIT Coordinator Kickoff information & resource sharing session. Goal is to provide a systemwide coordinated response to DOJ ADA Title II Web Accessibility ruling (policy, training, tools)
- **In Progress:**
  - o Prepping for Accessible IT Coordinator kickoff: Friday, January 31, 2025 (10:00–11:30am)
  - o Survey: College Digital Accessibility Readiness Survey went out to all colleges on Thursday, Jan 9. Deadline Friday, Jan 24. Results will be shared with AIT Coordinators at Kickoff session Jan 31.
- **Next up:**
  - o Conduct a "Show and Ask" session at the eLearning Council (eLC) meeting on Feb 6 re: Canvas Ally Accessibility dashboard
- **Resources:**
  - o Monica Olsson molsson@sbctc.edu, Andy Duckworth aduckworth@sbctc.edu, Carrie Powell cpowell@sbctc.edu, Kevin Bouwman kbouwman@sbctc.edu

Capital Development – Minor Works Application
- **Completed:**
  - o Reviewed recording of Saravanan's meeting with OpenGov regarding Minor Works SaaS tool
- **In Progress:**
  - o Reviewing recordings with Capital Budget team on knowledge transfer of existing application
  - o Requirements gathering for replacement application
- **Next up:**

- o Develop project timeline
- o Schedule follow-up meeting with OpenGov once Saravanan is back from leave (1/31/25)
- **Resources:**
  - o Tara Keen tkeen@sbctc.edu, Kevin Bouwman kbouwman@sbctc.edu, John Lyons jlyons@sbctc.edu

PMO Slide Deck is below:

PMO Project Update
1_15_25.pdf

Mindful Minute – (N/A)

Action Item Review/New Business/Closing

Action Items:

Future Meetings – (00:35- 00:36 min):

February 5, 2025 and February 19, 2025