![ctcLink logo]

WORKING GROUP MEETING MINUTES

February 5, 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

☐ Pat Daniels, Highline/IT, Security, PM, Absent

☒ Frank McNeilly, Olympic/CS, Financial Aid

SBCTC Voting Members

☒ Tara Keen, Co-Chair

☐ Carmen McKenzie, Data Services, Absent

☒ Teri Sexton, Business Operations

☐ Dani Bundy, ctcLink Customer Support, Absent

☒ Saravanan Mylsamy, Application Services

☐ Will Durden, Education Services, Absent

Ex-Officio/Advisory

☒ Kyrsten Catlin, CS Core

☐ Ana Ybarra, Financial Aid, Absent

☒ Brandon Reed, Student Financials

☒ Shon Dicks-Schlesinger, Finance

☒ Brian Lanier, HCM

☒ Roger Curry, Customer Support

☐ Shelia Sloan, Security, Absent

☒ 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 January 15, 2025 (00:03 – 00:04 min)– approved by consensus

SBCTC Updates (00:04– 00:09 min)

- **Customer Support**: No Update
- **Application Services:**
    - **Environments/Activities**- Saravanan presented the following:
        - FA PRP 1.2: PRD Install completed Thursday, January 30, 2025
        - PCD Refresh completed Monday, February 3, 2025
        - HCM tax Update 25-A: PRD Install scheduled for Thursday, February 13, 2025
        - Oracle CPU Production Server Update scheduled for Saturday, February 22, 2025
        - FA PRP 2.1: PRD Install is delayed by Oracle. Date TBD
        - PeopleTools 8.61 Upgrade: PRD Deployment scheduled for Saturday, April 26, 2025
    - **Security** – Laurel Anderson presented on behalf of Shelia Sloan the following:
        - SASI Project –Role Grouping/ Copy for Work package 1 Went to Production Last Night. The template users ids are currently being audited and an email will go to each college confirming which ones stay in Production and which were meant for just PQA. We have a list but want a final audit. We will send out an email when the template users are ready to use.
        - Offboarding Automation is in PRE_UAT testing and there was a survey sent out about the Full UAT date.
        - PeopleTools Image Update Support all Pillars
        - HCM Tax Update
        - Pilots for Service Accounts for FA Underway
        - Data Scrubbing work in lower environments underway
    - **Accessibility** - Christopher Soran reported the following:
        - PeopleTools 8.61
            - One new feature is the new accessibility button in the top menu.

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/Mandated (no voting required): N/A

PMO Update – (00:09 – 00:25 min)

ctcLink Security Administration System Improvement Project (SASI)
- **Completed:**
  - Internal Testing (SIT) for Wk. Pkg. #0
  - All College UAT Work Package #1
  - [UAT Guide in ctcLink Reference](#)
  - Work Package #1 <mark>Production Release!!!</mark>
- **In Progress:**
  - Pre-UAT for Work Package #0 with College Advisory Group
  - Prep for All College UAT - Wk. Pkg #0
- **Up Next:**
  - UAT Kick-Off for Wk. Pkg. #0 – February 10, 2025 (likely 11:00am-Noon)
  - All College UAT for Wk. Pkg. #0 – February 10-14, 2025
  - UAT Sign-Off for Wk. Pkg. #0 – **ctcLink Points of Contact**
- **Resources:**
  - Shelia Sloan at Ssloan@sbctc.edu
  - Tara Keen Tkeen@sbctc.edu
  - *Guide Link: SASI Project Information Guide*

Planning Budgeting Cloud Service (PBCS)
- **Completed:**
  - Updates to [PBCS Information Guide](#) on the ctcLink Reference Center
  - PBCS Training January 14-15, 2025 (17 colleges attended)
- **In Progress:**
  - 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 Testing (Jan 21 to Feb 4, 2025 – 16 passes, 6 pass with minor issues and 1 fail)
  - Decision: Move development of page for Staff Entry on Student's Behalf to Phase II

- **In Progress:**
  - UAT Testing (Jan 21 to Feb 4, 2025 – 16 passes, 6 pass with minor issues and 1 fail)
  - Decision: Move development of page for Staff Entry on Student's Behalf to Phase II
- **Next up:**
  - PRD Deployment
  - Project Plan for Phase II development
- **Resources:**
  - Bhuvana Samraj bsamraj@sbctc.edu, Carmen McKenzie cmckenzie@sbctc.edu, Kyrsten Catlin kcatlin@sbctc.edu , Dani Bundy dbundy@sbctc.edu

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

- **Completed:**
  - Task Force Orientation for Travel & Expense (T&E) - January 28, 2025
  - Subgroup collaboration and report out
- **In Progress:**
  - T&E Pilot Step Checklist – Determine how we will document checklist steps for pilot
  - Reference Center – Finalize PAW configuration and T&E pilot documents
- **Next up:**
  - Finalize Dashboards needed for Reference Center
- **Resources:**
  - Jason Hetterle jhetterle@wvc.edu , Kevin Bouwman kbouwman@sbctc.edu , Carrie Powell cpowell@sbctc.edu Project Information Guide - [PAWs Project Info Guide](#)

ADA Title II Web & Mobile App Accessibility

- **Completed:**
  - Held systemwide kickoff session for all college/district/agency Accessible IT (AIT) Coordinators on Friday, January 31
    - [Session Recording for Jan 31 Accessible IT Coordinator (AITC) Kickoff](#)
    - PowerPoint [Slide Deck for Jan 31 AITC Kickoff](#)
  - Compiled [Accessible IT Coordinator Contact List & Accessible Technology Policies](#)- January 2025
  - Revitalized SBCTC [AT-Coord Mailman list](#)
  - Provided colleges with list of "quick win" action items to support DOJ ADA Title II compliance
- **In Progress:**
  - Prep for eLearning Council (eLC) meeting on Feb 6 to demo the Canvas Ally Accessibility "systemwide dashboard" concept
  - Another survey! [Website Platform, Page Count, and Accessibility Survey](#) was distributed to PIO and ITC listservs on Jan 31. Survey Due: February 14, 2025

- **Next up:**
  - Policy Q&A session with Rob Carr from [WebAIM](#) and guest attorney Judith Risch on February 14
  -
  - Conduct a "Show and Ask" session at the eLearning Council (eLC) meeting on Feb 6 re: Canvas Ally Accessibility dashboard
- **Resources:**
  - 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:**
  - Reviewing recordings with Capital Budget team on knowledge transfer of existing application
- **In Progress:**
  - Requirements gathering for replacement application
- **Next up:**
  - Schedule follow-up meeting with team to review status
  - Schedule follow-up meeting with OpenGov
  - Develop Project timeline

- **Resources:**
  - Tara Keen tkeen@sbctc.edu, Kevin Bouwman kbouwman@sbctc.edu, John Lyons jlyons@sbctc.edu

PMO Slide Deck is below:

PMO Project Update 2_5_25.pdf

Mindful Minute – (N/A)

Action Item Review/New Business/Closing

Action Items:

Future Meetings:

February 19, 2025 (canceled by consensus) **NEXT meeting March 5, 2025**