ctcLink

WORKING GROUP MEETING MINUTES

March 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
- ☐ <mark>Frank McNeilly, Olympic/CS, Financial Aid, Absent</mark>

SBCTC Voting Members

- ☒ Tara Keen, Co-Chair
- ☒ Carmen McKenzie, Data Services
- ☒ Teri Sexton, Business Operations
- ☒ Dani Bundy, ctcLink Customer Support
- ☒ Saravanan Mylsamy, Application Services
- ☐ <mark>Will Durden, Education Services, Absent</mark>

Ex-Officio/Advisory

- ☒ Kyrsten Catlin, CS Core
- ☐ <mark>Ana Ybarra, Financial Aid, Absent</mark>
- ☐ <mark>Brandon Reed, Student Financials, Absent</mark>
- ☒ Shon Dicks-Schlesinger, Finance
- ☐ Brian Lanier, HCM, A
- ☒ Roger Curry, Customer Support
- ☐ <mark>Shelia Sloan, Security, Absent</mark>
- ☒ 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
- ☒ 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 February 5, 2025 (00:03 – 00:04 min)– approved by consensus

SBCTC Updates (00:04– 00:10 min)

- **Customer Support**: No Update
- **Application Services:**
    - **Environments/Activities**- Saravanan presented the following:
        - HCM tax Update 25-A: PRD Install completed Thursday, February 13, 2025
        - Oracle CPU Production Server Update completed Saturday, February 22, 2025
        - FA PRP 2.1: PRD installed Thursday, February 27, 2025
        - PCD Refresh completed Monday, February 3, 2025
        - PeopleTools 8.61 Upgrade: PRD Deployment scheduled for Saturday, April 26, 2025
    - **Security** – Saravanan presented on behalf of Shelia Sloan the following:
        - SASI Project –Offboarding Automation will be in Production sometime this week. Phase 2 items being reviewed. Will transition to work package 2 (Reporting) soon.
        - PeopleTools Image Update Support all Pillars
        - FA PRP support
        - Data Scrubbing work in lower environments underway
        - Data Masking in Finance is underway in development.
    - **Accessibility -** Christopher Soran reported the following:
        - PeopleTools 8.61
            - One new feature is the new accessibility button in the top menu.
            - Service Request open with Oracle for broken images.

Application Services slide deck is below:

Application Services
Update - Working Grc

Enhancement Requests – (00:10-00:12 min)

Enhancement Requests- Pending ER Document

Formal ER: N/A

FYI/Mandated (no voting required):

Teri Sexton, Accounting & Business Services presented the following:

ER 313 - (FYI) Removing the Unpost Direct Journal functionality.docx

[W] [ER 314 - (FYI) Relabeling "offset an item" to "Credit and Rebill" functionality in MT worksheet.docx](#)

[W] [ER 315 - (FYI) New Accounts Needed State Fund for tracking the VPA Reimbursements.docx](#)

PMO Update – (00:12 – 00:37 min)

ctcLink Security Administration System Improvement Project (SASI)
- **Completed:**
  - All College UAT Work Package #0 – Offboarding Automation
  - UAT Sign-Off for Wk. Pkg. #0 – ctcLink Points of Contact [100% sign-off]
  - [UAT Guide in ctcLink Reference](#)
  - Assessment of Phase 2 'In Scope' Updates
- **In Progress:**
  - Addendum to Offboarding Automation Solution Design with Phase 2 Updates
    - The following changes will be made to the Offboarding Automation process and a second UAT period will be held before release to Production. Dates of this activity are contingent on PeopleTools Update and development resource availability:
      - Company Name (Long Description) on Run Control Page.
      - Add Notice of "Available" Instructor/Advisor Table Entry to Log File.
      - Email Notifications: "Mask" first 5 characters of EMPLIDs and include Names.
      - Log Files: Make Names More User Friendly:
        - Change Log File Name from AE_CTC_OFFBD_AE to CTC_OFFBOARDING
        - Change Log File Name from CTC_OFFBD_RPT to CTC_OFFBD_PARMS
      - Email Notifications: Include List of Manual Removals in Email Notice.
      - Log File: Move Buyer Setup to "MANUAL REMOVAL REQUIRED FOR THE FOLLOWING" section.
      - Alphabetizing role list in Primary Log File (CTC_OFFBOARDING).
- **Up Next:**
  - Work Package #0 Production Release!!! [3/6/2025]
  - Requirements clarifications for Work Package #2 – Security Dashboard
- **Resources:**
  - Shelia Sloan at Ssloan@sbctc.edu
  - Tara Keen Tkeen@sbctc.edu

Planning Budgeting Cloud Service (PBCS)
- **Completed:**
  - Updates to [PBCS Information Guide](#) on the ctcLink Reference Center
  - 26 Schools are deployed with PBCS
- **In Progress:**

  - Next Deployment schedule is currently being determined
  - 8 Schools are remaining for deployment. Heads up, ctcLink Points of Contact, please look for an email soon. (Columbia Basin, Renton, Bates, Clover Park, Whatcom, and Seattle Colleges)
  - 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:**
  - Following the conclusion of UAT activities, colleges were asked to provide additional feedback up through 2/28/25 on the solution design. SBCTC received 26 submitted surveys.
- **In Progress:**
  - SBCTC is analyzing UAT test results and survey feedback to determine redevelopment needs and an updated project timeline.
- **Next up:**
  - SBCTC will communicate an update to colleges following internal discussions on redevelopment and project timelines.
  - We anticipate student-facing and staff-facing pages to be implemented in production during Summer 2025.
- **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)
  - Subgroup collaboration and report out
- **In Progress:**
  - T&E Pilot Step Checklist – Finalize how we will document checklist steps for pilot

- o Reference Center – Finalize PAW configuration, documentation and T&E pilot documents
- o PCP Environment Setup – Add Taskforce accounts as well as test accounts
- o Fluid vs Classic – Continued discussion on fluid vs classic
- **Next up:**
  - o Finalize Dashboards needed for Reference Center
- **Resources:**
  - o 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:**
  - o Held policy Q&A session for Accessible IT Coordinators with Rob Carr from WebAIM and guest attorney Judith Risch
  - o Presented Canvas Ally Accessibility "systemwide dashboard" concept to eLearning Council for discussion and feedback
- **In Progress:**
  - o Collecting issues on Ally Accessibility tool that impact course and institutional scores through the eLC Accessibility subgroup
  - o Coordinating with Anthology Ally vendor on training session for college Canvas administrators
  - o Compiling results from system-wide! Website Platform, Page Count, and Accessibility Survey
- **Next up:**
  - o Meeting with 3rd party vendor Level Access to discuss accessibility evaluation tools
  - o Using Ally API to track accessibility severity levels by institution so colleges can compare themselves against a system baseline
  - o Planning future Q&A sessions (e.g., best practice procurement policies that prioritize accessibility in new product acquisition)
- **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 Reviewing recordings with Capital Budget team on knowledge transfer of existing application
  - o Met with Capital Budgets team to discuss current status and requirements
- **In Progress:**
  - o Requirements gathering for replacement application
  - o Captrack functionality and requirements with Data Services
  - o Reviewing VBA code from current solution

- **Next up:**
  - Schedule follow-up meeting with App Services team
  - 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
3_5_25.pdf

Mindful Minute – (N/A)

Action Item Review/New Business/Closing

Action Items:

Future Meetings:

March 19, 2025 and April 2, 2025