



CTCLINK WORKING GROUP AGENDA

December 7, 2022, 10 a.m. – 12 p.m., online via Webex

Chantel Black & Tara Keen, Co-Chairs | Reuth Kim, Facilitator

ITEM#	DESCRIPTION	START TIME (APPROX)	FACILITATOR
1	Welcome & Roll Call	10 am	Tara Keen
2	Meeting Minutes – 11/16/2022 – need approval	10:10 am	Reuth Kim
3	Updates <ul style="list-style-type: none">ctcLink Customer Support ProductionEnvironments (<i>upcoming downtimes</i>)AccessibilitySecurity	10:15 am	Dani Bundy Ray Gartner Christopher Soran Shelia Sloan
4	NO New Enhancement Requests (ERs) <ul style="list-style-type: none">FYI on ER #120 & ER #122; awaiting survey results due 12/16/2022	10:35 am	Tara Keen
5	RTM: Working Group De-Scope Meeting Schedule 12/7/22 Voting Items: <ul style="list-style-type: none">BA11 - Benefits (Benefit Management)PR54 - PayrollRA106 - Financial Aid (Recruiting & Admissions)	10:45 am	Tara Keen
6	Discuss Feedback on Updated ER Process QRG: https://ctclinkreferencecenter.ctclink.us/m/112604/l/1626190-enhancement-request-process-and-form	11 am	Tara Keen
7	Update on Guided Pathways College Interviews <ul style="list-style-type: none">Synopsis Phase	11:10 am	Tara Keen
8	Upcoming FA SAP Special Sessions: 12/9 & 12/16	11:20 am	Tara Keen/Ana Ybarra
9	Revisit Discussion on New User Orientation Materials <ul style="list-style-type: none">Action Item from 11/16/2022	11:40 am	Tara Keen/ALL

ITEM#	DESCRIPTION	START TIME (APPROX)	FACILITATOR
10	Action Items Review/New Business/Closing <ul style="list-style-type: none"> • Discussion: 2023 First Meetings: discuss Jan. 4 first week of the quarter, WG meeting? • Future Meetings: Dec. 21 • Future Business: <ul style="list-style-type: none"> ○ Ask Teri to show SBCTC Accounting site at a future WG meeting ○ Will seek guidance from STAC at their next scheduled meeting on proxy voting and ex-officio members (may require charter update) 	11:55 am	Tara Keen/Reuth Kim/ALL

Meeting Participants

College Voting Members

- Chantel Black, Co-Chair & Spokane Community, College/CS
- Beth Farley, Edmonds/CS, Security, PM
- Charlene Rios, Big Bend/FIN,
- Donald Denney, Skagit Valley/Accessibility
- Jill Hammitt, Highline/Data & Reporting, CS, SF
- Kathy Disney, Tacoma/CS
- Samantha Orth, Lower Columbia/HCM, Payroll, Absent Vote?
- Pat Daniels, Highline/IT, Security, PM
- Rachelle Russell, Skagit Valley/CS, Financial Aid

SBCTC Voting Members

- Tara Keen, Co-Chair
- Carmen McKenzie, Data Services
- Teri Sexton, Business Operations
- Dani Bundy, ctclink Customer Support
- Ray Gartner, Application Services
- Will Durden, Education Services

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid
- Brandon Reed, Student Financials
- Shon Dicks-Schlesinger, Finance
- Brian Lanier, HCM, Absent
- Roger Curry, Customer Support
- Shelia Sloan, Security, Absent
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing)
- Christopher Soran, App Svcs/Ops
- Reuth Kim, PMO CS & Facilitator
- Christyanna Dawson, PMO FIN
- Sanjiv Bhagat, PMO HCM
- Bhuvana Samraj, Technical PM
- Sherry Nelson, IT Comms