



## WORKING GROUP MEETING MINUTES

September 7, 2022

[Webex recording](#)

Tara Keen, Co-Chair

### Meeting Participants

#### College Voting Members

- Chantel Black, Co-Chair & Spokane/CS (absent, vote?)
- Beth Farley, Edmonds/CS, Security, PM
- Chantel Black, Spokane/CS
- Charlene Rios, Big Bend/FIN
- Doug Hayman, Olympic/Accessibility (absent)
- Jill Hammitt, Highline/Data & Reporting, CS, SF
- Kathy Disney, Tacoma/CS
- Krista Francis, Peninsula/HCM (absent, Char has 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 (absent)
- 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
- Ivy Brent, Data & Reporting
- Tami Whitney, QA (Testing)
- Christopher Soran, App Services (Operations)
- Reuth Kim, PMO CS & Facilitator (absent)
- Christyanna Dawson, PMO FIN
- Sanjiv Bhagat, PMO HCM
- Bhuvana Samraj, Technical PM
- Sherry Nelson, IT Comms

### Welcome & Roll Call 00:00 – 00:08 mins

Welcome and roll call.

### Approval for August 17, 2022, Meeting Minutes 00:08 – 00:11 mins

August 17, 2022, meeting minutes were approved.

### Enhancement Requests (ERs) 00:11 – 00:47 mins

Tara mentioned that ER forms and content tied to new Enhancement Requests are now located on the ctcLink reference center: [Pending Needing Governance Approval > Unzip to View: CS, FIN, HCM](#).

- ❖ **Listen to full conversation on Webex recording: 00:13 – 00:25 mins - [ER #146: CS Core - Course Repeat Management Enhancement Request](#) , presented by Kyrsten** - request was initially discussed with WG on 8/17. CS Team took this ER to ctcLink College Collaboration Group and included the feedback in the updated ER as summarized below:

1. Include the RFTE Reason Code into the FTE CEMLI formula and exclude any enrollment bearing the RFTE from generating FTE. Data Services is taking lead on this section.
2. Remove Repeat Rule Configuration (Change) and Grade Scheme Table (Change) from local college security. This ensures colleges do not alter the approved configuration or set a grade input to bypass the Repeat Rule Configuration.
3. Audit Grade Scheme Table (each institution). Ensure all Grade Inputs are set to be included in the Repeat Rule Process (including I and W) according to the SBCTC state policy (5.30.25 Repeat Course Rule).
4. Create a new Repeat Code (each institution)

*Records and Enrollment > Term Processing > End of Term Processing > Repeat Scheme Table*

- Configuration: Enrollment with this code earns credit, is included in GPA calculation, and counts toward Academic Statistics.
- The purpose of this Code is to identify the enrollment as a repeat exception (any attempt beyond the third attempt). Colleges assign RFTE at the time of enrollment, and it remains on the enrollment the entire term. This requires colleges to acknowledge the exception as non-FTE generating. It also provides a criterion that the FTE calculation can use to exclude it.

5. Update the Repeat Rule exemptions (each institution)

*Records and Enrollment > Term Processing > End of Term Processing > Repeat Rule (Repeat Rule2)*

- Configuration: Add RFTE to and remove REXP from the Repeat Codes Exempted.
- Colleges requiring a stricter setup of Total Attempts Allowed < 3 will have an additional Repeat Code added to this configuration. CS Support will work with the college(s) for setup. This stricter setup will result in more manual enrollment transactions by college staff.

Repeat Code: RSTR

Description: Repeat - Local Limit Exception

- This configuration section addresses enrollment.
- The RLMT Repeat Code prevents enrollment for that student in that course beyond the third attempt. When the RLMT is present on that course for that student, enrollment will require RFTE (approved non-FTE generating exception) to be present.
- The purpose of REXP is to exclude converted enrollment from being considered in Repeat Checking. Staff should not apply REXP on enrollment transactions in ctcLink.

6. Update reference and training materials (i.e., QRGs)
7. Provide a query to identify enrollment in variable courses beyond a third attempt
8. Configure a new Enrollment Security ID

- Request was raised during the 8/24/2022 College Collaboration Group meeting as only those with RALL (All Access) have access to post repeat codes, which is generally limited to Registrar-level staff

- New Code: REG3; Access will match REG1 with the addition of managing Repeat Codes during enrollment transactions. This will be available for college use if appropriate for their needs.

**Approved by consensus.**

- ❖ **Listen to full conversation on Webex recording: 00:26 – 00:30 mins [ER #142: FSCM Restrict Bank Access to BU in AP](#) , presented by Shon.** Summary of ER: Users are able to use other colleges bank account to pay their vouchers. On the Payment tab of vouchers when users use look up for Bank it displays the list of all the bank a/cs setup in the Banking and can select to use it for payment.

**Approved by consensus.**

- ❖ **Listen to full conversation on Webex recording: 00:31 – 00:38 mins [ER #147: FSCM AP Positive Pay File Exclude Manual Payments](#) , presented by Shon & Teri.**

Summary of ER: Enhancement requested to exclude manual payments in the positive pay file. All the Payments which are recorded in AP as manual Payment are picked up by the Positive pay file process and sent to Bank. These manual payments come through on Bank Recon report as “Outstanding.” This is not a problem in PeopleSoft, but from the banking side. **Approved by consensus.**

- ❖ **Listen to full conversation on Webex recording: 00:38 – 00:44 mins [ER #148: FSCM AWE routing to Supervisor by OPRID to include BU](#) , presented by Shon.**

Summary of ER: Enhancement to revise the globally used custom User List CTC\_UL\_SUPERVISOR\_BY\_OPRID to consider the Business Unit while routing approval to supervisors. This would address the scenario where an employee is active at more than one college. The custom User List is currently in use by multiple colleges in various Finance modules (PO, AP, AR, & EX). **Approved by consensus.**

- ❖ **Listen to full conversation on Webex recording: 00:45 – 00:47 mins [ER #153: Billing Integration to AR – turn on ‘error on closed period’](#) , presented by Shon.**

Summary of Turn on Billing Integration Option so that bills will error out if they are entered in a closed period. Currently there is a warning only and then the bills get stuck in AR if they were entered with a closed period. **Approved by consensus.**

### **Security FYI: 140891 CEMLI FTDD Offboarding 00:48 – 1:03 mins - Shelia Sloan presented**

**Current Functionality:** Currently, the local college admins process each person’s de-activation manually. This is an extremely time-consuming process as there are many areas in each application which need to be updated as part of offboarding. Some of the things that need to be removed were added by business owners at the college and not the security admin; so in some instances it is hard for the local admins to ensure they update all of the areas accurately. Also, if a user transfers to another college this process gets even more complicated from a system perspective. Doing it manually is a potentially error-prone process, which could leave all college’s data exposed depending on what you mess up.

**Proposed New Functionality:** Create a process which can be run on demand for an employee to log in and check to see if the person has an inactive job record, and then process the offboarding in each pillar automatically. This process would remove the roles and add in the base former employee access, it will

set the user preferences back to default, remove SACR for the institution, check to see if the person was or is a student and retain student access if so, produce warning messages if the person transferred to another institution, and produce reports of the secondary security areas that have to remain manual. Also, there are instances where a person does an internal transfer and it's better to strip their access and rebuild in appropriate pillar. For those, flag a warning to say "This person is still active at your institution. Do you wish to proceed?"

**Active discussion by Working Group members, not a voting item but FYI item.**

### Requirements Traceability Matrix & Draft High Level ER Flows 01:04 – 01:49 mins

Tara displayed the 250 RTM items that are located as new QRGs in the ctcLink reference center: [RTM FIN](#) , [RTM HCM](#) , [RTM CS](#) .

**Action Item:** Next step is to solicit feedback from the college SMEs via listservs.

**Action Item:** PMO team also developed the [Working Group De-Scope Meeting Schedule](#) and shared this with WG members on 9/14/2022 via email.

Tara also shared a draft of new ER flows. Idea is to move away from workstream based visuals but instead pursue a more simplified visual to describe steps.

### Agency Updates

Updates were skipped and will ask for agency updates at the next meeting.

### Action Item Review/New Business/Closing: 01:49 – 01:51 mins

- Requirement Traceability Matrix (RTM) items will be reviewed in phases. The PMO team will work with the College Collaboration Group, SMEs, and relevant listservs. Timeline/Schedule for items slated for de-scope is currently being developed and will be shared with the WG when it is available. (In Progress)

-ER Flows draft will be sent out next week, with a timeline of feedback to be on 09/21/2022 meeting. (In Progress)

Next meeting on 9/21/2022.