



WORKING GROUP MEETING MINUTES

September 21, 2022

Webex Recording

Chantel Black & Tara Keen, Co-Chairs

Meeting Participants

**Votes cast for new WG HR member with an "M" or "S"*

College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS - M
- Beth Farley, Edmonds/CS, Security, PM - S
- Charlene Rios, Big Bend/FIN - S
- *Vacant, Accessibility (Donald, Skagit Valley if all goes well)*
- Jill Hammitt, Highline/Data & Reporting, CS, SF - S
- Kathy Disney, Tacoma/CS, Pat has vote as needed - S
- Krista Francis, Peninsula/HCM**
**Absent, Char has vote?*
- Pat Daniels, Highline/IT, Security, PM - M
- Rachelle Russell, Skagit Valley/CS, Financial Aid - S

SBCTC Voting Members

- Tara Keen, Co-Chair - M
- Carmen McKenzie, Data Services - M
- Teri Sexton, Business Operations - S
- Dani Bundy, ctcLink Customer Support - M
- Ray Gartner, Application Services - M
- Will Durden, Education Services,**
Absent at Conference, Carmen has vote

Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid, Absent**
- Brandon Reed, Student Financials,**
Absent
- 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 Services (Operations)
- Reuth Kim, PMO CS & Facilitator
- Christyanna Dawson, PMO FIN
- Sanjiv Bhagat, PMO HCM
- Bhuvana Samraj, Technical PM,**
Absent
- Sherry Nelson, IT Comms

Welcome and Roll Call 00:00 – 00:04 mins

Welcome and roll call.

Approval for Meeting Minutes from September 7, 2022 00:05 - 00:06 mins

September 7, 2022, meeting minutes were approved.

Enhancement Requests (ERs) 00:06 – 01:01 mins

To view "Mandated/FYI" items discussed in WG meetings, follow this navigation path:

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancement-request-status#mandated-items-no-wg-approval-required-notification-fyi-only>

FIN Item: (non-voting item, FYI)

Listen to full conversation on Webex recording: 00:06 -00:13 mins ER #157 BFET FYI Item

Description: For several years colleges have requested a solution to track BFET leveraged funding in ctcLink. SBCTC has identified a solution that meets BFET policy of being able to identify original funding sources spent on BFET in a less manual manner. The identified solution involves colleges using the Program chartfield in budgets and expenses for leveraged funds used for BFET administrative costs (staff salaries, benefits, travel, goods/services, F&A/indirect). This “enhancement” will involve SBCTC enabling use of the Program chartfield for all colleges that do not currently have this already enabled. For colleges not already using the Program chartfield, it will be set as an optional field so that colleges do not have to use it for anything except BFET leveraged funds. **Mandated/FYI no vote needed.**

To view “Approved – Not Yet Deployed” items that are approved in WG meetings, follow this navigation path, click on the pillar area, and unzip content:

<https://ctclinkreferencecenter.ctclink.us/m/112604/l/1589391-enhancement-request-status#approved-not-yet-deployed>

Faculty Workload (FWL) Items: (voting items)

Listen to full conversation on Webex recording: 00:13 – 00:21 mins ER #154 FWL Future EFFTDT Hire Row

Description: FWL contract data is built and issued to part-time/moonlight faculty prior to quarter’s begin date. In effort to issue contracts to brand new faculty prior to quarter’s begin date, employee records for these faculty are built with an effective hire date predating faculty’s actual start date. This enhancement request is to change effective date range to allow for future EFFTDT hire row processing in FWL. This will enable timely processing of FWL contracts for new employees without the need of adjusting hire date. **Approved by consensus.**

Listen to full conversation on Webex recording: 00:21 – 00:28 mins ER #155 Generate Email to Submitter for Contracts Rescinded on FWL Mass Approval Page

Description: Establish a trigger in the FWL Mass Approval process that would generate an email communication when an approver chooses to check the ‘rescind’ radial dial and click Submit button on the Mass Approval page. The denial communication would need to go back to the user that ‘submitted’ the contract for approval. In addition to the code changes required to trigger the communication, additional local configuration would be needed for each college to establish the email message content for any denials sent by this new code change in the FWL Mass Approval page. **Approved by consensus.**

Listen to full conversation on Webex recording: 00:28 – 00:38 mins ER #156 Productivity Improvements on Maintain FWL Page

Description: This request to improve the usability on the Maintain FWL page to increase user productivity involves the following changes:

- Change Field Order in Maintain FWL/CS to HCM Pay Line Grid
- Include/Display Header Data in all Tabs of Maintain FWL page
- Add “Recalc All” button to FWL Grid Page

Such improvements would reduce errors, ensure that users are assured of the instructor being processed, regardless of the tab being worked and be able to send screen shots to

support on tabs 2-4 that include instructor header information and finally, reduce the need to jump back to the first tab to perform recalculation actions. **Approved by consensus.**

[Listen to full conversation on Webex recording: 00:38 – 01:01 mins ER #158 FWL Employee Record Look Up](#)

Description: To reduce the number of errors where college users are selecting the incorrect job record due to not having sufficient visibility to differentiate one job record from another, a request is being made to increase the amount of information the user can see from the various pages where they would use a lookup (spy glass icon) to find the available job records to attribute to a specific teaching assignment (class).

Currently users see the following values at Lookup:

- Employee Record Number (Empl Rcd #)
- Department ID
- Department Description
- Job Code
- Job Title
- Organizational Relationship
- Employee Status

Ideally users would like to add the following values to the user's returned information on the lookup:

- HR Business Unit (for example HR171, HR172, HR070, HR062)
- Employee Classification (to differentiate FT Faculty, PT Faculty, Hourly or Paraprofessional)
- Employee's Earnings Code (for example, PTF, MLC, STP)
- Combo Code Associated with the Earnings Code
- Combo Code Description

*Please refer to ER link above for additional description. **Approved by consensus.***

WG Membership 01:01 – 01:40 mins

Tara discussed that Doug Hayman would like to step down from WG. He sent us an email to inform us officially. Reuth reached out to Donald Denney, SVC, to see if he would be interested in joining us in WG. We will keep WG members posted about our outcome with Donald as they would be okay with us pursuing an alternate WG nomination to replace Doug's membership.

Reviewed HCM Payroll nominations and WG members casted votes for the top candidates. We had a tie for Melody Matthews, CCS and Samantha Orth, LCC. WG members decided to table this vote until the October 5 meeting.

Discussed voting members commitment to meet twice a month and if voting members are absent, the process is that they should give vote (along with comments/concerns as needed) to another voting member. Preference would be voting members would be college members would give proxy to another college members and same for SBCTC but if that is not possible then another WG voting member works also. Please inform Reuth as a courtesy if WG members will be absent and their proxy so it is ready for the roll call and it helps us verify quorum.

Requirements Traceability Matrix & Draft High Level ER Flows 01:40 – 01:52 mins

Discussed that RTM has been distributed to listservs. Tara showed how PMO is tracking feedback internally on our SharePoint site and discussed SolarWinds (new tracking build out). Feedback can be sent to pmoteam@sbctc.edu. Tara also showed the upcoming WG Descope Meeting Schedule.

ER Flows Deferred to Next Meeting 01:53 – 01:54 mins

Tara will send out a recording before the next WG meeting.

Agency Updates 01:54 – 02:06 mins

Customer Support Update

Dani reported that HCM team is working on finding payroll efficiencies in the process. Issue with indexing and the class schedule in the Portal and may need to do a full build this weekend and team is working on a communication to describe why this is important and how it impacts classes schedules/changes are not showing up in schedule of classes. Team met with Oracle to determine what happened and completed additional testing.

Environments Update

Ray reported on Image updates for each of the 3 pillars (HCM set to deploy on 10/8, CS set to deploy on 10/15 but forced to pull CampusCE out of this to complete additional change order, FIN deployed on 10/29 but quite behind on image deployments so team is building change package to simulate the images and have assessed bugs and testing. Ray's team may need to shift FIN deploy date to 11/19 and will bring these new dates back to WG if needed. Publishing accessibility image overview documents doesn't fix all of the items and will need to put this in an environment for the CATO group to review.

Security Update

Shelia held meeting with college administrators on 9/27. Actively providing security assistance for images. Bill is working through role updates on QRGs (HCM & FIN completed).

Action Item Review/New Business/Closing: 02:06 – 02:07mins

Next meeting on 10/5/2022:

-Vote for HCM, Payroll WG Member

-Action item and table topic to discuss DRAFT: ER High Level Flows (Tara to Present topics on 10/05/22 meeting,)

-Action item for Ray as needed – PRD release calendar (possibly send out new dates to WG members)