



WORKING GROUP MEETING MINUTES

May 3, 2023

Meeting Recording:

<https://sbctc.webex.com/recording/service/sites/sbctc/recording/df0d211fcc01103bb4f100505681ac07/playback>

Co-Chairs: Chantel Black & Tara Keen

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, Tara voting
- 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, etcLink Customer Support, Absent, Roger voting
- Ray Gartner, Application Services
- Will Durden, Education Services, Absent

Ex-Officio/Advisory

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

Welcome, Roll Call (00:00 – 00:05 mins)

Welcome and roll call.

Meeting Minutes for April 19, 2023 (00:04 – 00:07 mins) – approved by consensus

SBCTC Updates (00:07 – 00:22 mins)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - Testing CampusCE phase III descoped items - deployment projected late May
 - Continued Quick Admit bug clean-up.
 - Clean up on OAAP autofill name issue
 - **Financial Aid (FA):**
 - Sent communications, timeline, and survey for next SAP item
 - Pass 2 for Breaks in Enrollment and Summer Drops
 - Working on completing modified award letter
 - Continue to work with PMO on outstanding SAP and Mass Packaging requirements
 - **Finance (FIN/FSCM):**
 - Functional Analyst are working on editing Regression Test Scripts and reviewing Image 47 Oracle notes to prepare for the October system update
 - ER 144 – Subsidiary Combo Edit Rules – met with Business Services to look at options
 - **Human Capital Management (HCM):**
 - Continue to work on out of state tax configuration
 - Held HCM Work session on Balloon Payments and Processing Prepays
 - Continue to work on FWL Enhancements 154,155,156, and 158
 - **Student Financials (SF):**
 - Meeting with colleges individually on Alternative Loans global process
 - ER 159 – Item Type Security, Anticipate PQA will be available for college configuration by May 8
 - SF and Business Services are working together to address Item Type Chart Strings
 - **Training:**
 - Provided 9 different cyclical/workshop type trainings, partnering with all functional teams and professional development
 - Continue updating training content for PeopleTools 8.59
 - **General Support Activities-**
 - All pillars responding to tickets
 - Working with Application Services and Data Services Enhancement Request analysis and development efforts
 - Holding WebEx meetings for special topics to get resolution on issues
 - Ongoing training content being created for new trainings to be offered throughout 2023
 - Updating QRGs based on user feedback filed in tickets or functional analyst collaborative efforts
 - **Enhancement Request Status-**
 - [Enhancement Request Status Page](#)
 - [ctcLink Enhancement Request Webpage](#)
 - 59 Enhancement Requests Pending
 - 28– CS, SF, FA (including OAAP, CampusCE, HCX)
 - 14 – Finance
 - 16 – HCM
 - 1 – Across All Pillars
 - Status Information
 - 25 of 56 have gone before Working Group
 - 7 – on Hold, pending Guided Pathways, Scope and Cost analysis, etc.
 - 31 – in Analysis and Requirements Gathering
 - 20 – in Design and/or Development
 - 1 – Ready for Deployment

*****SolarWinds Enhancement Submission - Coming Soon!**

Customer Support slide deck is below:



Customer Support
updates 05-03-2023.f

- **Application Services:**

- **Environments/Activities** -Ray reported the following:
 - PeopleTools Upgrade to 8.59.15 was successfully completed- Saturday, April 29.
Tremendous team effort among functional staff, technical staff and application services allowed for a very smooth deployment.
 - *Partial Code Freeze was implemented 03/14/23 and was complete as of 04/29/23 PeopleTools Deployment
 - Oracle CPU Security Updates were deployed 04/29/23. These updates occur once per quarter so it was decided to make use of the already planned downtime for PT upgrade.
 - Oracle has recommended installation of PeopleTools 8.59.17 to go along with above mentioned security update which will close up some vulnerabilities with Oracle product. Timing is unfortunate as we just implemented 8.59.15 and now we are already talking timeline for next upgrade to be done in the very near future. Team will start working on that plan right away. It is not anticipated to be as big as 8.59.15 as there are only a handful of small bug fixes in .17. Once the team analyzes all of those they will present the implementation/activity timeline.
 - PCD Refresh from PRD and PT 8.59 Upgrade completed Monday, May 1, 2023. There were some Authentication challenges Monday afternoon through Tuesday, related to upgrade and configuration of Active Directory, but has since been resolved.
 - FA Regulatory PRP 3 is scheduled for release to PRD on Thursday, May 25, 2023
 - CS Image 29 & HCX is scheduled for release to PRD on Saturday, August 12, 2023
- **Accessibility** -Christopher reported the following:
 - **PeopleTools 8.59-**
 - [8.59 Accessibility overview update](#) posted on the ctcLink Accessibility page
 - In "My Preferences" you can add Screen Reader Mode to the actions menu. You can enable screen reader mode for one session or have it persist.
 - Increased Color contrast of file attachment drop area border.
 - Changes on Component Search Pages and Prompt Lookup Search Pages
 - When Search button is pressed and no matching values return, the text "No matching resulting were found" was not read by assistive technology and now it is.
 - Prior to Tools 8.59, the grid header button did not announce that it was a sort button. This issue is corrected in 8.59.
 - Prior to Tools 8.59, if user selected the ESC button on the keyboard it will close the grid action menu but doing so refreshed the page and the user was taken back to the top of the page. In Tools 8.59 ESC button closes the popup menu and the focus remains on the same action menu grid icon.
 - Prior to Tools 8.59, in Query Manager or Viewer page screen readers never read the criteria "begins with" even when user tabbed back. This issue is fixed in Tools 8.59. Criteria "begins with" is read along with the search field value.

- The hover color contrast ratios are greater than the required 3:1, so hover colors on homepage tiles and navbar are WCAG 2.1 non-text contrast compliant in 8.59.
- Prior to the PeopleTools 8.59 upgrade “Homepage tiles” was listed as Header 1 instead of the selected homepage header. After 8.59 home page header (e.g., Employee Self Service) will be listed as Header 1 so screen reader users will be able to identify the selected home page.
- [New keyboard shortcuts](#) posted on the ctcLink Accessibility page
- [Full list of keyboard shortcuts](#) from Oracle

- **Security:** Shelia reported the following:
 - **All Pillars**
 - New Report Definition roles by Institution In Campus Solutions have now been started in development and will move to System Testing Soon.
 - Item Type Security Testing/Support in CS still in Progress.
 - First round of Masking in Finance has been developed and will be unit tested soon, and then transition to system testing. Once we get it here, we will work with the colleges for timelines on UAT and implementation.
 - Automated offboarding (all pillars) - waiting on development resource.
 - Audit Worksession almost finalized and will be scheduled.
 - Daily Tickets
 - Hopefully reviewing Sentinel soon.
 - QRG Updates!

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests - (00:22 – 00:41 min)

Formal ER's

- [ER-176 HCM Position Management Notifications](#) -approved by consensus – Brian Lanier, HCM, presented Bellevue College slide deck below:



Position
Management Email N

- [ER-196 Additional Reason for 1050hrs 12mo Limit Under Actions Termination and Terminate Detail Assignment](#) -approved by consensus – Brian Lanier, HCM, presented Bellevue College slide deck below:



HCM - Workforce
Admin New Job Data

- [ER-204 Modifications to WAPAY](#) -approved by consensus – Teri Sexton presented.

FYI/Mandated Items

Matt Sargent, CS Core:

- [ER-206 Message Catalog Update – Set 14730 Msg 33](#)
- [ER-207 Add BSN Degree Type to Degree Table](#)

Requirements Traceability Matrix (00:41 – 00:43 mins)

May 3, 2023 – De-Scope Item:

- [PC71-PC75 Project Costing \(Manage Project\)](#) -approved by consensus

Mindful Minute (00:43 – 00:45 mins)

- Pat Daniels shared that quite a bit of conversation around the HighPoint modules has been occurring at the College Collaboration Group meetings. There is a lot of Guided Pathways work being done so these conversations will continue along with the knowledge sharing. Monica Wilson will be reviewing those presentations and information provided and continue to do so as the analysis continues. There is not any Enhancement related item submitted with regard to HighPoint yet. Pat's intent with this Mindful Minute tidbit is to keep us aware of discussions happening, but to also clarify there is no approval or action being taken as of yet. Conversations, presentations by colleges, sharing ideas and thoughts, etc is status at the moment. If you hear any chatter or have concerns, feel free to reach out for any clarification.

Action Item Review/New Business/Closing (00:45– 00:46 mins)

Action Items:

- N/A

Future Meetings: May 17, June 7

Future Business (none)