



WORKING GROUP MEETING MINUTES

June 7, 2023

Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/c8fac8eae782103bbe6c00505681cc21/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
- Pat Daniels, Highline/IT, Security, PM
- Rachelle Russell, Skagit Valley/CS, Financial Aid, Absent, Donald voting

SBCTC Voting Members

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

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, Absent
- 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, Absent
- Sherry Nelson, IT Comms

Welcome, Roll Call (00:00 – 00:04 mins)

Welcome and roll call.

Meeting Minutes for May 17, 2023 (00:04 – 00:10 mins) – approved by consensus with edits-

*edit made to Sentinel One verbiage regarding Initiation phase being internal (SBCTC) currently. You can view the 5/17 minutes on SBCTC website: <https://www.sbctc.edu/colleges-staff/it-support/ctclink-governance/working-group-meeting-minutes>

SBCTC Updates (00:10 – 00:38 mins)

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - Jobsets for SXI, SXF and SVR Service Indicators now in Production as 5/31/23
 - Testing Quick Admit bug fix
 - Clean up on OAAP autofill name issue
 - Reviewing priority OAAP ERs and planning analysis & impact assessments with vendor
 - #178 – OAAP Email to ctcLink
 - #184 – OAAP Residency Updates
 - #169 – OAAP Improvements from ARC
 - #183 – OAAP Buttons, Supplemental Questions, and Suspense Updates
 - **Reminder:** Spring 2023 Duplicate EMPLIDs Freeze began 6/6/23 and ends 6/30/23. Information about this can be found on the [Duplicate EMPLIDs ORG](#)
 - The freeze applies to currently enrolled students only
 - **Financial Aid (FA):**
 - Survey went out for Package CBS for BA Degree Students. Due by Wednesday 6/21/23 - Please remind your FA staff to complete it!
 - Satisfactory Academic Progress (SAP)
 - 19 total [SAP requirements](#) defined by the colleges
 - Requirements Completed and Estimated Scheduled
 - 3 – completed (req #s 3, 15, 16)
 - 2 – to deploy late June (req #s 7, 8)
 - 1 – to deploy late July (req # 11)
 - 1 – to deploy estimated early fall (req #s 14 & 6B*)
 - Other Requirements' Status
 - 4 – on hold requested by the colleges (req #s 12, 17, 18, 19)
 - 1 – on hold by FA Support team (req # 1)
 - 1 – requires config changes (req # 6A*)
 - 1 – will not be addressed (req #5)
 - 6 – need more info from colleges (req #s 2, 4, 9, 10, 13, 14)
- *Requirements #6A/6B = 1 requirement*
- **Financial Aid Mass Packaging**
 - [FA Mass Packaging Project Information Guide](#) published at ctcLink Reference Center
 - Includes issues, concerns, work underway
 - Completed
 - Top Issue #1 - released 4/27/2023
 - Up Next
 - Top Issue #2 - Mass Package College Bound Scholarship (CBS) for BA Degree Pursuit (to be deployed late summer/early fall)

- SAP production release schedule will impact release date for Mass Packaging top items to account for schedule compression
- **Finance (FIN/FSCM):**
 - Functional Analyst are working on service tickets daily.
 - Positive Pay File Issues
 - Travel & Expense Errors
 - Journal Generate for AM
 - Setup PI & KK End Date Request
 - Create Invoice & Billing WorkCenter Help
 - The Finance team hosted a FSCM College Production Support WebEx.
 - Axway Change File Name for Outbound File Dispatch - Analysis
- **Human Capital Management (HCM):**
 - 05B 2023 Payroll Confirmation Webex happened Monday 6/5/2023
 - Full-day meeting for the ERP Support HCM Team to provide support to all colleges and help Payroll Confirmation
 - Working with DRS regarding DCP Roth Option effective 10/1/2023
 - Deployed ER 196 - Removing Balance Detail from Review Absence Balance Ti
- **Student Financials (SF):**
 - SF Team has been assisting with updating and validating new fees for the upcoming year.
 - Please submit a ticket if you would like assistance with posting or validating fees. The SF Term Fee Investigative Unit will be operating Friday and will send out any notices of term fee anomalies.
 - Second Journal Set ER 193: Testing is almost completed for this enhancement, anticipating an end of June rollout/completion
- **Training:**
 - Provided 10 different cyclical/workshop type trainings, partnering with all functional teams and professional development
 - Continued PeopleTools 8.59 Quick Reference Guide (QRG) Updates
- **General Support Activities:**
 - All pillars responding to tickets
 - Working with Application Services and Data Services Enhancement Request analysis and development efforts
 - Cleaning up request types and views for SolarWinds

Customer Support slide deck is below:



Customer Support updates 06072023.p

- **Application Services:**
 - **Environments/Activities** -Ray reported the following:
 - Sentinel One Anti-Virus Update was completed Saturday, May 20, 2023 at 4:00 AM
 - PeopleTools 8.59.17- Schedule and deployment date TBD. Oracle recommended being deployed with the quarterly security patches. Rays team worked with Managed Services to plan out deployment and hit a roadblock due to .17 not being compatible with image we currently have deployed. Team was given 2 security fixes to tide us over, which have been completed but will not be deploying .17 until on later image. The timing on that is looking like beginning of next year. Continuing to work with Managed Services to determine best time to deploy given the dependencies.

- FA Regulatory PRP 3 was released to PRD on Thursday, May 25, 2023
- CS Image 29 & HCX is scheduled for release to PRD on Saturday, August 12, 2023, work will start in early June
- CS Image 29 and HCX is scheduled for Saturday August 12, 2023
- LegacyLink and Legacy Transcripts is scheduled for Friday June 30, 2023
 - LegacyLink is a web-based application that will provide colleges access to legacy data that has not been migrated to PeopleSoft. This will provide read-only access so colleges will be able to use the legacy screens at the same time access legacy environment to do a data comparison and some data validation. This will be available until August 31st. So, even though colleges will be live on LegacyLink on June 30th and fully functional, you will still have ability to use the legacy system as a backup and validation source.
 - Legacy Transcripts is a little different as far as rollout plan goes. This is because in Legacy Transcripts colleges are actually updating data in the legacy transcript. For example, name or address changes are being made there. If transcript data is migrated now (the snapshot) and colleges go live on June 30th, any of those changes made would not be reflected in that June 30th Go-Live. The plan is to still migrate now and provide colleges access to transcripts on June 30th and allow a period of time to use and become familiar with the application. The window would be July 1-July 31st most likely. You will want to plan accordingly. Then, when colleges are ready to go live, they contact Ray's team to let them know so the transcript data can be re-migrated for your colleges go-live. *June 30th still stands as date the application is available so all colleges have the opportunity to become familiar before you actually go -live.
 - Testing of transferring to colleges has gone well. Have successfully transferred from new application to ctcLink. One minor change needed with regard to format for 4 year transfer of transcripts. The nice part is the same format is going to be used for ctcLink transfers and 4 years. So instead of the old legacy process where there were two file formats, now there is only one to maintain.
 - For the pilot colleges- you will also need an "official" go-live as the application will now have the ability to transfer transcripts to 4 year colleges. Also, want to migrate all data from legacy. Ray's team will be reaching out to the pilot colleges to ask if they want HP-UX data re-migrated or the data that is in the new transcript tool to PRD.
- Sunset Legacy HP-UX on Thursday, August 31, 2023
- **Accessibility** -Christopher reported the following:
 - **OKTA-**
 - The OKTA Verify app is being tested and reviewed with VoiceOver on iOS and TalkBack on Android.
 - Testing and reviewing the OKTA pages on desktop:
 - Dashboard
 - Password settings
 - Multi-factor options
 - Setup OKTA verify
 - Sign in validation
- **Security:** Shelia reported the following:

- Automated offboarding (all pillars) - development is underway!
- MFA Initial Loads for Institutions
- Local Security Admin Recertifications – all but one school complete
- Daily Tickets
- QRG Updates!
- Audit presentation scheduled for July
- Two new shell roles for LegacyLink and Legacy Transcripts
- Spokane/Tacoma doing cleanup of old CTC roles
- Various development activities (masking, report definitions, user profile update in CS to add row/primary, and many more.)
- Working with HCM team on their onboarding functionality

Application Services slide deck is below:



Application Services
Update - Working G

Enhancement Requests - (00:38 – 00:54 min)

Formal ER's

Tish Evora and Kaytlyn Hoch, Lake Washington Technical College presented:

- [ER 202 - ESS Direct Deposit](#)- approved by consensus
- [ER 203 - PTF LTD Report](#)- approved by consensus with an additional note provided on request form during meeting by Brian Lanier, HCM Associate Director (see linked ER here where verbiage was added)

FYI/Mandated Items

Teri Sexton, SBCTC Accounting and Business Services presented:

- [ER 210 - \(FYI\) Correction to Tree Manager for Tree CE FUNDS to add Fund 569 to AM Funds Non-State](#)
- [ER 211 - \(FYI\) Restrict Accounts for use in certain Funds](#)
- [ER 215 - \(FYI\) Inactivate Duplicate Suspense Account](#)
- [ER 216 - \(FYI\) Correction to Asset Profile 0200](#)
- [ER 217 - \(FYI\) 2nd Journal Set Process Change and Deadline](#)

Mindful Minute (00:54 – 00:55 mins)

Action Item Review/New Business/Closing (00:55– 00:56 mins)

Action Items:

- Stated in meeting Brian's ER 203 update, but I stand corrected as he did during discussion - Amy MacNeill

Future Meetings: June 21, July 5

Future Business (none)