



WORKING GROUP MEETING MINUTES

November 1, 2023

Meeting Recording:

<https://sbctc.webex.com/recordingservice/sites/sbctc/recording/f0bf3a1d5b07103c9dfdc69c4e4d7d2b/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

SBCTC Voting Members

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

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
- Amy MacNeill, PMO Coord. & WG Facilitator, Absent
- Christyanna Dawson, PMO FIN, Absent
- Bhuvana Samraj, Technical PM, Absent
- Sherry Nelson, IT Comms

Welcome, Roll Call

Welcome and roll call.

Meeting Minutes for October 18, 2023– approved by consensus

SBCTC Updates (00:00 – 00:05 min) [Recording start delayed]

- **Customer Support:** Dani reported the following:
 - **Campus Solutions (CS):**
 - Working with Kastech:
 - OAAP ER's #178, 184,169, 183, 212 and 237
 - Okta
 - Security measures
 - CampusCE - testing on hold pending CampusCE server maintenance
 - **Financial Aid (FA):**
 - Continued work on SAP and Mass Packaging – Additional enhancements to be implemented by the end of the year
 - Mass Packaging Survey for #4 and #5 – Testing Period Nov 15th through Dec 4th
 - Communication went out today about new requirements for reporting FWS to COD
 - **Finance (FIN/FSCM):**
 - Image 47 testing went onto production 10/28
 - ER 142 - Restrict Bank Access to BU in AP – Redevelopment with App Services
 - ER 193 – Second Journal Set Automation (SJS) - SIT Testing in FSAUT & CSAUT
 - **Human Capital Management (HCM):**
 - Payroll confirmation this Friday 11/3
 - Working on Sick leave buyout automation process – bug fixes
 - Worked with Application Services to resolve critical issue with 10A post-confirm process E-195
 - **Student Financials (SF):**
 - Student Financials & Financial Aid work session November 9th on item type charge priority lists
 - 2nd 1098T training will be on November 15th
 - Second Journal Set enhancement testing on going.
 - College testing invite will be upcoming in the next 2 weeks
 - **Training:**
 - Held 19 college trainings/work session within the last two weeks
 - Continue to update QRGs
 - Continue to create training content for new trainings to be offered throughout 2023

Customer Support slide deck is below:



Customer Support
updates 11012023.ppt

- **Application Services:**
 - **Environments/Activities** – Ray Gartner reported the following:
 - FSCM Image 47 completed on Saturday, October 28, 2023
 - PCD Refresh scheduled for Monday, November 6, 2023
 - HCM Image 47 scheduled for Saturday, December 2, 2023 – In Progress
 - (Recording Started) FA Regulatory PRP 1.1 scheduled for Tuesday, December 12, 2023
 - Tax Update 23-D PRP, FSCM 1099 PRP scheduled for Thursday, December 14, 2023
 - **Accessibility** - Christopher Soran reported the following:
 - Reviewing the accessibility fixes in HCM image 47.
 - We will publish an accessibility IOVD.

- FS 47 (Please see slides 6 and 7 for screenshots of before and after screen reader text)
- **Security** – Shelia Sloan presented the following:
 - Finalizing Security Requirements for the system and starting to prioritize those requirements, so that we can move into a fit gap analysis with the College advisory team.
 - Report Definition Security Changes went into Production.
 - Working with PMO to align Security Business Processes and any major roadblocks
 - HCM Image Support
 - Supporting security for Legacy applications
 - TouchNet Project Involvement
 - MFA for Students

Application Services slide deck is below:



Application Services
Update - Working Grc

Enhancement Requests – (00:05 – 01:21 min)

Formal ER's

Rebecca Clayton – All Approved by Consensus (00:05 – 00:43)

- [ER 169](#) – OAAP Improvements from ARC
- [ER 178](#) – OAAP Email to ctcLink
- [ER 183](#) – OAAP Buttons, Supplemental Questions, and Suspense Updates
- [ER 184](#) – OAAP Residency Updates
- [ER 212](#) – OAAP Admin and Student Sections
- [ER 237](#) – OAAP Citizenship

Will continue to work with Kastech and ARC and will keep WG apprised as things progress.

[Link](#) to slides presented.

Stephanie Baker (00:43 – 00:58)

- [ER 213 – P-Card Reconciliation Page](#) – On **HOLD**- Stephanie is going to connect with Shelia to see if it is a configuration issue or security. Will also reach out to Kari Twogood who vetted this originally. It will be brought back to WG after further review internally.

See slide deck below:



FIN P-Card
Reconciliation Approv

Maria Rivas

- [ER 244 – LegacyLink Access Query](#) – Approved by Consensus

See slide deck below:



ER 244 - LL
Query.pptx

Shon Dicks-Shlesinger presented on Christy Campbell's behalf

- [ER 223 – Add Additional Chartfield\(s\) Prompts to Change Value Link in Journal Entries](#) – Approved by Consensus

Kaytlyn Hoch, Charles Miles and Colby Meehan

- [ER 226 – PO, Receipt & Payment Notifications Alerts](#) – *Approved by Consensus with note that at CCG a small number of colleges voted to support only if the Opt-Out option was available.

See slide deck below:



Enhancement Slides
Working Group.pptx

FYI/Mandated ER's

Teri Sexton – *looped back around toward end of meeting to cover (01:38 – 01:40)

- [ER 248 - \(FYI\) New Accounts and Account Name Change.docx](#)

PMO Updates – *bumped from agenda in interest of time*

BEa ER Update – William Durden (01:21 – 01:38)

- BEa High Level Overview
- ctcLink History and BEa Grading Basis
 - Generates FTEs
 - Suppresses grades from impacting Financial Aid SAP
 - Suppresses BEa courses from counting toward Financial Aid Pace Calculations
- Enhancement Request: BEa Grading Basis 2.0
 - Produce an official transcript that conforms to the requirements of RCW 28A.230.125 (requires standardized high school transcript) and WAC 392-415-070 (describes the mandatory components)
 - Find a way to include GPA and credits earned in the Academic Advising Report (while still suppressing information from financial aid considerations)
 - Include automated pre-requisite and “three-peat” checking
- ***Please listen to recording for discussion:
 - Options brought up by Jill, such as putting them in their own career as they would have their own rule set.
 - Encouraged to bring to CCG to get input from schools for more information gathering for a comprehensive ER submitted.
 - As long as the ER clearly states the problems to be addressed, the internal teams would be able to analyze from there.
 - Communication and information will continue, and all will be kept abreast of status.

See slide deck below:



BEa Grading Basis
2point0 ER Presentati

Mindful Minute (01:40 – 01:49 min) *ER 248 presented 01:38-01:40

- Beth mentioned having a long open discussion the last hour of College Collaboration Group last week for people to share what they have heard or rumors or what are the things you have maybe heard and don't know about.

Initially opened it up based on recent decision by presidents to move forward with an RFP for a Student Success package. Some questions from that:

- Is there an opt in or opt out option if we were to agree as a system to move forward with a tool?
- How would the RFP be developed?
- Who would be involved?
- What would the timeline look like?

STAC has said they are preparing a fact sheet on what was discussed and what some of those possible were or still to be decided on. More information to come.

- Beth also mentioned rumor of “end of life” of Oracle. There is a 10-year warning as the goal is to be moving to the Cloud. Colleges or systems would make a decision on how to proceed at that point. It is nothing that is going to be dropped in our laps in the next year or two.
- Beth mentioned outside vendor or a consultant come in to make recommendations to improve Financial Aid set up in ctcLink. It's not to change the enhancements we have come up with, but to help colleges adapt to doing processes in a more uniform way across the system.
- Lastly, Beth mentioned most discussion was around MFA for students and the deadline, which was stated in STAC to be January 31st or February 1st...whichever date you preferred.
 - Discussion about how to go about it
 - Jason shared how they have gone about it and shared documentation with the group
 - How to automate it
 - Shelia clarified how it would happen as colleges would send a list to her team and they would do a mass assignment and then new students would be automatically assigned subsequently.
 - Bellevue shared they are planning to go live end of November/beginning December with current and past students. Led to discussion around Bellevue being such a large institution and impacts to colleges along I-5 corridor.
 - Shelia shared November 15th, they are doing 72,000 students, which a good portion are alumni. Have been working with LW tech and other colleges that have concerns about this and security is juggling the effort as a balance for the system to make sure we aren't stepping on each others toes. Cautioned based on all factors.
 - The dynamic criteria is basically if the student is enrolled at your college and in class for that term, they get the MFA role.
 - If they are outside that criteria, security is doing mass loads as requested- with the disclaimer and caution to those schools going live to be mindful of those that haven't implemented.
 - Questions about implementing:
 - Would email still be an option?
 - Would it only be phones? What if the student doesn't have a phone?
 - The security question not being an option any longer for staff or for students?
- Pat mentioned Highline getting a note from Nelnet asking if MFA had been implemented for students. A date of November 28th was given by Nelnet as they will be implementing theirs. Opt in deadline is November 15th.

Action Item Review/New Business/Closing (01:49– 01:50 min)

Action Items:

Future Meetings: November 15, 2023 and December 6, 2023

Future Business