



# WORKING GROUP MEETING MINUTES

December 20, 2023

## Meeting Recording:

<https://sbctc.webex.com/recording/service/sites/sbctc/recording/a865d6788190103cbdff2e9edd2c120c/playback>

Co-Chairs: Chantel Black & Tara Keen (facilitated by Christyanna Dawson)

## Meeting Participants

### College Voting Members

- Chantel Black, Co-Chair & Spokane Community College/CS
- Beth Farley, Edmonds/CS, Security, PM
- Charlene Rios, Big Bend/FIN, Absent
- Donald Denney, Skagit Valley/Accessibility, Absent, Rachelle has vote
- 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, Absent
- Dani Bundy, ctclink Customer Support
- Ray Gartner, Application Services
- Will Durden, Education Services, Absent

### Ex-Officio/Advisory

- Kyrsten Catlin, CS Core
- Ana Ybarra, Financial Aid
- Brandon Reed, Student Financials
- 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 Svcs/Ops
- Amy MacNeill, PMO Coord. & WG Facilitator
- Christyanna Dawson, PMO FIN
- Bhuvana Samraj, Technical PM, Absent
- Sherry Nelson, IT Comms

## Welcome, Roll Call

Welcome and roll call.

Meeting Minutes for December 6, 2023 – approved by consensus

SBCTC Updates (00:00 – 00:10 min) \*\*\*Recording Started here

- **Customer Support:** Dani reported the following:

- **Campus Solutions (CS):**
  - ER# 243 - Changes to Term Category Values deployed 12/15/23.
    - Email was sent to the CS Support listserv.
    - Follow-up communication reminding colleges about the change and providing some high-level guidance of the change will be sent in January.
  - Working with FA and evaluating multiple active academic program/plan stacks effects on AAR setup and FA ineligible coursework queries - will communicate findings to colleges
- **Financial Aid (FA):**
  - Awaiting Oracle release of PRP with FAFSA Simplifications
  - New Learning Opportunities published:
    - Intermediate Loan Processing - Loan Troubleshooting Tuesday, 1/30/2024 and Tuesday, 2/13/2024
- **Finance (FIN/FSCM):**
  - Accounts Payable 1099 Oracle PRP - deployed 12/14/2023
  - ER 192 - Add Supplier Email Address to PO Forms – deployed 12/12/2023
  - Team worked on Approval Workflow Engine (AWE) Updates for Accounts Payable and Purchasing
- **Human Capital Management (HCM):**
  - Completed last payroll of 2023 year - Tuesday 12/19/2023
    - IF NEEDED - 12Z is for clean on tax related items 12/27/2023
  - Working on Absence Processing Dates and Payroll Confirmation Dates for Year End & 2024
  - Tax Update 23-D – deployed into production 12/14/2023
  - ER 197 – New Hire Onboarding Improvements – in testing
    - Looking to hold Q & A session with the colleges 12/19 & 12/20
- **Student Financials (SF):**
  - Second Journal Set enhancement:
    - The college information session series will conclude Thursday at 4:00pm
    - Staff involved in Second Journal Set processing, Grant budgets, reimbursement, and SF/Finance Management should attend one of the sessions.
    - UAT will be January 8 through the 19th
  - 1098T Statement processing:
    - The first 1098T statement processing deadline is Jan. 9, 2024, when the college printed statement file is due to SBCTC.
    - Colleges should submit tickets for any letter template
- **Training:**
  - Tracking and reporting on training attendance
  - Continue to update QRGs
  - Creating training content for new trainings to be offered in 2024

Customer Support slide deck is below:



Customer Support updates 12202023.ppt

- **Application Services:**
  - **Environments/Activities** – Ray Gartner reported the following:
    - PCD Refresh scheduled for Monday, January 8, 2024
    - Oracle Critical Patch Update completed Saturday, December 9, 2023 – complete system

outage planned for 8 am to 10:30 am

- Tax Update 23-D PRP, FSCM 1099 PRP completed Thursday, December 14, 2023
- FA Regulatory PRP 1.1 scheduled for late January 2024
- **Accessibility** - Christopher Soran reported the following:
  - Okta MFA Accessibility Meetings
    - New: monthly accessibility meetings between Okta and SBCTC staff.
    - Okta working on the Account Setting page redesign. Hired third-party Deque. Expected to be in preview Jan/Feb 2024. Ready for production in March 2024.
    - We will be reviewing the preview of the upcoming accessibility updates from OKTA.
  - Accessibility- HighPoint Campus Experience (HCX) VPAT
    - Highpoint has provided an updated VPAT.
    - They also let us know, "Of the 4 items that we support with exceptions (1.3.1, 1.4.1, 2.4.3 and 4.1.2), we plan to fully support 2 of them in the December 17th release and the rest in the February 9th release."
    - They are hiring a third party to do an accessibility assessment after they finish releasing the fixes for the remaining exceptions. They will share it with us once it's complete.
    - We will deploy those updates in October 2024.
  - Oracle Service Request
    - Configurable headers
      - In Peoplesoft HCM Image 46 Time and Labor and Absence Management have enabled the Employee Header Configuration framework on fluid pages.
      - However, the Framework displays configured fields as text instead of fields with hidden labels. As a result, currently Screen Reader users are not able to understand the context of the displayed data on the header. Including labels with fields will ensure this feature is accessible in Screen Reader mode.
      - Oracle responded, "We will gladly accept an enhancement request to add this and will commit to addressing it in the future because I see the value of the request, but it is not an accessibility BUG but an accessibility enhancement. It's an enhancement to the fluid header framework to provide text labels before each data field."
      - We're working on getting other colleges to upvote [the enhancement request](#).
    - Mark-up for 'Add' button incorrect creating WCAG violation
      - In CS> Admissions> Maintain Applications (Transaction Page).
      - The 'Add Row' button mark-up is different from every other button on the page. Looking at the source code, it is not using the "role=Button" mark-up in the anchor tag (announces as Link to screen reader) like the rest and instead of using a label, there's alt-text on an embedded image.
      - It is a WCAG violation because no other similar buttons (ie.

'Delete Row') are coded this way and it is in fact a Button and not a Link, so Role=Button needs to be added so it is announced as one.

- Oracle has accepted this as a bug and development is working on it now.
- **Security** – Shelia Sloan presented the following:
  - SASI Project – Moved into the Business Process Gap Review Phase; Met with Advisory Team and covered Onboarding Process. Will transition to transfers/Offboarding in Late January, early February.
  - Tax Update in HCM – Security Support
  - TouchNet Project Involvement
  - MFA for Students in Progress, sending counts to impacted colleges prior to each load.
  - New LSA Training being updated
  - Continue to add SACR to QRGs
  - Starting an Audit Checklist as a Guide for the Colleges
  - HCM Security lead working with HCM team to support Onboarding project (hr onboarding not security).

Application Services slide deck is below:



Application Services  
Update - Working Grc

## Enhancement Requests – (00:10 – 00:23 min)



### Formal ER's

Carmen McKenzie, Data Services, presented the following:

-  [ER 245 - Extension for Student Group Mass Assign – Approved by consensus](#)

### FYI/Mandated ER's

Maria Sultan, Campus Solutions, presented the following:

-  [ER 255 - \(FYI\) HCX “About” link message text update](#)
-  [ER 256 - \(FYI\) Maintaining the Class Search Display To Date in the Term Values Table](#)

\*\*\*Dani is going to update log to differentiate FYI from Mandated ER's.

## 2024 ctclink Release Calendar – (00:23 – 00:30 min)

Ray Gartner presented the calendar at the last meeting and was hoping to address any questions this meeting and ask for approval, but needs to postpone due to Oracles delay and the release of FA PRP 1.1. Based on the January 31<sup>st</sup> release date it may shift the calendar a week, but Ray will cover all adjustments once he has all information.



## PMO Update – Christyanna Dawson (00:30 – 00:37 min)

- **SASI**
  - Accomplished:
    - Security Administration Requirement Definition
  - In Progress:
    - Review of Business Processes for Remaining Gaps in Productivity
  - Planned:
    - Solutioning to Resolve Gaps
- **TouchNet**- the product that was chosen as solution for ER 41 to address PCI compliance
  - TouchNet Vendor Discussions
    - Established Connection with TouchNet Technical and PM Teams
    - Presented Overview of ctcLink, SBCTC and WACTC Decisioning processes to help vendor better understand our system and users.
    - **Next Up:** Schedule Development for Project
  - TouchNet SBCTC & College Team Activities:
    - Provide College Advisory Group TouchNet Global vs. Local Configurations and Feature/Functions
    - Establishing Test Instance Interface to Vet Product Features in Multi-Campus, Single Instance System in January
    - 6 Colleges have volunteer to ‘model’ various levels of feature adoption to vet student experience.
    - **Next Up:** Define Pilot Release and Select Pilot(s).
- **PBCS**- Planning and Budgeting Cloud Solution
  - Active Deployment Group:
    - Walla Walla Community College, South Puget Sound Community College going live on January 12, 2024
    - Bellingham Technical College is going live with their workforce or HCM part (BTC went live with the finance budgeting in 2023).
    - Training is on January 9<sup>th</sup>, and 10<sup>th</sup>
    - All Colleges on PBCS can be a part of training (if desired)
    - Email Christyanna Dawson ([cdawson@sbctc.edu](mailto:cdawson@sbctc.edu)) so team can setup access/security and be provided the Webex information.
  - Final Deployment Group
    - Remaining colleges are Shoreline, Yakima, Columbia Basin, Lake Washington Tech, Renton Tech, Bates Tech, and Clover Park, Seattle Colleges, and Whatcom
    - Planned go live in January 2025.



## Mindful Minute (N/A).

**Action Item Review/New Business/Closing (00:37– 00:42 min)**

Action Items:

**Future Meetings:** Discussion and Vote to cancel January 3, 2024, next meeting is January 17, 2024

Future Business