



WORKING GROUP MEETING MINUTES

March 19, 2025

Meeting Recording

Co-Chairs: Chantel Black & Tara Keen

Meeting Participants

College Voting Members

- ☒ Chantel Black, Co-Chair & Spokane Community College/CS
- ☒ Beth Farley, Edmonds/CS, Security
- ☒ Charlene Rios, Seattle District/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
- ☒ Frank McNeilly, Olympic/CS, Financial Aid, Absent

SBCTC Voting Members

- ☒ Tara Keen, Co-Chair
- ☒ Carmen McKenzie, Data Services
- ☒ Teri Sexton, Business Operations
- ☒ Dani Bundy, ctcLink Customer Support
- ☒ Saravanan Mysamy, Application Services
- ☐ Will Durden, Education Services, Absent

Ex-Officio/Advisory

- ☒ Kyrsten Catlin, CS Core
- ☐ Ana Ybarra, Financial Aid, Absent
- ☒ Brandon Reed, Student Financials, Absent
- ☐ Shon Dicks-Schlesinger, Finance, Absent
- ☐ Brian Lanier, HCM, Absent
- ☒ Roger Curry, Customer Support
- ☒ Shelia Sloan, Security, Absent
- ☒ Ivy Brent, Data & Reporting
- ☒ Tami Whitney, QA (Testing)
- ☒ Christopher Soran, App Svcs/Ops
- ☒ Amy MacNeill, PMO Coord. & WG Facilitator
- ☐ Bhuvana Samraj, Technical PM, Absent
- ☒ Christyanna Dawson, PMO FIN
- ☒ Carrie Powell, PMO
- ☒ Kevin Bouwman, PMO
- ☒ Sherry Nelson, IT Comms

Welcome, Roll Call

Welcome and roll call.

Meeting Minutes for March 5, 2025 – approved by consensus

SBCTC Updates

- **Customer Support:** No Update
- **Application Services:** No Update

Enhancement Requests

Enhancement Requests- [Pending ER Document](#)

Formal ER:

 [ER 202 – ESS Direct Deposit.docx](#) - approved to cancel by consensus

 [ER 236 - Implement ePerformance functionality for all colleges.docx](#) – approved by consensus

FYI/Mandated (no voting required):

Stephanie Rock, Policy Associate, Student Services presented the following:

 [ER 312 - \(FYI\) New Admit Types to Support College in the High School \(CiHS\) and Other Dual Enrollment Programs.docx](#)

PMO Update

[PMO Slide Deck March 19 2025](#)

Mindful Minute N/A

Action Item Review/New Business/Closing

Action Items: N/A

Future Meetings:

April 2, 2025 (canceled by consensus)

April 16, 2025

May 7, 2025