



# EDMONDS COMMUNITY COLLEGE ctcLink CliffsNotes

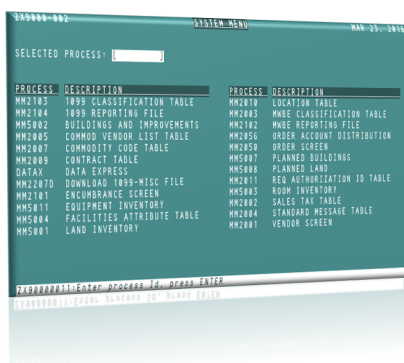
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## PLANNING FOR THE FUTURE

In 1980s, disco was hot, the Cold War was not, and video games became immensely popular. That same period, a state-of-the-art higher education software now known as CEI Plus was revolutionizing the way WA state colleges managed their student services, instruction, financial and human resources activities.

Today, you can still find disco music and video games, but the mainframe-based CEI Plus will become a thing of the past with the transition to the latest version of cloud-based enterprise resource planning (ERP) software from Oracle PeopleSoft.

### TODAY



**Phase 1 - Initiation Phase** started this fall at Edmonds CC, continuing through fall 2019, and will include many preparation activities: project and resource planning; data governance and data cleaning; supplemental systems analysis and planning; statewide future state common processes continued participation; legacy process mapping and process improvements to gain efficiencies; change impact analysis and change action planning; change management, engagement and lots of learning.

**Phase 2 - Implementation Phase** will begin fall of 2019, with the goal of going live in the fall of 2020. Key project activities during this phase are: system configuration; data conversion and validation; functional, performance and user acceptance testing; training, learning, more training and more learning; Go-Live readiness and cut-over activities.

The new PeopleSoft platform will support our operations through a real-time, user-friendly interface by providing standardization and support improved service delivery and efficiency across multiple business processes via three pillars - Campus Solutions (CS), Finance (FIN) and Human Capital Management (HCM).

Sound like science fiction? It's not – it's the future of technology at Edmonds Community College. To learn more, stay tuned for project activities, meetings, monthly newsletters to follow, and be ready to be engaged as we chart our course for operational excellence.

### FUTURE



## MILESTONES

November 7, 2018

- Deployment Group 4 Initiation Phase Kicked off!
- Edmonds Community College launched their [ctcLink Project site!](https://employees.edcc.edu/technology/ctclinkproject/)

December 12-14, 2018

- Edmonds hosting a ctcLink HCM Common Process Workshop (CPW).

"So, we have a plan for this, right?"

- Ligia Cicos, ctcLink Project Manager

## PEOPLESPEAK

**PeopleSoft (PS)** - The name of the ERP system that students and staff will use to manage classes and students' records, human resources, and financial transactions replacing the Legacy systems of SMS, FMS, PPMS, & FAM.

**ctcLink** - The name given to the statewide project to implement PeopleSoft.

**Pillar** - PeopleSoft is divided into three pillars: Finance (FIN), Human Capital Management (HCM), and Campus Solutions (CS). Data entered into one pillar will communicate with the other pillars.

**Common Process Workshop (CPW)** - 3 day workshop focusing on one business process from start to finish. A best practice future state process is created and voted on by the workshop consortium which consists of up to 2 Subject Matter Experts (SMEs) from every college.

Much of the terminology from CEI+ will be updated in PeopleSoft to something our Project Team refers to as PEOPLESPEAK. This section will explain a few key words each month.

# HIGHLIGHTS

## What can students do in ctcLink?

- Register for classes
- View financial aid offers
- Approve or decline financial aid
- View 1098T form for taxes
- Make payments
- View all payments made
- Plan a quarterly schedule
- Add/Drop classes
- View list of items To Do
- Identify reasons for a hold
- Check grades
- Print an unofficial transcript
- Update contact information
- Review courses that were transferred in
- Receive messages
- View important milestones that have been accomplished
- Link to other resources they may need
- View the academic requirements for the degree or certificate they are pursuing and see what has been satisfied



# PAVING THE PATH

## How Do Degree Pathways Connect to ctcLink?

Degree Pathways is a national academic reform aiming to re-structure processes and clarify pathways to students' educational and career goals. All 34 technical and community colleges in Washington State are implementing some aspects of Degree Pathways, and Edmonds CC staff and faculty have been deeply engaged in Pathways reforms for three years. Across the state, improving processes and streamlining services for college students requires cutting edge technology. Edmonds CC's Pathways Steering Committee leaders and ctcLink Project Team leaders meet regularly to share goals, coordinate timelines, and identify ways that ctcLink and PeopleSoft can support student success through technological and process improvements at the state and local level. This column will provide regular updates on these joint efforts.

## INITIATION PHASE

Thank you to those who joined the Project Team at the Initiation Kick-Off last month.

Part of the measurements during this project is tracking the cumulative hours spent participating in project activities. We encourage you to enter your time spent on this project on a [Google Form](#), so we can account for the total hours our college resources have spent in research, preparation, data cleaning, meetings, workshops, learning, etc.

A link to the tracking form can be found on the ctcLink Project homepage. Get there in a few short easy steps!

1. Visit [www.edcc.edu](http://www.edcc.edu)
2. Select 'Employees' at the top of the page / Or, use the 'I am' drop down to select Faculty/Staff
3. Select the Technology drop down to select 'ctcLink Project'
4. Click the link to Log Hours!

## CHANCE<sub>4</sub>CHANGE

Organizational Change Management (OCM) is a framework for managing the impact of changes within an enterprise (such as new business processes, technology, culture changes, organizational structure, etc.).

ctcLink is a chance for our Edmonds campus to open the doors to so many new possibilities for the students and staff. To get those doors opened, the institution must handle many changes and the OCM approach will help mitigate the impact of those challenges. New behaviors and skills will be acquired, expectations will be formally set, new tools will be employed, improved communication across all areas, measurements to identify successes, and a common vision will be the focus.

Our ctcLink Project Team and Steering Committee are committed to creating a smooth implementation of ctcLink from both the software and the people side of the transition.

*The ctcLink Project Team welcomes your questions and concerns and can be reached by emailing [ctclinkedmonds@edcc.edu](mailto:ctclinkedmonds@edcc.edu).*

