

University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

6/13/2025

[Zoom Link](#)

Committee Attendees:

[Membership Roster](#)

Guests:

Notetaker: Chelle

Notes from previous meeting

Agenda

Introductions / Updates

- Software
 - After we started our own process for collecting information about software in our last meeting, KB started a process to compile information about ongoing budget commitments
 - We don't want to duplicate effort, so will request the information from that process for UTAC to use as a starting point
- Digital Accessibility
 - Policy draft is under revision
 - Likely to go out for public comment in fall
- UTAC Membership for AY 2025-26
 - Let tri-chairs know if you want to rotate off UTAC

Old Business

New Business

Banner Optimization

- Banner self service 9
 - Status update: a lot of progress over the past academic year.

- “Banner self service” = wolf web
- January 1st 2026, Wolf Web will go away whether we like it or not (Ellucian will turn it off)
- Employee Dashboard is live for most employee groups
- Web time entry is available for Unclassified now, goal is to have it up for hourly Classified employees before the end of summer. Training on how to enter time
- Student self service - on the way
- Faculty self service - live at the end of this month
- Finance - modified version - they spent six months trying to figure out how to do similar features in Self Service 9. It is a free module and we will stop using it.
 - F-pages in Banner Admin
- Menu structure will be replaced by Ellucian Experience
 - Steering committee is guiding how it will look; intentionally designed
 - Following accessibility principles
 - Planning to do a soft launch in summer
 - Everything has to be completed by the end of the year
 - Employees will have the ability to customize their cards
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- Banner Finance - There is no way to see the invoice in Self Service, so approvers will need to go into Banner where they can see the invoice they are approving
- Portal 8-10 hour outage scheduling - Gabe
 - Need to make sure all servers and databases on campus are up to date
 - We have a server and database that are out of support; there is a risk associated - possibly a 3-5 day outage
 - Time to migrate to the new infrastructure, which requires an 8-10 hour outage that will impact everything
 - If OKTA is in place, single sign-on would be up & running
 - Labor Day weekend might work
 - Stakeholders
 - Business office
 - Banner steering committee
 - Admissions
 - HR - Payroll - Crystal Ayers
 - Financial Aid (no present at meeting today)
 - Events
 - [Summer Conferences](#) - Tina Fuchs - email access
 - Pack Connect Days - Tina Fuchs - registration
 - Wednesday, July 9
 - Saturday, July 12
 - Wednesday, July 16
 - July registration - particular impact on transfer students
 - Summer sessions - first few days and last few days of each session
 - Payroll weeks - 18th through 27th or 31st; Payroll is processed on weekends and at night

- Weekends in September are bad
- BAM - status and next steps
 - Was a business office function; Banner optimization process has demonstrated it was under resourced
 - BAM is moving into UCS; programming team
 - Nick Miller is now handling BAM requests full time
 - Big change - big improvement, access requests are being processed in a timely manner
 - Strata Group (SIG) is helping us look at the request process and data governance on campus

Next meeting

- Summer - one or two meetings; Chelle will talk with Amy & Tom, then send invites.
- Retreat - Sept 18, 9am-1pm

Data Integrity Group

- New charge has been drafted
- DIG was created two directors ago, and it was IR who was leading DIG. Now Adeya has been looking at the original charge and made some changes to provide more detail on what DIG is intended to do.
- The two charges have been added to a new [DIG Charge](#) folder the UTAC Shared Drive
- Update related to the IR report - Judy and Adeya have started to work on the recommendations

New Software - Ashley

- Credit card machines on campus - every time we add one, it adds to Business Office workload and also can create bugs that UCS has to troubleshoot.
- Need a payment solution.
- Ashley has been looking at solutions; this would be a campus-wide payment solution, allowing credit card machines and online payments. Dining's payment solution was also sunsetting.
- Need a solution that talks to Banner and also the Dining system
- Decided on Transact, which is used by OIT and other similar institutions.
- They also work with SLATE.
- Students will gain flexibility for making payments; enabling parents to pay on their accounts; to request their 529 checks through ACH.
- The Marketplace will be rolled out last, which would allow WOU to create "Markets" that can take payment for various things. Example: student group wants to take payments for Luau tickets, they could be set up with a market to sell tickets and also process payments
- 1098Ts will also be through this system; if students give their parents access, the parents will be able to access those too
- Revolving charge contract will move off of DocStar

Topics for next year

- Software (cont)
- Digital Accesibilty Policy (cont)
- Data Governance / Data Integrity Group
- Banner change management

Standing Agenda Items

Subcommittee reports

New technology requests

Top-priority UCS projects