Gateway User Group Charter

Purpose
Through broad campus cooperation, coordination, and consultation, the Gateway User group provides a campus forum for information sharing, planning, identification of needs, and collaborative assessment of new features for the Gateway E-Procurement System. The group can also assess the business process that supports the Gateway E-Procurement System.

Background
In 2011 Gateway Project began as collaboration between Academic Affairs, Administrative Services, and Student Affairs. The three divisions created a Steering committee and several additional committees, and set an aggressive timeline of June 2013 to plan, build, and implement the system to the campus. As of July 1, 2013 all previous governing committees stood down, and leadership was turned over to the Gateway User Group, and Business and Financial Services Management.

Goals of the Gateway User Group:
- Provide insight and resources to Administrative Services, the Gateway Systems Manager, and the campus at large; assessing the feasibility of proposals being considered, and providing information regarding technological developments and campus needs and priorities.
- Serve as a platform for coordinating work on specific Gateway projects.
- Provide a forum to the campus community for consultation and communication.
- Leverage the collective talents, skills, and experience of a diverse community.

Organization of the Gateway User Group
1. Membership – Membership of the Gateway User Group is by invitation from the Gateway Systems Manager.

Officers
1. Chair – The Gateway User Group is chaired by the Gateway systems manager. Chair expectations include:
A. Executive Functions
   a. Facilitate discussions and encourage participation
   b. Set meeting agendas and minutes to be prepared as required.
   c. Provide management and oversight of any sub-group efforts, helping to ensure that sub-groups and the Gateway User Group efforts are aligned.
B. Communications
   a. Promote the communications and collaboration goals of the Gateway User Group.
   b. Provide informational updates to members via electronic communication in advance of meetings.

Gateway User Group Meetings
1. Meeting Schedule – Meetings shall be held on a regular monthly basis or as necessary. Attendance at monthly meetings is required, as well as, commitment to attend and assist with Gateway Office Hours.
2. Meeting Agenda – The Chair, or staff to the Gateway User Group, shall prepare an agenda of meeting items submitted by members or other campus constituencies. Standing agenda items should include member announcements, sub-group reports, and a report from the Gateway Systems Manager. Agendas shall generally be disseminated at least 3 business days prior to a regularly scheduled meeting. Though earlier notice is preferred, topics not requiring any Gateway User Group action may be added to the agenda at the time of the meeting.
3. Meeting Minutes – The Chair shall ensure meeting minutes are prepared and distributed or made available prior to the next scheduled meeting.

Sub-groups
The Gateway User Group members may create standing or limited workgroups to perform activities within its purview. Subcommittees should:

- Be provided or provide a stated charter or purpose.
- Appoint a liaison to the Gateway User Group to provide communications between the User Group and the sub-group.
- Provide regular reports to the Gateway User Group membership on the activities and issues of the sub-group.
- At the conclusion of their efforts, provide a document of their findings to the Gateway User Group.
Coordination and Communication Goals

1. Members are encouraged to provide announcements of events, activities, issues, and staffing changes, and to submit issues for group consideration or research, and topics for presentations.
2. Efforts should be made to recruit liaisons with other campus constituencies, planning, and groups. These liaisons should be encouraged to provide regular reports on those groups' activities.
3. Gateway User Group agendas, minutes, records, resources, and work products should be readily available online.
4. This Charter document should be reviewed annually in April by the membership to ensure that the goals and procedures continue to serve the campus and the Gateway User Group constituencies.
5. The Chair, in consultation with the group members, should produce an annual report of the activities and achievements which should be presented to Business and Financial Services.