Gateway User Group Charter

Chair: Kathleen Yabsley, Gateway Systems Manager

Last Revised Date: November 2019

Background

The Gateway Project began in 2011 as a collaboration with Academic Affairs, Administrative Services, Business & Financial Services, and Student Affairs. In June 2013, Gateway was rolled out 100% on campus, and leadership of the Gateway system turned over to the Gateway User Group (GWUG) and Business and Financial Services.

Purpose

The GWUG is comprised of voting representatives from campus departments across a wide range of focus (Academic, Operations, and Administrative), representing multiple Gateway roles, and non-voting (Ex-Officio) members from Procurement and Accounts Payable. We work together to promote an enhanced user experience, and implement policy changes. Information and best practices are shared with each other, needs are identified, and Gateway features are reviewed.

Goals

- Utilize the perspectives, needs and expertise of the campus community to enhance a shared campus resource by sharing best practices, feedback, and suggestions.
- Provide insight to Business & Financial Services and the Gateway Systems Manager regarding system needs, be empowered to conduct research and coordination efforts, and vote on results and prioritization of Gateway projects.
- Provide a wide range of departments with insight and interactions with Business & Financial Services as a whole.
- Solicit input from administrative and academic departments, and communicate information, knowledge, and tips about Gateway back to the campus community.

Membership

- Membership in the GWUG is by invitation only from the Chair, and voting members shall be capped at 14.
- The term runs two full calendar years (January – December) ("Term").
- As volunteers committed to improving process and experience, we are respectful of each other’s opinions and time.
- Members shall be available to participate on workgroups during their Term.
- Members are expected to share the information and lessons learned from the GWUG with their home department.
- If a member cannot fulfill a Term, that member cannot send a replacement in their place. They may suggest a successor from their respective unit to the Chair for consideration.
- If a member has 3 or more unexcused absences during the term, membership may be considered abandoned, and invitation back to the GWUG may not be made.

Chair Expectations & Duties

Executive Functions
- Facilitate discussions and encourage participation.
- Set meeting agendas ensuring relevance of topics to member goals.
- Provide management and oversight of any workgroup efforts, helping to ensure efforts align with overall GWUG goals.
- In consultation with the group members, produce a yearly summary of the GWUG activities and achievements. Present this summary is to Business and Financial Services and the campus as applicable.

Communication Duties
- Promote the communication and collaboration goals of the GWUG.
- Provide informational updates to members via electronic communication in advance of meetings.
- Disseminate meeting agendas at least 5 business days prior to a regular scheduled meeting.
**Meetings**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Meetings shall be held on a regular monthly basis or as needed if voted on by the GWUG</th>
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<tbody>
<tr>
<td>Voting</td>
<td>GWUG members will vote on recommendations developed by the GWUG for consideration. At least 80% of the eligible vote present must support the proposed recommendation to qualify as an approved recommendation.</td>
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**Agenda**

- Standing agenda items should include member announcements, sub-group reports, follow-up from previous meetings and a report from the Chair.
- Members will send agenda items to the Chair for approval prior to the meeting and in advance of the agenda dissemination.
- Members are encouraged to provide announcements of department activities and staffing changes, and to submit issues for group consideration or research, and topics for presentations.

**Workgroup Expectations**

GWUG members may create standing or limited workgroups to perform activities within its purview. Workgroups should:

- Appoint a liaison to the GWUG to provide communications.
- Provide regular reports to the GWUG on the activities and issues of the workgroup.