Gateway User Group Charter

Background

The 2011 Gateway Project began with collaboration between Academic Affairs, Administrative Services and Student Affairs. The three divisions created a Steering Committee tasked with creation of a P2P (Procure-to-Pay) system. The project consisted of three phases – “Configure”, “Deploy” and “Enhance”. As of June 2013, the first two phases were complete and the governing committees stood down. Leadership was turned over to the Gateway User Group and Business and Financial Services Management.

Purpose

The Gateway Project is currently in its third phase: Enhancement. The goal of this phase is to work collaboratively and cooperatively with campus departments, campus leadership and UC peers to promote an enhanced user experience. The Gateway User Group provides a unique opportunity for Gateway Administration to present a forum for users representing all campus divisions and Gateway roles. Information can be shared, needs are identified, and a collaborative assessment of features for Gateway can be conducted.

Goals

Leverage the unique perspectives, needs and expertise of a wide and well-rounded group of the campus community to enhance a shared campus resource.

Provide insight to Business & Financial Services, the Gateway Systems Coordinator/Manager, and the campus at large regarding system needs and priorities in Procurement.

Serve as a platform for coordination and prioritization of Gateway specific projects.

Provide a forum to the campus community for consultation and communication.

Organization Definitions

<table>
<thead>
<tr>
<th>Gateway Governance</th>
<th>Includes Jim Corkill, Jacob Godfrey and Leslie Griffin</th>
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<tbody>
<tr>
<td>Membership</td>
<td>Membership in the Gateway User Group is by invitation only from the Chair and Gateway Governance.</td>
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<td>Membership Transfer</td>
<td>If a term cannot be fulfilled by a member, that member cannot send a replacement in their place. They may suggest a successor from their respective unit to the Chair for consideration with Gateway Governance.</td>
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<td>Term</td>
<td>Group terms will last one Calendar Year</td>
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<td>Voting</td>
<td>Recommendations developed by the Group for consideration by Gateway Governance will be voted on by Gateway User Group members. At least 80% of the eligible vote present must support the proposed recommendation to qualify as an approved recommendation.</td>
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Officer – Expectations & Duties

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<tr>
<th>Chair</th>
<th>Gateway Systems Coordinator / Gateway Systems Manager</th>
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<td>Executive Functions</td>
<td>1. Facilitate discussions and encourage participation.</td>
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<td>2. Set meeting agendas ensuring relevance of topics to member goals.</td>
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<td>3. Prepare meeting minutes as required.</td>
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<td>4. Provide management and oversight of any sub-group efforts, helping to ensure efforts are aligned with overall group goals.</td>
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### Communication Duties

1. Promote the communications and collaboration goals of the Gateway User Group.
2. Provide informational updates to members via electronic communication in advance of meetings.

### Meeting – Expectations

**Schedule**

Meetings shall be held on a regular monthly basis or as necessary if voted on by the group.

**Agenda**

The Chair shall prepare an agenda of meeting items either submitted by the members or other campus constituencies.

- Standing agenda items should include member announcements, sub-group reports, follow-up from previous meetings and a report from the Gateway Systems Coordinator/Manager.
- Agendas shall be disseminated at least 3 business days prior to a regular scheduled meeting.
- Agenda items for consideration need to be sent to the Chair for approval prior to the meeting and agenda dissemination. Unless noted as “open discussion”, agenda items not approved for a particular meeting will not be allowed.

**Minutes**

The Chair shall ensure that all meeting minutes are prepared and distributed or made available prior to the next scheduled meeting.

### Sub-Groups – Expectations

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

- Be provided or provided a stated charter or purpose.
- Appoint a liaison to the Gateway User Group to provide communications.
- 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 Chair.

### Coordination and Communication – Expectations

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 here: [http://www.bfs.ucsb.edu/procurement/gateway/gateway-user-group](http://www.bfs.ucsb.edu/procurement/gateway/gateway-user-group)
4. This Charter document should be reviewed annually in January 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.