Gateway User Group Charter

Chair  |  Kathleen Yabsley, Gateway Systems Manager
User Group Year  |  Calendar Year 2017

**Background**

The Gateway Project began in 2011 with collaboration between Academic Affairs, Administrative 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 (GUG) and Business and Financial Services Management.

**Purpose**

The Gateway User Group works with campus departments, campus leadership and UC peers to promote an enhanced user experience. The GUG provides a forum for users representing multiple campus divisions and Gateway roles. Information and best practices are shared, needs 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, the Gateway Systems Manager, and the campus at large regarding system needs.
- Assist with the research, coordination, and prioritization of Gateway specific projects.
- Solicit input from administrative and academic departments, and communicate information, knowledge, and tips about Gateway back to the campus community.

**Membership**

- Membership in the GUG is by invitation only from the Chair
- Each GUG should be capped at 12 voting members
- The term runs one full calendar year (January – December) (“Term”)
- Members shall be open to participation on workgroups during their Term
- Members are expected to share the information and lessons learned from the GUG with their 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 misses 3 GUG meetings during the term, membership shall be considered abandoned, and invitation back to the GUG will 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 GUG goals.
- In consultation with the group members, produce a yearly summary of the GUG 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 GUG.
- 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 GUG</th>
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<tbody>
<tr>
<td>Voting</td>
<td>GUG members will vote on recommendations developed by the GUG 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**

**GUG members may create standing or limited workgroups to perform activities within its purview.** Workgroups should:  
• Appoint a liaison to the GUG to provide communications.  
• Provide regular reports to the Gateway User Group membership on the activities and issues of the workgroup.