A GUS Executive Committee (hereafter, the GEC) has been established to assure continuous support and development of GUS across campus, and to make recommendations regarding short- and long-term needs associated with GUS to the campus administration.

A) The GUS Executive Committee is comprised as follows:

- Two Business Managers from user departments in the College of L&S, ORU’s and the College of Engineering (COE), totaling six members, nominated and elected by all user department/unit Business Managers. A representative from MSI will also serve on the GEC. Term of service will be two years, but can be modified/staggered in such a way in order maintain continuity.

- The Gus Lead Developer.

- A Chair and Vice Chair will be nominated and elected by the GEC. Each Chair will serve a term of two years. The Chair will be responsible for coordinating meeting agendas and assuring the GEC is meeting its responsibilities (defined below). The Vice Chair will be from MSI, and will serve as the Financial Coordinator. The Vice Chair’s term will be indefinite. The Chair and Vice Chair will serve as the primary liaisons between the GEC and other campus officials/administrators. The Chair will supervise the Lead Developer and, in consultation with the GEC, will also be responsible for the coordination of the formal Performance Review.

- Additional GUS technical support staff and technical support staff from user departments/units will serve as advisers and will be consulted and invited to meetings as needed.

B) The role of the GUS Executive Committee is to:

- Provide input to technical support staff obtained from GUS users regarding modules; hardware/software and other GUS user issues.

- Set priorities for development and modification of modules, including determining features and scope.

- In consultation with the GUS Lead Programmer, the GEC will establish time lines for all activities to ensure that GUS is effectively managed and priorities clearly communicated to both the user community and campus administration.

- Serve as beta test group for new modules and upgrades as needed.
• Maintain systematic contact with user department technical support staff to bring issues forward.

• Mentor new GUS users.

• Communicate with respective Control Points regarding GUS support issues.

• Be available to provide input and support to the campus administration efforts toward the development of a centralized campus financial architecture.

• Be available to serve on recruitment committees for GUS technical support staff positions.

• The GEC will meet monthly or as necessary.

C) GUS Development and Support Team

• The GUS Lead Developer will provide a monthly progress report to coincide with the regular meetings of the Committee. This report will include all technical staff’s progress, major issues regarding development and maintenance of GUS and a reassessment of timeline for projects if needed.

• The GUS programming team will keep detailed records of changes and modifications made to GUS and have these records readily available for review by the GEC.

• The development team will support and maintain hosted GUS servers for other departments as determined by the GEC.

D) GUS Development Teams

• The GEC will form development teams composed of GUS users selected from a variety of campus departments. Each team will be chaired by a member of the GEC and will be charged with assisting in the design and troubleshooting of specific GUS components. These development teams will gather user input and make recommendations to the GEC as how best to proceed. User input will be carefully documented and assessed when making development decisions.