

Charter

The mission of the Common Management Systems (CMS) User Groups is to provide campus-based knowledge, guidance, practices, and recommendations to determine effective business solutions and to assist with CMS strategic planning as requested by CMS Central and the CMS Executive Committee. The User Groups currently defined by the CMS Executive Committee are FUG (Financial Users Group), HUG (HR Users Group), CSUG (Campus Solutions User Group), and TUG (Technical Users Group). The User Groups organizationally report directly to the CMS Executive Committee.

Responsibility

User groups will be responsible to:

1. Facilitate two-way communication between the campuses and Central CMS. This includes sharing and disseminating CMS project and/or application information to functional area campus staff, CMS Project Director, and CMS Executive Sponsor. It also includes providing information, ideas and feedback from campus functional and technical areas.
2. Coordinate with those campus staff and leaders who can identify and leverage the appropriate campus resources to work on sub-committee tasks that include activities such as system-wide initiatives.
3. Work with system-wide groups and the other CMS User Groups to communicate application planning and strategy, convey function specific related issues, discuss current activities and share general information related to the CMS project. User group specific contact groups are:

FUG (Financial Users Group)

Financial Officers Association, CO Financial Services/Accounting and CMS Central

HUG (Human Resources Users Group)

HR Directors, Academic VP's (Faculty), CO HR System-wide and CMS Central

CSUG (Campus Solutions User Group)

Academic Senate (Statewide), CO Academic Affairs, CO Analytical Studies, Directors of A & R, Aid Directors, XAP Advisory Committee and CMS Central.

TUG (Technical Users Group)

CMS Central, Technology Infrastructure Services (TIS), Corporation for Educational Network Initiatives in California.

In addition, each user group may develop and implement procedures and processes in support of the specific responsibilities listed in this section.

4. Develop recommendations for application modifications.
5. Provide a forum for campuses to share and develop a knowledge base.
6. Provide periodic report to the CMS Executive Committee of user group activities.

User Group Membership

Each User Group will maintain the following organizational structure:

Member and Alternate	Members and alternates are appointed by the respective campus Executive Sponsor. Executive Sponsors will re-confirm appointees annually. Members and/or alternates may be changed at the discretion of the Executive Sponsor through written notification to the CMS Executive Committee.
Chair	The Chair will be appointed by the CMS Senior Director with the approval of the CMS Executive Committee to serve a term of 2 years. Nominations for each user group chair will be solicited by CMS Central and the CMS Executive Committee. The solicitation and selection process should be completed 6 months prior to the end of the current chair's term.
Vice Chair	At the discretion of the user group, a vice chair may be appointed by the user group chair. The Vice Chair will not automatically assume the roll of the Chair at the completion of the Chair's term.
Secretary	At the discretion of the user group and/or Chair, a secretary may be selected.
CMS Central Representatives	CMS Project Director and others as needed
Cross User Group	Appointed by cross user groups at the request of the sending or receiving Representatives group.

Other user-group specific membership requirements are listed below including the method/source of appointment:

HUG

CO HRISA	Appointed by the Assistant Vice Chancellor for Human Resources
HR Faculty Affairs Liaison	Appointed by the Vice Chancellor for Human Resources

FUG

CO Systemwide Finance	Appointed by the Assistant Vice Chancellor for Financial Services
Financial Officers Association (FOA) Representative	Appointed by the FOA Executive Committee
Procurement and Support Services	Appointed by the Assistant Vice Chancellor for Financial Services
Officers Association (PSSOA) Representative	

CSUG

Academic Affairs Representative	Appointed by the Associate Vice Chancellor of Academic Affairs
Academic Senate Rep	Appointed by the Academic Senate

TUG

TIS Representative	Appointed by the TIS Senior Director or designee
Data Center Provider Representative	CSU Data Center Provider Account Executive

Meeting Frequency

Each user group should meet monthly or more frequently as required by ongoing projects. It will be the responsibility of the Chair to determine if meetings are to be teleconferences or in person.

Meeting Record

It will be the responsibility of the chair to keep a record of group meetings, recommendations, and actions. This record will generally take the form of group meeting notes to be disseminated among the group and posted on the CMS website.