

1. CALL TO ORDER

Call to Order – 1:31pm

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>).....	Hangue Kim
VP External Relations	Prab Bassi
VP Finance	Baljinder Bains
VP Student Services.....	Jimmy Dhesa
VP Student Life	Alam Khehra
VP University Relations.....	Erwin Kwok
At-Large Representative	Raajan Garcha
At-Large Representative	Jaskarn Randhawa
Faculty Representative (Applied Sciences)	Jeffrey Leung
Faculty Representative (Arts & Social Sciences).....	Jackson Freedman
Faculty Representative (Business)	Gini Kuo
Faculty Representative (Communications, Art, & Technology).....	Juvina Silvestre
Faculty Representative (Education)	Jamie Zhu
Faculty Representative (Environment)	Yun Oh
Faculty Representative (Health Sciences)	Aarushi Sharma
Faculty Representative (Science).....	Parham Elmi

3.2 Society Staff

Chief Executive Officer.....	Martin Wyant
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy
Administrative Assistant	Nadine Ratu

3.3 Guests

The Peak News Editor Assistant.....	Zach Siddiqui
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3.1 Regrets

Faculty Representative (Health Sciences)	Aarushi Sharma
VP External Relations	Prab Bassi

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-03-23:01

Gini/Jackson

Be it resolved to ratify the regrets from Aarushi Sharma and Prab Bassi.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-03-23:01

Baljinder/Jimmy

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- To add election to IN-CAMERA

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-03-23:02

Baljinder/Alam

Be it resolved to receive and file the following minutes:

- Board of Directors Minutes 2018-03-16.docx
- Accessibility 2018-02-26.pdf
- Advocacy Committee 2018-03-05.pdf
- Events Committee 2018-01-30.pdf
- Executive Committee 2018-03-16.pdf
- Executive Committee 2018-03-06.pdf
- Finance and Audit Committee 2018-03-19.pdf

CARRIED

6.2 Campus Vibe Platform – MOTION BOD 2018-03-23:04

Alam/Jackson

Whereas the cost for the new student platform over a year period includes \$18, 500 for 2018, \$18, 500 for 2019, \$19,500 for 2020.

Be it resolved to approve up to \$56, 500 from line item 896/31 for the Campus Vibe platform.

CARRIED AS AMENDED

- Refer to attachment
- As this is a contract based platform, it renews every 3 years and board will be able to negotiate another contract. The estimated completion date is 2nd quarter next school year
- Board has not decided on a fixed operating costs have not been decided as the project is not completed and staff costs may increase due to IT and administrative needs
- Changed xx to \$56,500 from line item 896/31

6.2.1. Campus Vibe Platform – MOTION BOD 2018-03-23:04

Alam/Jackson

Be it resolved to amend the above motion.

CARRIED

7. DISCUSSION ITEMS

7.1 Board Orientation

- Board may be adding more things to the orientation to help assist future board members and encouraged current and future board members to send feedback to the Chair before the guidelines are finalized
- Board may be inviting stakeholders so the new board has an idea of which stakeholders are involved

7.2 Board work plan update

Yun Oh left at 2:28pm

7.3 Committee structure

- Committee chairs will be responsible for re-evaluating guidelines for each committee and to meet with each other before bringing issues to board

7.4 Board transition

- Board will integrate the new board members by extending the invitation for upcoming events and for the next board meeting on April 6th
- Current board members are encouraged to contact the new respective board members to brief them on the duties and responsibilities and to speak at the board orientation after the date is set

7.5 Board Social

- Board to prepare a proposal regarding a trip to commemorate the end of the board year

8. UPDATES

8.1 FIC

- Board is working on completing to see what the final agreement between FIC and SFSS could look like

8.2 Catering

- Board met with the head of MECS to discuss two issues which are high costs and decreasing quality and as well as regarding specifications, concerns about policies, to relay dates about when focus groups will be meeting, and a report will be brought back to board consisting of action plan and timeline
- MECS' rationale for decrease in quality is because they have been focused on other areas on the dining experience but students are encouraged to not accept indecent/inappropriate food, and board may be able to petition to change the current rules

8.3 Staffing issues

- Board will try to compose a focus group on how to improve staff services
- There will be a thank you event for council and board members are encouraged to come and express thanks

Jeffrey Leung left at 3:00pm

9. IN-CAMERA

MOTION BOD 2018-03-23:05

Baljinder/Jaskarn

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED

- 9.1 Space Surrender Agreement
- 9.2 Leased spaces
- 9.3 Stadium
- 9.4 Election

10. EX-CAMERA

MOTION BOD 2018-03-23:05

Jaskarn/Baljinder

Be it resolved to go ex-camera.

CARRIED

MOTION BOD 2018-03-23:06

Baljinder/Jamie

Be it resolved to approve the amendment to the stadium contribution agreement.

CARRIED

11. ATTACHMENTS

- 2018-03-21 BN - SFSS Portal.pdf

12. ADJOURNMENT

MOTION BOD 2018-03-23:07

Gini/Alam

Be it resolved to adjourn the meeting at 4:10 PM.

CARRIED

March 21, 2018

BRIEFING NOTE

SELECTING A NEW ENGAGEMENT RESOURCE TO REPLACE THE CURRENT PORTAL FOR THE SFSS STUDENT CENTRE

ISSUE

The existing platform in place for clubs and student unions to request booking and manage events is no longer sustainable in its current form (funded as a project by project basis). The SFSS has been tasked to look for alternative options that are more comprehensible in the following areas:

- Grants
- Room/Equipment Bookings
- Events
- Reports

BACKGROUND

The current portal vendors, Gravit-e, develops functions on an “as-needed basis” and as a result the portal has duplicate or abandoned functions. Additionally, it has been difficult to manage and produce reports from the administrative side of the portal with limited access. The goal for the portal is to have a more automated system that allow students to utilize online resources such as grants and bookings without requiring in-person support.

CURRENT STATUS

The SFSS has received a proposal from three organizations, Campus Labs, Campus Vibe, and Traction on Demand (see attached documents). All three organizations could fulfill the basic requests of the Society for the areas mentioned above.

KEY CONSIDERATIONS

1. Campus Labs has a completed sophisticated system that was developed in 2001, whereas the newer Campus Vibe continues to develop its features (with the continuous feedback of its clients)
 - a. Campus Labs offers an extensive list of reports that will be made available
 - b. Campus Vibe offers a decent list of reports that will be made available (and are continuing to build on their reporting functions)
2. Traction on Demand offers a more customized approach and recommends starting with a

March 21, 2018

Business Solution Design (BSD) phase to develop an SFSS engagement roadmap. Using the roadmap, Traction on Demand will provide another recommendation on how to proceed with seeking/developing a new platform tool.

3. There is a significant difference in pricing over three-years for Campus Labs and Campus Vibe:
 - a. The Campus Labs Engage Department Package (exchange rate as of January 22, 2018) - \$104,936.86
 - i. Add on features from other packages will be an extra charge
 - b. Campus Vibe - \$56,500.00
 - i. Customized budget and financial package cost is included in the price
 - c. The price difference between Campus Labs and Campus Vibe: \$48,436.86
 - d. Note: The final costs for Traction on Demand is currently unknown for a complete project; however, the roadmap will cost \$18,400
4. Implementation would take:
 - a. Approximately 6-8 weeks for Campus Labs
 - b. About 8 weeks for Campus Vibe (depending on the level of SFSS involvement)
 - c. Approximately 4-6 weeks for Traction on Demand (NOTE: this is for the roadmap and not the platform implementation)
5. Campus Labs is based in the U.S. while Campus Vibe and Traction on Demand are based in Canada (this is a consideration for data storage in the future)
6. None of the organizations have a proper preference management system in place, although the companies have plans to work on this feature
7. Many Canadian post-secondary institutions use Campus Vibe. Several student societies previously using Campus Labs made the switch to Campus Vibe.

OPTIONS

1. Review proposal, and proceed with Campus Labs. Communications Coordinator will reach out to the organization for next steps
 - a. Assign current Member Services Coordinators roles to monitor, populate and maintain the platform
2. Review proposal, and proceed with Campus Vibes. Communications Coordinator will reach out to the organization for next steps
 - a. Consider using the difference in pricing over three-years to hire support to monitor the portal and manage and develop the necessary reports for the SFSS
3. Review proposal, and proceed with roadmap process with Traction on Demand. Communications Coordinator will reach out to the organization for next steps
 - a. Options after the roadmap process may include:
 - i. Proceeding with Campus Labs or Campus Vibe
 - ii. Proceeding with Traction on Demand and developing a portal from the beginning

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RECOMMENDATION

Option 2 – Proceed with Campus Vibe core platform and premium package, which includes ongoing feature upgrades, and hire additional support to monitor the platform and produce necessary reports for the SFSS.

Campus Vibe has committed to working on additional features in the future, as requested by the SFSS. The suggested systems include:

- Grant Processing and Account Balances Systems (Phase 2)
- Interest Profile and Recommendation System (Phase 3)
- Integration with Third Party Election System (Phase 4)

Additionally, Campus Vibe will continue to work on upgrades and improvements by connecting with its partner network of users (other post-secondary institutions).

NEXT STEPS

1. Produce this recommendation to the Board of Directors and discuss options

ATTACHMENTS

1. Campus Labs – Campus Vibe Comparison
2. Campus Labs – Proposal
3. Campus Vibe – Proposal
4. Traction on Demand – Proposal



Campus Labs - Campus Vibe Comparison

	Campus Labs	Campus Vibe
Cost	Total for 3 years: \$104,936.86 Exchange Rate on Jan 22	Total for 3 years: \$56,500.00
Features	<ul style="list-style-type: none"> - Organization Management <ul style="list-style-type: none"> • Roster Management and Positions • Photo Gallery • Document Repository • News Articles • Discussion Board • Intra-Organization Elections • Organization Messaging • Organization Accounting and Finance • Customizable Organization Registration and Approval Process - Event Management <ul style="list-style-type: none"> • Event Publication and Filterable Calendar • Invitation Management and RSVP • Manual Attendance Tracking • Card Swipe Attendance Tracking • Customizable Event Registration and Approval Process - Form Builder - Co-Curricular Record - Corq Companion Mobile App - Campus-Wide Elections - Automated or Manual Data Import - Administrative Reporting - Vanity URL - 1 Administrative Branch 	<ul style="list-style-type: none"> - Organization Management (Admin) <ul style="list-style-type: none"> • Customization, Branding & Integration • Onboarding & Launch On-Site Training • Online Training Seminars, Webinars & Web • Conferences. Email & Telephone support. • System Upgrades & Maintenance • Engage Students and Leaders with Polls and Surveys • Consolidate events in one place • Instant communication with leaders, groups and event attendees • Event management with Geo-location - Event Management <ul style="list-style-type: none"> • Receive event announcements & reminders • Establish compliance policies for Organizations and Events - Assess engagement with Charts and Reports - Maintain accurate organization/membership data - Social media integration - Activity and participation analytics

<p>Reports</p>	<p>Types of Reports</p> <ul style="list-style-type: none"> • Administrative Reporting • Automated or Manual Data Import <p>Visual Reporting Options</p> <p>There are three formats in which you can view your data in the Reporting Site:</p> <ul style="list-style-type: none"> • Frequency/Tabular – This is the default mode. It shows you each answer option along with the raw number and percentage of respondents who selected that option. • Graph – This allows you to view your data in graphical format. You can customize the settings for the graph, such as Chart Type (e.g., Bar, Pie, Area), Chart Values (Count, Percent, Mean), and other visual settings. • Cross Tab – This allows you to view the number and/or percentage of students who responded in a particular combination based on their answers from two questions. For instance, you could see how many freshman males or sophomore females there are, or you could see the frequency breakdown of satisfaction ratings based on class year. <p>Basic Data Manipulation Options</p> <p>Here are some basic options available to customize the way you view your data:</p> <ul style="list-style-type: none"> • Filter – This eliminates certain information based on specified criteria. You can filter your results based on: <ul style="list-style-type: none"> ○ Selected answer to a question ○ Date range for when responses were logged (e.g., if you want to 	<p>Types of Reports</p> <ul style="list-style-type: none"> • Assess engagement with Charts and Reports • Activity and participation analytics • Importing members: Group leaders can import their existing membership lists (CSV or Excel files consisting of names & email addresses) as a rapid way of onboarding members onto their respective home pages on CampusVibe. • Exporting lists: the email function generates distribution lists of users and group leaders with many filtering options. Currently, these lists are not exported but that is an easy function to add. • Exporting Form data: all data from form submissions can be exported in excel format. • Currently any Form, including all related submissions, can be exported to spreadsheet for deeper analysis. CampusVibe will be adding this same exporting functionality in the coming weeks to Group Lists, Group Leader Lists, Event Lists, Email ListServes, etc <p>Visual Reporting Options</p> <ul style="list-style-type: none"> • With respect to reporting inside the platform - we currently provide graphical analytics on Group Data, Group Membership Data & Student Participation (in Groups). These reports can be filtered by different Campuses, & Group Types. <p>Basic Data Manipulation Options</p> <ul style="list-style-type: none"> • The system tracks all group and event participation data on a continuous year over year basis. Each student
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	<p>view responses from the past week)</p> <ul style="list-style-type: none"> ○ Panels ○ Add/Remove Questions ○ Removing Questions ○ Adding Questions ○ Saved Views ○ Exporting data <ul style="list-style-type: none"> • Comparison Reports – These allow you to compare data from similar projects; each (scale) question is subjected to a test to determine if there are any significant differences across data sets. 	<p>profile has “self-declared” attributes that include year & program of study, campus & hometown. This will allow reports and analytics of participation data by date ranges (eg: academic year or semester) and with co- relation to student attributes.</p> <ul style="list-style-type: none"> • While there are currently some built-in participation reports and charts, the list of reports is being expanded and Campus Vibe provides reports on special request basis with no additional charges.
Social Media	<p>As it pertains to exporting Events from Facebook, this is a user-selected feature, and cannot be performed without expressed action from said user.</p>	<p>Require specific consent from each user before content can be pushed to or imported from Social Media. All Social Media integration is performed at the discretion of each user/student group or student union. The system cannot and will not push content to social media without specific action taken by your users, on a post-by-post basis.</p> <p>As it pertains to importing Events from, again this is a user-selected feature and cannot be performed without expressed action from said user.</p>
Grants and Room Bookings	<ul style="list-style-type: none"> • Engage package offers an integration with Dean Evans and Associates EMS to help students choose an appropriate and available space for their event. Campuses who hold the appropriate Engage license and who hold a license for EMS' "Read Only API (Application Programming Interface)" module can take advantage of this integration. This integration is an add-on feature to the Engage subscription. <p>Step-by-step instructions on enabling this functionality can be found here.</p>	<ul style="list-style-type: none"> • Since the SFSS-SFU booking system is Ad Astra, this is an integration that is nearly complete • There is an "Account Status" feature, which displays a ledger of all deposits/withdrawals from a Group's account. Currently, we would manually input information, but Campus Vibe would like to work with us to import our grant allocations into these ledgers (this customized support is priced at \$2,000-\$2,500 per year) • There would be some development work on their end to integrate with our grant system

Preference Management	<ul style="list-style-type: none"> Regarding “interests” in Engage - following up to get us the best information on this tool’s future. 	<ul style="list-style-type: none"> Have plans in the future to develop the interests tool at no extra cost to the SFSS.
References	<ul style="list-style-type: none"> Amber Schollens, Brock University, ascholtens@brocku.ca Lina DiGenova, McGill University, lina.digenova@mcgill.ca Lesley Calvin, Niagara College, lcalvin@niagaracollege.ca 	<p>University of British Columbia</p> <ul style="list-style-type: none"> They were previously a campuslabs (orgsync) customer, and migrated to CampusVibe in January, 2017. Pooja Bhatti VP administration (UBC AMS) Email: vpadmin@ams.ubc.ca Phone: (604) 822-3961 <p>Carleton University</p> <ul style="list-style-type: none"> CUSA at Carleton University They first went live with CampusVibe in September, 2015. This is their first experience with an online campus Engagement/management system. Shawn Humphrey Clubs & societies commissioner, (CUSA) Email: clubsadministration@cusaonline.ca Phone: (613) 520-2600 ext 1753 <p>University of Regina</p>

		<ul style="list-style-type: none"> • They first went live with Campusvibe in September, 2017. This is their first experience with an online campus engagement/management system. • Neil Middlemiss • Operations manager (URSU) Email: operations@ursu.ca
Transition and Integration	<p>The standard implementation timeline is 6-8 weeks. The average implementation time is about 8 weeks depending on how many staff/student leaders are involved in the implementation and how many features you're implementing.</p> <ul style="list-style-type: none"> • Getting Started: Discovery Call • Training Begins: • Training 1: The Engage Structure and your Community Administrative Tools • Training 2: Admin Branches, Organization Tools, and Forms • Consultation Call • Training 3: Organizations, Registrations, and Positions • Consultation Call • Training 4: Event Management and Tracking • Training 5: Involvement Overview • Consultation Call • **Based on your subscription, you may also be attending the following additional trainings: Elections, Co- Curricular Paths, Budget Management, or Organization Accounting 	<p>Customization, Branding, Integration & Training. The CampusVibe solution will be branded, customized and integrated with SFSS Single Sign-On authentication server. Feature Description</p> <p>Branding The CampusVibe SFSS Website will be branded as per CampusVibe's standard branding template using SFSS logos and colors.</p> <p>Customize Menu & Navigation - Provide consultation and assistance in the customization of the website command menu system and navigation/links to & from related SFSS websites.</p> <p>Single Sign-On (SSO) - SFSS Website will be integrated with SFU SSO server for user authentication purposes. This will require SFU IT to provide access and support thru the integration.</p> <p>Online Training - Training to SFSS system administrators & organizers</p> <p>Key Milestones & Delivery Schedule The following milestones and delivery schedule is proposed for planning purposes:</p> <ul style="list-style-type: none"> • End-Feb '18 - Agreement in principal. Contract negotiated. • Mid-Mar '18 - Finalized Commercial Agreement. Single Sign-On Authentication

		<p>integration defined.</p> <ul style="list-style-type: none"> • Mid-Apr '18 System Delivery with Authentication integration • End-Apr '18 Branding, associated training and consultation & Onboarding, Ongoing Training, Consultation & Support
Data Storage	<p>All data collected from campuses located in Canada is stored on servers in Canada. Attached you'll find Information Security Document Table of Contents. The full document is an internal confidential document.</p>	<p>Systems and data are hosted on Canada-based Amazon Cloud Services which spans multiple data centres in Canada providing a highly secure, reliable and scalable infrastructure</p>



Student Engagement Proposal for Simon Fraser University

January 8, 2018

Founded in 2000 at the University at Buffalo, Campus Labs has grown into the premier higher education technology company focusing on the areas of Improvement and Accountability, Teaching and Learning, Analytics and Insight, Retention and Success, and Student Engagement.

OVERVIEW

Campus Labs is pleased to submit this initial proposal for services to support Simon Fraser University in its efforts in enhancing and driving student engagement. Three potential solutions are provided which vary in costs and feature set. Campus Labs would be privileged to work alongside Simon Fraser University in determining the proper path forward that balances divisional and budgetary needs by utilizing these packages as potential starting points.

OUR PROPOSAL

Simon Fraser University has a well-deserved reputation for innovation both inside and outside the classroom and prides itself on cutting-edge research and community outreach. However, the Simon Fraser Student Society is looking for a technology platform that can help achieve the university mission to be Canada's leading engaged university.

We have developed solutions in place at over 1,100 institutions of higher learning around the globe with the core philosophy of "empowering and transforming colleges and universities through strategic data insights". With this in mind, we propose one of three different packages to use as the basis for future discussions of Campus Labs Engage functionality and pricing. Each package provides a unique mix of functionality and value. Working with Simon Fraser University through subsequent demonstrations and discussions, we would determine which offering best aligns with institutional needs and budgets, and then tailor that offering as necessary.

Engage Department Package

	2018	2019	2020
Annual Price	\$25,000	\$26,000	\$27,040
Implementation	\$6,250		
Net Annual Price	\$31,250	\$26,000	\$27,040

Solution A includes the following features and tools:

- Organization Management
 - o Roster Management and Positions
 - o Photo Gallery
 - o Document Repository
 - o News Articles
 - o Discussion Board
 - o Intra-Organization Elections
 - o Organization Messaging
 - o Organization Accounting and Finance
 - o Customizable Organization Registration and Approval Process
- Event Management
 - o Event Publication and Filterable Calendar
 - o Invitation Management and RSVP
 - o Manual Attendance Tracking
 - o Card Swipe Attendance Tracking
 - o Customizable Event Registration and Approval Process
- Form Builder
- Co-Curricular Record
- Corq Companion Mobile App
- Campus-Wide Elections
- Automated or Manual Data Import
- Administrative Reporting
- Vanity URL
- 1 Administrative Branch

Engage Division Package

2018	2019	2020
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Annual Price	\$41,000	\$42,640	\$44,346
Implementation	\$10,250		
Net Annual Price	\$51,250	\$42,640	\$44,346

Solution B Includes the following features and tools:

- Organization Management
 - o Roster Management and Positions
 - o Photo Gallery
 - o Document Repository
 - o News Articles
 - o Discussion Board
 - o Intra-Organization Elections
 - o Organization Messaging
 - o Organization Accounting and Finance
 - o Customizable Organization Registration and Approval Process
 - o **+ Budget Management Tool**
 - o **+ Community Service Management Tool**
- Event Management
 - o Event Publication and Filterable Calendar
 - o Invitation Management and RSVP
 - o Manual Attendance Tracking
 - o Card Swipe Attendance Tracking
 - o Customizable Event Registration and Approval Process
- Form Builder
- Co-Curricular Record
- Corq Companion Mobile App
- Campus-Wide Elections
- Automated or Manual Data Import
- Administrative Reporting
- Vanity URL
- **+ Co-Curricular Paths**
- **+ Mobile Event Check-In App**
- **+ 2 Administrative Branches**

Engage Institution Package

	2018	2019	2020
Annual Price	\$48,034	\$49,956	\$51,954

Implementation	\$12,009		
Net Annual Price	\$60,043	\$49,956	\$51,954

Solution C includes the following features and tools:

- Organization Management
 - o Roster Management and Positions
 - o Photo Gallery
 - o Document Repository
 - o News Articles
 - o Discussion Board
 - o Intra-Organization Elections
 - o Organization Messaging
 - o Organization Accounting and Finance
 - o Customizable Organization Registration and Approval Process
 - o Budget Management Tool
 - o Community Service Management Tool
- Event Management
 - o Event Publication and Filterable Calendar
 - o Invitation Management and RSVP
 - o Manual Attendance Tracking
 - o Card Swipe Attendance Tracking
 - o Customizable Event Registration and Approval Process
- Form Builder
- Co-Curricular Record
- Corq Companion Mobile App
- Campus-Wide Elections
- Automated or Manual Data Import
- Administrative Reporting
- Vanity URL
- Co-Curricular Paths
- Mobile Event Check-In App
- **+ API Module**
- **+ One Day Visit from Campus Success Consultant**
- **+ 4 Administrative Branches**

CONFIGURATION OPTIONS

Each of the above solutions can be further customized in consultation with Campus Labs by adding or removing certain features or tools to best align with Simon Fraser University's exact needs and budget. We are committed to learning more through both exploration of the Campus Labs Engage product with Simon Fraser University as well as further discovery of institutional needs.

This may result in adding specific tools or features to Simon Fraser University's package or switching tools as appropriate. These solutions presented are meant to act as a starting point towards building the right Engage platform for Simon Fraser University.

CONCLUSION

We look forward to working with Simon Fraser University and supporting your efforts to improve student engagement on campus. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering an effective technology solution to meet Simon Fraser Student Society's needs.

If you have questions on this proposal, feel free to contact Wes McCormack at your convenience by email at wmccormack@campuslabs.com or by phone at 716.652.9400 ext 7649.

Thank you for your consideration,



Wes McCormack
Assistant Director, Campus Relations

21-Mar-2018

Preliminary Project & Pricing Proposal

CampusVibe™ Solution for the Simon Fraser Student Society (SFSS)

3rd Age Systems, the creator of the CampusVibe™ solution, is pleased to present this preliminary project and pricing proposal to the Simon Fraser Student Society (SFSS).

The proposed CampusVibe solution consists of the following components that will be delivered in phases. The pricing for these components is a mix of one-time and annual recurring fees as follows:

Component	Pricing
CampusVibe Core Platform & Feature Packages	Annual Recurring
Customization, Branding & Integration	One Time
Grant Processing & Account Balances – Budget Management System	Annual Recurring
Interest Profile & Recommendation	No Additional Charge
Integration with 3 rd Party Election System	TBD

CampusVibe Core Platform & Feature Packages (Phase 1)

The CampusVibe Core Platform and Feature packages includes the following:

Feature Packages	Description
Standard Package	Standard CampusVibe includes all of the functionality to manage the life-cycle of Groups (i.e. Organizations), Events with the associated workflow, forms and communications features. It also includes mobile browser access to all end-user functionality.
Premium Package	Premium CampusVibe includes: <ul style="list-style-type: none"> • Custom Menu Builder & Navigation • Form Builder with submissions management • Polling • Reporting & Analytics

This Core platform is periodically upgraded with maintenance upgrades as well as new features as per the CampusVibe roadmap for which there are no additional charges.

Customization, Branding & Integration

The CampusVibe solution will be branded, customized and integrated with SFSS Single Sign-On authentication server as follows:

Feature	Description	Delivery Phase
Branding	The CampusVibe SFSS Website will be branded as per CampusVibe's standard branding template using SFSS logos and colors.	Phase 1
Customize Menu & Navigation	Provide consultation and assistance in the customization of the website command menu system and navigation/links to & from related SFSS websites.	Phase 1
Single Sign-On (SSO)	The CampusVibe SFSS Website will be integrated with SFU Institutional SSO server for user authentication purposes. This will require SFU IT to provide access and support thru the integration.	Phase 1
On Site Training	Training to SFSS system administrators & organizers	Phase 1

Grant Processing & Account Balances – Budget Management System (Phase 2)

The feature description of the Budget Management system that will streamline grant allocation and account management processes is attached.

CampusVibe will work with SFSS to further refine the requirements to ensure the system meets SFSS needs.

Interest Profile & Recommendation System (Phase 3)

The feature description of the Recommendation system that will personalize the campus life experience for each user is attached.

CampusVibe will work with SFSS to further refine the requirements to ensure the system meets SFSS needs.

Integration with 3rd party Election System (Phase 4)

CampusVibe will partner with an online voting/election system that is focused on student governments and explore integration points that help realize a seamless election system for SFSS. This will involve separate license or usage fees to be paid for the election system.

Key Milestones & Delivery Schedule

The following milestones and delivery schedule is proposed for planning purposes:

Date	Description
End-Mar '18	Commercial Agreement. Single Sign-On Authentication integration defined.
Mid-Apr '18	Phase 1 -- System Delivery with Authentication integration
End-Apr '18	Phase 1 -- Branding, associated training and consultation
mid-Jun '18	Phase 2 -- Budget Management System (Grant Allocation & Account Management)
End-Jul '18	Phase 3 – Recommendation System
Dec -'18	Phase 4 – Integration to external election system

Service Agreement

CampusVibe™ is a hosted solution that is offered as a managed service (Software as a Service). As such, the terms of use, the associated support services and upgrades will be covered by a separate **Services Agreement**.

Pricing

The following budgetary pricing schedule is proposed and is subject to negotiation, **and should be treated as strictly confidential.**

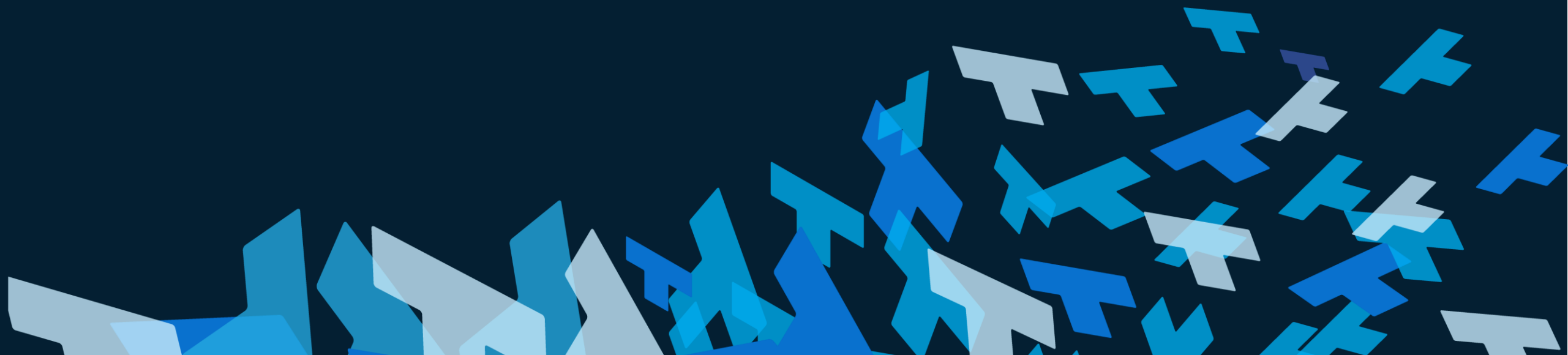
Item	Year 1	Year 2	Year 3
CampusVibe Core Platform with Standard & Premium Packages and ongoing feature upgrades (annual fee).	\$ 14,000	\$16,000	\$ 17,000
Customization, Branding & Integration	\$ 2,500	N/A	N/A
Budget & Financial Package – Account Status	\$ 2,000	\$ 2,500	\$ 2,500
Onboarding & Launch On-Site Training	Incl.	Incl.	Incl.
Online Training Seminars, Webinars & Web Conferences. Email & Telephone support.	Incl.	Incl.	Incl.
System Upgrades & Maintenance	Incl.	Incl.	Incl.

Renewal & Termination

Service will auto renew on an annual basis on each anniversary, unless notified by SFSS 60-day in advance of the renewal date of that year.

SFSS – Student Portal

Traction Approach



Overview

What we have heard

Project Requirements:

- Create a more engaged student body by connecting via students channel of preference
- Help students to fully enjoy and leverage their new student building to connect with other classmates

Technical Requirements:

- Allow students to sign up for certain clubs & unions and allow students to select their preferences or interests for events in a central portal
- Ability to display events that are uniquely tailored to a student based on their self-set preferences
- Give clubs a place to store and capture data – all data must be stored in Canada
- Easy, self-serve reporting

SFSS Options

Traction understanding of current solution options

Stick with current portal	Existing student portal product + SFDC integration	Salesforce Community
<p>Invest in upgrading current homegrown custom portal</p>	<p>Use a 3rd party student portal (e.g. CampusVibe) as main portal for union & club management</p> <p>Integrate Salesforce Community as student self service preference portal</p>	<p>New student portal built with a Salesforce custom Community</p> <p>Single source of records for easy reporting, maintenance & support</p>

Traction understands the SFSS preference to move away from this portal

Traction Recommendations

Based on the above options, Traction recommends starting with a Business Solution Design (BSD) phase to develop a SFSS engagement roadmap

The BSD will engage with SFSS stakeholders to ensure a solution is designed that the SFSS can leverage both today and for future use

Business Solution Design Phases



*Traction estimates the BSD to take 4 – 6 weeks to complete

**Time to start the BSD will depend on when the BSD is signed and may take between 2-4 weeks before the project is started

The following slides highlight each phase individually

Project Planning & Kickoff



Summary of Services

- Remote session ~ 1hr
- Introduce full Project Team and SFSS Stakeholders
- Review success criteria, BSD Roadmap and Methodology
- Define Rules of Engagement (tools, processes, escalations)
- Schedule onsite elaboration(s)
- Assign system access and pre-tasks
- Prep on-site/future requirements

Resource Prep

Pework tasks (e.g. Data analysis, gather assets, prep teams)

- Planning
- Resources locked

Elaboration Workshops



Onsite Session Topics

On-site elaboration(s) with key team members and representatives

Key topics may include, but are not be limited to:

- Current state overview and future state requirements
- Student union, club & event admin, registration & management
- Student preference management
- Reports & dashboards
- Define security model and user permissions
- Design of automated processes (workflow, approvals etc.)
- Recommendations for 3rd party Salesforce tools or apps e.g. survey tools, payment processing
- Core architecture & data mapping

Functional Analysis & Design



Technical Planning & Solution Design

- Topics and areas covered during the requirements deep dive will include:
 - Validate and articulate Platform options (all feature sets)
 - Consolidate findings into a solution document(s)
 - Solution signoff
- Solution design structure and components reviewed and approved by Traction SME
- Solution Document outlines design feature set, detailed deliverables per work package and roadmap strategy

System Architecture



Goal

- Provide a solid foundation to support the current ongoing and future business improvement initiatives, including the potential future implementation of additional feature sets (e.g. Marketing)
- Develop a high level systems specification document that will outline the application landscape and roadmap

Deliverables

- Data flow diagram and simplified recommended data model
- Recommended data integration and migration approach, including recommended tools (as needed)
- Security recommendations per user group (Profiles and Roles)
- Reports and dashboards requirements summary

Implementation Plan Presentation



Summary of BSD findings

- Review of documents created with Traction recommendations and plan

Project Plan

- Resource requirements (Traction and SFSS)
- Detailed proposed implementation specifications, recommendations and options regarding:
 - SFDC Build (Setup, Configuration, feature set, data migrations, Integrations and Customizations)
 - Overall Data Integration and Migration strategy, including tools
 - Security
 - Reports & Dashboards
 - Training & Rollout
 - Ongoing admin and upkeep

BSD Deliverables

From the BSD, traction will deliver a series of artifacts to help SFSS ensure that the right plan is in place for both the short & long term

Deliverables from the BSD will include:

- Solution recommendations from Traction
 - Project and ongoing success criteria will be identified early and Traction will make recommendations based on this criteria
- Business Solution Design doc
 - Functional requirements
 - Technical requirements
- High level plan for ongoing Salesforce administration and maintenance by SFSS
- High level implementation project plan



SFSS Salesforce Admin

Goal

Allow SFSS to maintain and iterate on the Community while promoting the learning and growth of the student body on the Salesforce platform

Traction would like to propose two high-level options to focus on during the BSD. Options will change and evolve over the course of the BSD:

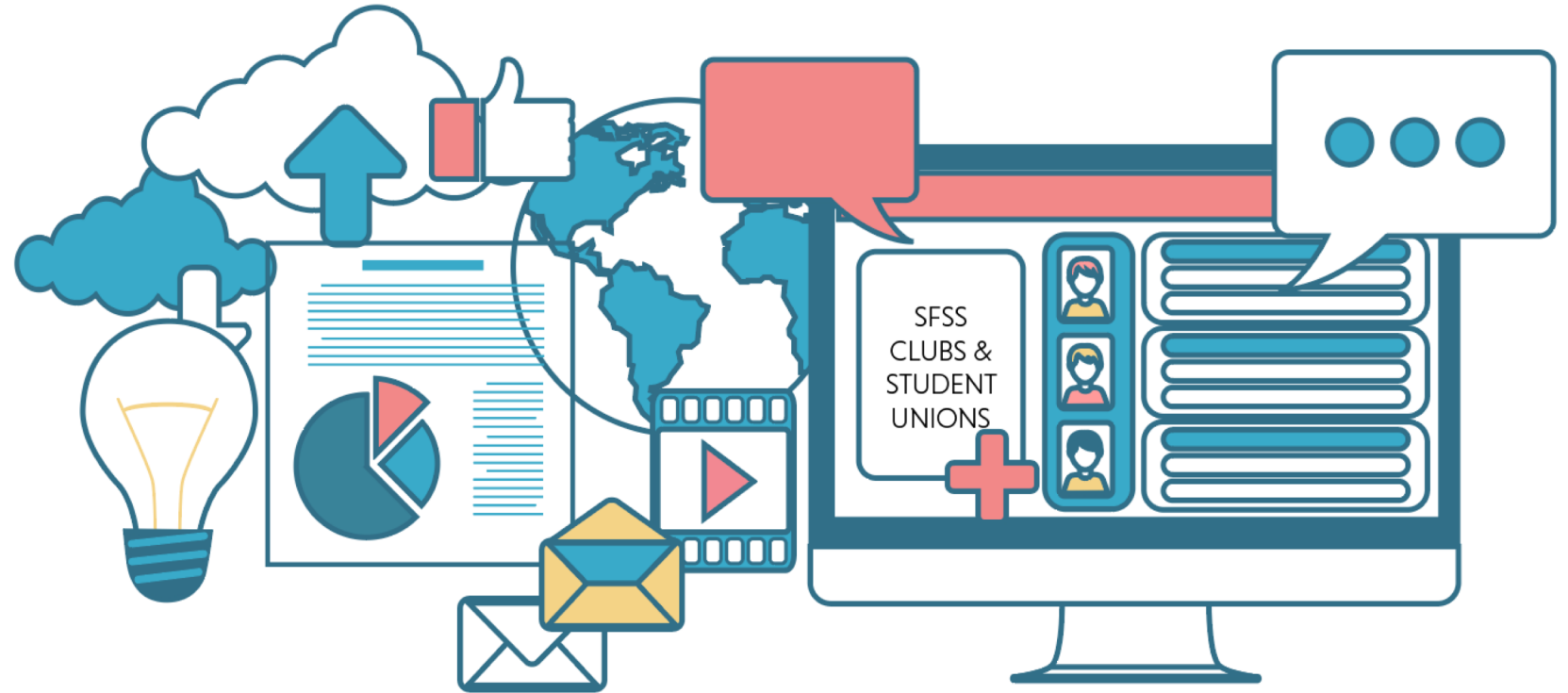
1. SFU coop student that is working at Traction will dedicate a portion of time for administration of the Community
2. Traction works with SFSS to create a training and onboarding program so that students can pass a set of learning requirements in order to become an admin of the Community
 1. Traction to own knowledge ramping and handover with quarterly alignment meetings



Investment

Item	Timeline	Cost
SFSS Community BSD	4 – 6 weeks	\$18,400

SFSS PLATFORM PROPOSAL



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CURRENT PORTAL

ISSUE:

- The existing platform in place for clubs and student unions is no longer sustainable in its current form
- Look for alternative options that are more comprehensible in the following areas:
 - Grants
 - Room/Equipment Bookings
 - Events
 - Reports

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CLUBS ▾ STUDENT UNIONS ▾ VENDORS ▾

HOME » MANAGE YOUR CLUBS » CLUB DASHBOARD

LOGOUT / RETURN TO SFSS.CA

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sfss.ca

SFSS CLUB HEADQUARTERS

MANDATE

Mandate: To test database things!

DETAILS

Status: Approved
Club Type: other
of Members: 29 (Confirmed: 20)

CONTACT

Contact Email: sfssgo@sfu.ca
Public Email: sfssgo@sfu.ca
Website: http://sfss.ca

CLUB EXECUTIVES

Name	Position	Email	Phone
Compfix Test-Account	Tester	compfix@sfu.ca	604-639-5690
Melanie Ling	Member Services Administrative Assistant	mia174@sfu.ca	778-892-2758
Lyla Asmat	Member Services Administrative Assistant	lasmat@sfu.ca	604-583-2786
Sarah Lachance	Member Services Administrative Assistant	slachanc@sfu.ca	604-779-7866
William Situ	Member Services Administrative Assistant	wgsitu@sfu.ca	778-998-1270
LJ and Adri	Member Services Coordinators	sfssgo@sfu.ca	778-782-3870

GRANTS

Grant#	Project	Date	Amount	Status
1675	test	2015-04-15	0.00	Rejected/Revoked

ACCOUNT BALANCES

Trust Account
Account Balance: \$0.00
[View Transaction History](#)

Petty Cash
Amount Remaining: \$20.00
[View Transaction History](#)

Resource Funding
Amount Remaining: \$400.00
[View Transaction History](#)

CLUB MANAGEMENT

Room Bookings

- Book Room
- [View Room Bookings](#)

AQ Table Registration

- Book Tables
- [View Bookings](#)

Club Days Table Registration

- Book Tables

Club Financial Information

- [View Trust Account History](#)
- [View Room History](#)
- [View Audio/Video History](#)
- [View Print History](#)
- [View Core History](#)

Club Management Tools & Forms:

- [Edit Club Information](#)
- [Upload Logo](#)
- [Add Member](#)
- [Bulk Add Member](#)
- [Renew/Request Email Account](#)
- [Renew/Request Locker](#)

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PROPOSALS

Campus Labs, Campus Vibe, and Traction on Demand

CAMPUS LABS

- \$104,936.86 for three years
- Implementation:
Approx. 6-8 weeks
- Features:
 - Organization Accounting and Finance
 - Event Management
 - Form Builder
 - Co-Curricular Record
 - Campus-Wide Elections
 - Automated or Manual Data Import
 - Administrative Reporting
 - 1 Administrative Branch

BECOME A CAMPUS AMBASSADOR




Campus Ambassadors



Home News Profile Events Roster Gallery Documents Forms Service Hours Elections Finance Manage ▾

This organization is currently eligible for registration.

REGISTER

 **Primary Contact**
✉ Emily-Rose Barry



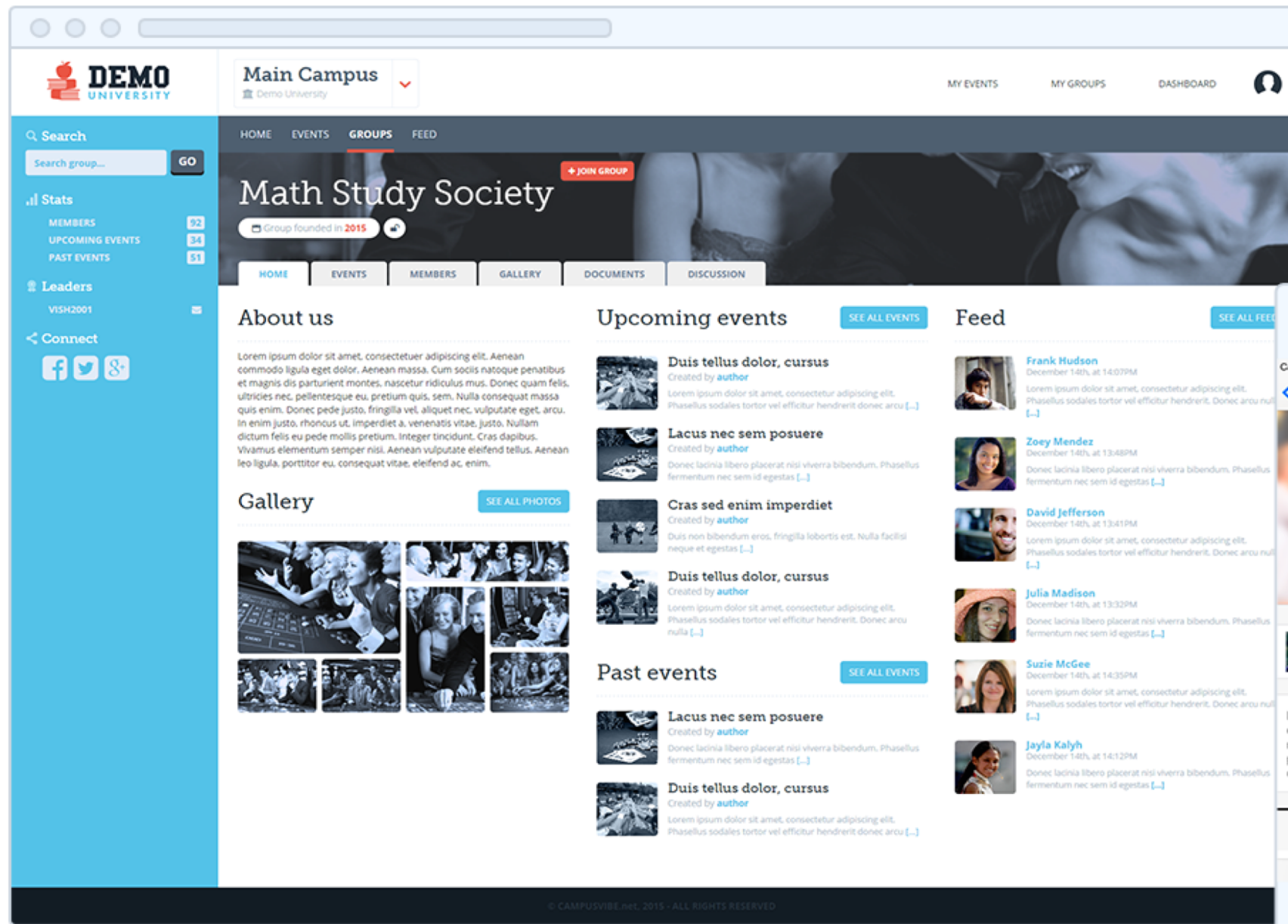
Upcoming Organization Events

[See all Events](#) [Discussion](#)



CAMPUS VIBE

- \$56,500.00 for three years
- Implementation: About 8 weeks
- Features:
 - Event Management
 - Assess engagement with Charts and Reports
 - Maintain accurate organization/membership data
 - Social media integration
 - Activity and participation analytics

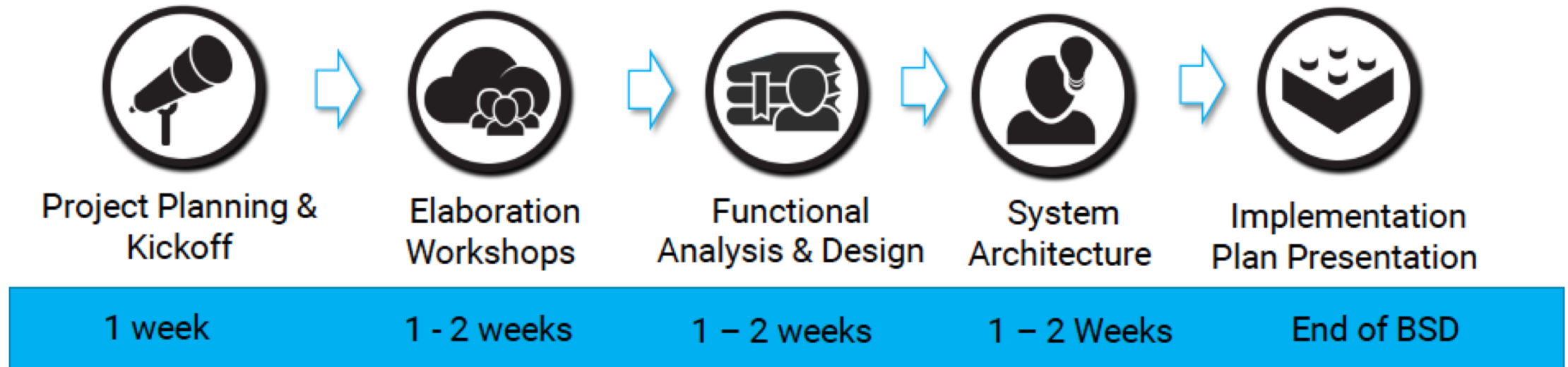


Group Home page showing upcoming events, members and recent posts

TRACTION ON DEMAND

- \$18,400 for a Roadmap
- Road map completion: Approx. 4-6 weeks
- Deliverables:
 - Solution recommendations from Traction
 - Project and ongoing success criteria will be identified early
 - Business Solution Design doc
 - Functional requirements
 - Technical requirements
 - High level plan for ongoing Salesforce administration and maintenance by SFSS
 - High level implementation project plan

Business Solution Design Phases



*Traction estimates the BSD to take 4 – 6 weeks to complete

**Time to start the BSD will depend on when the BSD is signed and may take between 2-4 weeks before the project is started

RECOMMENDATION

RECOMMENDATION – CAMPUS VIBE

- Why?
 - Cheapest option (long term) - \$56, 500.00
 - Could use additional funding to hire support for platform management
 - Canadian firm (consideration for data storage in the future)
 - Used by many Canadian post-secondary institutions
 - CUSA – [CUSA HUB](#)
 - AMS – [AMS CLUBHOUSE](#)
 - Ability to work with network of users to make improvements (other Student Societies)
 - Could work on customizable projects with the SFSS (Granting and Accounting)



QUESTIONS?

END
