

**MEMORANDUM**

**TO:** Board of Directors, SSU

**FROM:**  Ben LeBlanc, President, SSU

 Jamie King, General Manager, SSU

 Laura DiViesti, Special Project Coordinator & CRO

**DATE:**  October 15, 2019

**RE:**  Portal Project Update – Amended Direction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE:**

The purpose of this report is to make the SSU Board aware of the status of the Portal Project we have been participating in, and to seek the SSU Board’s authorization to re-interpret the project payment schedule.

**BACKGROUND:**

In 2016, the SSU Board authorized a $150,000 partnership with Sheridan College to enable SSU to participate in efforts to redefine Sheridan College’s main intranet portal, and to find ways to integrate SSU information and club life into the portal infrastructure. The partnership payments were established as an initial $50,000 payment in 2016, followed by several $25,000 annual payments for “project refinement and maintenance.”

The Portal Project has taken considerably longer to complete than originally conceptualized for a number of reasons, and it has not progressed to the “Project Refinement and Maintenance” phase. As a result, no payments beyond the original $50,000 have been forwarded.

Here is a current update from Laura DiViesti who sits on the Portal Project:

*With the Intranet Refresh Portal Project, I sit on [two] committees to ensure that the needs of the SSU are being taken into consideration throughout the project and building phases. We have worked to integrate Clubs Corner, our online clubs platform, into the project allowing for students to be able to find new clubs that might be of interest based off their interests, area of study and campus, and to have direct links from the portal to popular pages on our website (services, events, student leaders, etc.).  I joined the project in May 2018, and have seen it rapidly progress from the RFP stage to the current stage of design and development. The project is on track to launch as a minimal viable product (MVP) in early 2020, with updates being rolled out in phases.*

The project leads have approached SSU for access to subsequent commitments made by the previous board. While the project has not proceeded to a “refinement and maintenance” phase, SSU management is comfortable recommending the release of committed project funds since the project is progressing rapidly to completion, and the original language in the agreement was not necessarily intended to limit the use of the SSU’s $150,000 commitment.

According to the original payment schedule per below, we should be paying $25,000 this fiscal year, which is in-line with our budget.

2019-20 Project Refinement and Maintenance   $25,000

2020-21 Project Refinement and Maintenance   $25,000

2021-22 Project Refinement and Maintenance   $25,000

2022-23 Project Refinement and Maintenance   $25,000

**FINANCIAL IMPACT:**

None. These funds were already committed and put aside by a previous board.

**REQUEST:**

SSU management respectfully requests the authorization of the SSU Board to approve the following motion to release subsequent payments to Sheridan College related to SSU’s original Portal Project commitment.

***BE IT RESOLVED THAT the SSU Board authorizes the SSU President and General Manager to transfer the remaining Portal Project commitments, totalling $100,000 from the 2016 agreement, in $25,000 annual instalments at management’s discretion for general project completion starting in 2019-20 with an annual update for the board.***