THE ALMA MATER SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

AMS EXECUTIVE COMMITTEE
Minutes of January 24, 2019

Attendance

Present: Marium Hamid (President), Max Holmes (VP Academic & University Affairs), Chris Hakim (VP Administration), Kuol Akuechbeny (VP Finance, left at 2:55), Piers Fleming (Student Services Manager), Abdul Alnaar (Senior Manager of Student Services), Keith Hester (Managing Director)

Guests: Praneet Sandhu (HR Manager)

Regrets: Cristina Ilnitchi (VP External), Sheldon Goldfarb (Archivist & Clerk of Council)

Recording Secretary: Abdul Alnaar

Call to Order

The meeting was called to order at 2:08 pm in Nest Room 3511.

Agenda

- The agenda was approved (Max, Chris).

Minutes

- The minutes were postponed.

Payroll/HR software presentation

- Praneet:
    - Replace multiple existing HR systems (Pay At Work, People At Work, EZ Labor, Payscale, iKrut, 7shifts, ADP) with one cohesive system.
    - Current challenges:
        - Multiple manual data entries of the same information;
        - Current systems are not integrated.
    - Performance management, onboarding and recruitment are currently manual processes.
    - There is confusion over payroll workflows – many different systems calculating different aspects.
    - Current ADP systems cannot be upgraded further.
    - What we are looking for is a one stop shop for HR and Payroll needs, with:
        - Real time information
        - Accuracy of employee data
        - User friendliness

- ▪ 24/7 technical support
  - o Considered three options:
    - ▪ APD
    - ▪ Ceridian Dayforce
    - ▪ Workday
  - o Conducted demos with ADP and Ceridian Dayforce.
  - o Workday did not conduct demo since their licensing starts from 700 employees.
  - o Evaluation: Ceridian meets all of our needs, whereas ADP only partially meets them.
  - o Annual costs based on 550 employees: Ceridian cheaper than ADP; however, implementation costs (Ceridian has more expensive one-time costs).
  - o Timeline for completion: Ceridian 8-12 weeks, ADP 8-14 weeks.
  - o Currently for the current separate systems, we are paying an approximate cost of $76,000.
  - o No fixed term contract is being signed.
  - o Top pick: Ceridian Dayforce: It hits everything we are looking for in one system.
  - o Ceridian license cost per user is around $11 approx.
  - o Many reasons to choose Ceridian. It has the following features:
    - ▪ applicant tracking system,
    - ▪ payroll and tax,
    - ▪ performance management and goals tracking,
    - ▪ benefits management,
    - ▪ compensation,
    - ▪ learning management,
    - ▪ time and attendance + scheduling,
    - ▪ consolidated reporting,
    - ▪ annual employee surveys + exit surveys.
  - o Source of funds: initial costs ($67,635) + taxes to come from CPF (Capital Projects Fund).
  - o Ongoing maintenance costs will come from operational.
- Kuol: Is this a Canadian company?
- Praneet: Data centres are stored locally, unsure whether they are a Canadian company – will get back to you.
- Max: They are probably American, but have data centres here in Canada.
- Chris: Question on costs. Have not seen implementation costs as high as for Ceridian. How much did we pay for ADP?
- Keith: It would have been around $50-60,000 and then $35,000 later for EZ Labor.
- Max: On Ceridian: Have we been able to see the system in action and talked to referrals?
- Praneet:
  - o They ran us through their systems through the demo.
  - o One of my staff used to work at Amazon, where they used Ceridian, and provided a good recommendation.

- o While Ceridian's implementation costs are more than ADP, ADP's annual costs are significantly higher.
- Chris: After last night's CPF discussion at Council, can we use the CPF fund to pay for this?
- Keith and Kuol said Yes, they believe it fits within the parameters of the terms in Code.
- Max: Question on the annual costs: By CPI? By agreement?
- Keith: It is the price that they stick with at the moment. Then they would have to negotiate increases later on.
- A motion to recommend for approval from AMS Council can come from Finance or Exec Committee: The plan is to update and present to Finance Committee next week.

Fee Review Process
- Kuol:
    - o We are meeting with VP Finances of the Constituencies.
    - o Also going to speak to someone who deals with finances at the GSS.
    - o And meeting with groups that administer fees before the next Council meeting.
    - o On Friday next week, we'll be meeting the Indigenous Committee (through Max).

[Kuol left.]

SVPREP (Sexual Violence Prevention and Responsible Environment Policy)
- Chris:
    - o We've completed our first draft of the policies, on track with our timelines.
    - o In the consultation stage: brought both policies to Executive Committee to seek feedback, mentioned in Council.
    - o Also circulating an anonymous survey – open to comments and/or feedback.
    - o Max will send written feedback.
    - o Feedback is sought by end of January.

Policy I-9 (Executive Goals)
- Chris:
    - o Governance Committee will discussing this tomorrow.
    - o Some edits have been suggested.
- Max: What has changed?
- Chris: From points 14 through18 – edits.
- Max:
    - o Point 17 – the language ought to include consultation (not approval) by Executive Committee.
    - o Point 18 include: codifying Executive duties changes.

Adjournment
The meeting adjourned at 3:00 pm.