

**Meeting of the Budget Development Group # 5
February 10, 2023
Minutes**

The following members participated: Elizabeth Fullerton, Jeff Hennessy, Robert Inglis, Nate Lesser, Matt Maston, Courtney Pringle Carver and Jennifer Tomes

R. Inglis confirmed the group was okay to record today's meeting through Teams and share with G. Ouellette who was unable to attend today's meeting.

1. Minutes

The February 3, 2023, minutes were approved as circulated.

2. Vice-President Academics and Research Budget Priorities

J.Hennessy outlined the responsibilities / challenges of his area and identified the following as his budget priorities:

General Requests

Funds for Aviation Student Activities

Aviation Advisor / Coordinator

May be an opportunity to offset through renegotiated Memorandum Of Agreement with the Moncton Flight College.

Recruitment and Admissions

Ellucian – Recruit-Colleague upgrade (\$245,000)

One year project to implement functions to increase recruitment yields
Request submitted to PETL for full amount for year one of implementation
Should know fairly soon if application approved

Additional recruit licenses (\$6,000)

Increase to general budget (\$30,000)

MANTRA Program Increase (\$7,000)

This program connects alumni to secondary education systems across Canada

Registrar's Office

New transfer credit position

This position will process transfer credits, assist with aviation program needs and financial aid (MASA 7 or 8)

MASA 6 maternity leave replacement (\$25,000)

Faculty of Science

Data Science Lab Technician / Instructor

This position will address growth in Data Science minor and courses
Currently no data science technician

Graduate Studies stipend (\$10,000)

General increase in office, TA, travel – field trips, equipment budgets

Faculty of Social Sciences

Sociology, Commerce, Economics Stipends (\$10,000 each)

General increase in office, TA, travel – field trips, equipment budgets

Faculty of Arts

Drama Term Instructor

2 Indigenous Studies and 1 Classics Stipend (\$30,000)

Increase to TA budgets, travel / field trips, office, instructional supplies, equipment

Half time administrative assistant for PPE (\$30,000)

Library

50% Creative Arts Librarian

Other half covered through Universitas Endowment

General increase to overall operating (\$25,000)

Purdy Crawford Teaching Centre

Warning! One more year for endowment to fully cover PCTC, Student Academic Support, and Indigenous Student Support

Owens

HVAC replacement

This is going to start affecting their ability to house various pieces that require specific temperature control. Possibility of shared cost with Cultural Spaces Fund and Regional Development Corporation. The Owens and Lassonde School of Fine Arts are a very important part of our Fine Arts eco system. From an interdisciplinary aspect, this is integral to everything we do.

3. Vice-President University Advancement Budget Priorities

C. Pringle Carver provided an overview of the strategic priorities of her department and identified the following as her budget priorities:

Marketing Communications

Recruitment Paid Media (\$100,000)

Need to have the infrastructure in place to support media recruitment. Opportunity to grow application pool and it would pay for itself with a 5% conversion rate of applications to students. \$100k investment is estimated to generate 200-400 new applications.

Social Media Monitoring Tool (\$15,000)

This will allow us to more finely tune our message to potential students
Free up staff to spend more time on institutional priorities

Project Management Tool (\$3,000)

Meant to pay for itself through conversion of 5%

Alumni Relations

Alumni engagement and donor cultivation (\$15,000)

Allows relationship building through qualification events

Database integrity (\$10,000)

Student would work on updating contact information
Better contact data would result in more donations and alumni engagement

Respectfully Submitted,
Trudy Hicks