



Meeting of the Budget Development Group # 5
February 2, 2024
Minutes

The following members participated: Pierre Arsenault, Craig Brett, Suhjung Chun, Anne Comfort, Sarah Fanning, Robert Inglis (Chair), Courtney Pringle-Carver, Greg Sandala and Vicki St. Pierre

1. Minutes

The January 25, 2024 minutes were approved as circulated.

2. Vice President Finance and Administration Budget Submissions & Priorities

Mr. Inglis highlighted the areas he is responsible for which include:

- People and Culture
- Facilities Management
- Finance, Procurement and Treasury
- Budgeting and Institutional Data
- Computing Services
- Administrative Services
- Ancillary Operations (residences, dining services, bookstore, pub, conferences)
- Governance, legal, regulatory and policy

His budget priorities are:

People & Culture (\$130,000)

- New position focused on equity, diversity and inclusion within the faculty and staff
- Employee recognition
- Health & Safety

Computing Services (\$105,000)

- Increase in software maintenance budget to support three new modules that are back bone of multi-year plan
- Cyber response technician

Facilities Management (\$67,500)

- Increase for Alterations and Renovations to help mitigate the impact of inflation
- HEPA air purifier unit maintenance
- COVID compliant MERV 13 filters (currently in use)
- Three maintenance items related to hydration stations and building cooling Hydration station maintenance

3. Financial Aid

Data was reviewed including financial aid sources of funding, financial aid and enrolment changes and financial aid per FTE student by year for maritime universities,

Actions Required

- Chris to build out a spreadsheet that identifies all of the budget requests, whether they are yearly or one-time requests and if part of the requested amount would still allow things to be done.

Respectfully submitted,
Trudy Hicks,