



**Meeting of the Budget Development Group #5
February 14, 2025
Minutes**

The following members participated: Paul Elliott, Robert Inglis (Chair), Richard Isnor, Matt Maston, Vicki Meli, Chris Milner, Rebecca Schelew and Vicki St. Pierre

1. Minutes

The February 5, 2025, 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

Challenges

- Budgeted deficit for six years, \$2.3 million in 2024-25
- Difficulty increasing enrolment – International Students
- High inflation over last few years but reduced in the last 12 months
- Impact of Canada - US trade war
- Critically under resourced areas that have not seen any increases in 10+ years

Budget Requests:

Computing Services

- Upgrade landline Phone System to VoIP Solution - \$225,000 – one time, \$150,000 savings per year
- Campus computer replacement – \$100,000
- Cyber Awareness Training for all Employees - \$3,500
- Copilot Licenses - \$31,200
- EndPoint Management Tool - \$10,200
- AV Tech - \$60,000
- SIEM System \$40,000 – mandatory increase
- Professional Development - \$10,000
- Upgrade CRM Recruit - \$170,000 one time, \$100,000 annual

Facilities Management

- Energy Coordinator - \$73,000 in 25-26 then funded through energy savings
- Trade supplies - \$150,000

People & Culture

- New Admin Role (Increased Workload / Succession Planning) - \$60,500 + Benefits
- Professional Fees (Memberships) - \$3,000
- Culture - \$2,000
- Employee Recognition / Retention Event / Gifts - \$30,000
- Volunteer Recognition / Milestones / Social Events via Social Committee - \$5,000
- Outsource Training Programs e.g. ACHIEVE - \$9,200
- Lunch & Learn - \$800
- Professional Development - \$10,000
- Hearing Conservation Program - \$700
- Ergonomic Assessments - \$1,000
- Communications - \$300
- Legislatively Required Training (First Aid, WHMIS, TDG) - \$7,000
- Ergonomic Assessment Training - \$3,000
- Fire Extinguisher Training - \$2,500

Other considerations

- Inflationary Increases across the board
- Deferred maintenance – alteration and renovation

Actions Required

- Look at what the University allocation to an individual's personal computer is and whether that amount can change
- Find out how many Copilot licenses \$31,000 purchases
- Identify the degree to which students can access Copilot through our software
- Provide multi-year plan for Ellucian (which modules come when)
- Identify the things people do use with Ellucian
- Provide further data on Energy Coordinator / savings

Respectfully Submitted,
Trudy Hicks