

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

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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
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### 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,