



**Meeting of the Budget Development Group #4
January 18, 2021
Minutes**

The following members participated: Anne Comfort, Philip Cormier, Nauman Farooqi, Jeff Hennessy, Robert Inglis, Margaret-Ellen Messinger, Chris Milner, Michael Nolan and Courtney Pringle Carver

1. Minutes

The January 4, 2022 minutes were approved as circulated.

2. VP Finance & Administration (VPFA) Budget Submissions & Priorities

Mr. Inglis said his budget priorities were to:

- Support the University's strategic goals
- Long-term sustainability
 - Targeted student enrolment
 - Innovation
 - Initiatives that increase revenues and/or decrease expenses
- Address areas that are critically under resourced
- Address high risk areas

Human Resources (\$35,000)

Health and safety equipment and training (\$12,000)

Hearing Conservation Program

Required training for employees such as fall protection and transportation of dangerous goods.

University wide training (\$23,000)

Various professional development and training opportunities

Training budget at one time was \$100,000 but is now \$10,000

Facilities Management (\$344,000)

Regulatory requirements (\$111,000)

Inspections and testing

Increase in Trades material budget due to price increases. (\$103,000)

Trade have not received an increase for materials for 15+ years.

Heating Plant staffing (\$130,000)

Plant cannot function without operators.

Very difficult to staff on casual and term basis.

Average age of the 4 staff is 65.

Need to implement a succession plan that requires increasing staff temporarily.

Computing Services (\$316,000)

Cyber security (\$71,000)

High risk, high cost - 1 technician and related costs

Data Centre Migration Prep Work(\$10,000)

Current data centre housed at UNB. Must migrate by 2025.

Need to do prep work over next few years.

Business Automation Project (\$235,000)

Project to implement automation software for processes across the University. This is a CSD solution to problems and priorities of other departments such as Recruiting, Financial Services, Human Resources and Registrar's Office.

Financial Services (\$40,000)

Leave replacement (\$15,000)

Professional development (\$15,000)

Materials (\$10,000)

Administrative Services

No budget increases required

University Wide Equipment Budgets (\$200,000+)

Current budget is similar to the equipment budget 15 years ago. High equipment dependent areas include Facilities Management, Computing Services, personal computers.

University Wide Non-Salary Budgets

To be reviewed

Mr. Inglis said his top priorities would be Cyber Security, Heating Plant staffing and equipment increases.

3. Adjournment

There being no further business, the meeting was adjourned

Respectfully submitted,
Trudy Hicks,