



**Meeting of the Budget Development Group # 2
December 16, 2024
Minutes**

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

Regrets: Courtney Pringle-Carver

1. Minutes

The December 2, 2024 minutes were approved as circulated.

2. Admissions Data

Admissions data for 2025-2026 was reviewed.

3. Projections

Chris reviewed the 2025-26 high level projections based on basic assumptions.

A portion of the government grant is based on enrolment.

Most department budgets have not been increased in years despite significant inflation.

4. Principles for Making Decisions

Deans and Directors were instructed that budget submissions were to be submitted to their respective VP by January 24, 2025 and should meet one of the following criteria:

1. Uncontrollable increases in expenses that cannot be funded through existing budgets (e.g., parental leave replacements, new regulatory requirements).
2. Initiatives aimed at increasing student enrolment.
3. Areas where an investment could result in long-term savings and efficiencies.

Actions Required

- *Chris to hold training session in early January for new members*

Respectfully submitted,
Trudy Hicks,