

# Budget Committees

## Meeting Guidelines & Schedule

2019 2020



December 2018

# 1 Meeting Guidelines

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## **Attendees**

Each planning unit's financial lead may want to attend the meeting for the purpose of answering technical questions regarding your budget plan.

The budget planning unit head may bring their AVP and/or VP to sit in. For instance, Carrie Chassels may sit in at the Athletics meeting with Scott McRoberts. Malcolm Campbell may sit in at the AVP Research meeting with Karina McInnis.

For VP Finance, Admin & Risk Central Offices, Don O'Leary may bring his direct reports for support (Audit Services and Campus Police).

For the Provost Central Offices presentation, Charlotte Yates may bring her direct reports for support (BFPO, IAR, FASR & AVPA)

**For any additional attendees, please direct any questions regarding key people whose presence would be beneficial at the meeting to Zack Baker.**

**Please confirm the attendance with Kim McCaughan.**

## **Suggested Time Allotment**

Please arrive 5-10 minutes early and wait outside the designated meeting area.

As outlined in the attached schedule, the time allotted for each meeting is limited and is immediately followed by a deliberation period of about half an hour during which time initial assessment and recommendations will be made. Given these time constraints, it is important to focus on the highlights of your plan, allowing sufficient time for the committee to ask questions and clarify any details as needed.

## **Meeting Material**

Prior to the meeting, the committee would have reviewed your budget plan. You may be asked to verbally summarize the key points of your submission. This time is not meant to introduce new crucial information not previously included in the material already reviewed by the committee.

The committee shall only reference the budget plan submission. Please do not bring PowerPoint slides or any other additional material that has not been seen by the committee in advance.

# 2 Schedule

## Budget Committees Meeting Schedules 2019 2020

	Thursday Feb 28, 2019	Friday March 1, 2019	Monday March 4, 2019	Tuesday March 5, 2019	Wednesday March 6, 2019
	University of Guelph Budget Committee	University of Guelph Budget Committee	College Budget Committee	University of Guelph Budget Committee	University of Guelph Budget Committee
8:15					
8:30	<b>Student Affairs</b>	<b>Communications &amp; Public Affairs</b>	<b>CBE</b>	<b>VP Finance, Admin &amp; Risk Central Offices</b>	<b>Athletics</b>
8:45	<b>Carrie Chassels</b>			<b>Don O'Leary - 8:30-9:00</b> (Audit Services, Campus Police)	<b>Scott McRoberts</b>
9:00	<b>(1) Student Affairs</b> (Child Care, Student Affairs Office, Student Life, Student Wellness)	<b>Lori Bona Hunt/Aaron Miller</b>	<b>8:30-9:15</b>	<b>VP FAR - Deliberations</b>	<b>8:30-9:30</b>
9:15	<b>(2) Co-op &amp; Experiential Learning</b>				
9:30	<b>8:30-10:00</b>	<b>CPA - Deliberations</b>	<b>CBE - Deliberations</b>	<b>Hospitality</b>	<b>Athletics - Deliberations</b>
9:45				<b>Ed Townsley</b>	
10:00			<b>CBS (Including Biodiversity)</b>	<b>9:30-10:00</b>	
10:15	<b>Deliberations</b>	<b>Alumni Affairs &amp; Development</b>		<b>Hospitality - Deliberations</b>	<b>Registrar</b>
10:30	<b>Charlotte Yates</b>	<b>Jason Moreton</b>	<b>9:45 - 10:30</b>		<b>Ray Darling</b>
10:45	(AVP Academic, BFPO, FASR, IAR) - <b>10:30-11:00</b>	<b>10:00-11:00</b>	<b>CBS Deliberations</b>	<b>Human Resources</b>	<b>10:00-11:00</b>
11:00		<b>AA&amp;D - Deliberations</b>	<b>CEPS</b>	<b>Martha Harley</b>	
11:15	<b>Deliberations</b>			<b>10:30-11:30</b>	<b>Registrar - Deliberations</b>
11:30		<b>VP External Central Offices</b>	<b>11:00-11:45</b>		
11:45	<b>Working Lunch</b>	<b>Daniel Atlin - 11:30-12:00</b>	<b>CEPS Deliberations &amp; Working Lunch</b>	<b>HR - Deliberations &amp; Working Lunch</b>	<b>Computing &amp; Communication Services</b>
12:00	<b>11:30-12:30</b>	<b>Deliberations &amp; Working Lunch</b>	<b>11:45 - 12:30</b>	<b>11:30-12:30</b>	<b>Dave Whittle</b>
12:15		<b>12:00-12:45</b>			<b>11:30-12:30</b>
12:30	<b>Housing</b>		<b>COA</b>	<b>Physical Resources</b>	<b>CCS - Deliberations &amp; Working Lunch</b>
12:45	<b>Irene Thompson 12:30-1:00</b>		<b>12:30-1:15</b>	<b>Claudia Runciman/Dan MacLachlan</b>	<b>12:30-1:30</b>
1:00 PM				<b>12:30 -1:30</b>	
1:15 PM	<b>Deliberations</b>		<b>COA Deliberations</b>		<b>Graduate Studies</b>
1:30 PM		<b>Office of Research</b>		<b>PR - Deliberations</b>	<b>Ben Bradshaw -1:30-2:00</b>
1:45 PM	<b>Open Learning &amp; Educational Support</b>	<b>Malcolm Campbell</b>	<b>CSAHS</b>		<b>GS - Deliberations</b>
2:00 PM	<b>Michelle Fach</b>	(1) Agri-Food Partnership	<b>1:45 - 2:30</b>	<b>Financial Services</b>	
2:15 PM	<b>1:30-2:30</b>	(2) Research Services		<b>Lori Kimball</b>	
2:30 PM		(3) RIO, Operations & Communications	<b>CSAHS - Deliberations</b>	<b>2:00-3:00</b>	<b>Library</b>
2:45 PM	<b>OLES - Deliberations</b>	<b>12:45 - 3:30</b>			<b>Barb McDonald</b>
3:00 PM			<b>OAC</b>	<b>FS - Deliberations</b>	<b>2:30-3:15</b>
3:15 PM					<b>Library - Deliberations</b>
3:30 PM		<b>Office of Research Deliberations</b>	<b>3:00 -3:45</b>	<b>Heritage</b>	
3:45 PM				<b>Don O'Leary</b>	
4:00 PM			<b>OAC Deliberations</b>	<b>3:30-4:00</b>	
4:15 PM				<b>Heritage - Deliberations</b>	
4:30 PM			<b>OVC</b>		
4:45 PM			<b>4:15-5:00</b>		
5:00 PM					
5:15 PM			<b>OVC Deliberations</b>		
5:30 PM					