

**From:** [Information Sheridan](#)  
**To:** [sheridan-staff@list.sheridaninstitute.ca](mailto:sheridan-staff@list.sheridaninstitute.ca)  
**Subject:** Reminder: Call for Nominations -- Activities Based Budgeting (ABB) Task Force  
**Date:** July 19, 2018 12:09:50 PM  
**Attachments:** [Task Force Nomination Form.pdf](#)  
[ABB Charter.pdf](#)

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Dear Sheridan Community,

Over the past several months, Sheridan has shared that a new resource management model will be coming to our institution called ABB – Activities Based Budgeting.

We are writing to you today to share the ABB Project Charter, as well as a nomination form for membership in the ABB Project Task Force (attached).

The charter outlines the purpose, goals, over-arching principles and structure which have now been defined.

From September 2018 – February 2019, The Task Force will establish principles for the specific ABB model at Sheridan, review departmental financial information, consider academic priorities, and review promising practices from other similar institutions. Ultimately, they will develop position papers summarizing the issues, identifying available options, and recommending the optimal model for Sheridan.

We are seeking to recruit 20 individuals from across Sheridan’s departments, divisions, Faculties and employment groups, to join the Task Force.

Members of the Task Force will be expected to attend full day of training during the third week of September 2018 (details to follow). It is expected that Task Force members will spend 2 - 4 hours per week over a 6-month period to support the ABB Project.

You are welcome to nominate yourself or your peers for membership on the ABB Task Force, per the instructions on the attached form. If you have any questions, please don’t hesitate to contact Catherine Zheng, Senior Manager, Budget Model directly at [catherine.zheng@sheridancollege.ca](mailto:catherine.zheng@sheridancollege.ca) (or by phone at ext.8333).

**Kindly send completed nomination forms to Catherine’s attention no later than our deadline of July 31, 2018.**

If you’d like a refresher on the ABB model, please visit this link to an overview, which shares the slide deck from the ABB information sessions held at Sheridan’s three campuses in May:  
<http://insider.sheridancollege.ca/2018/05/28/activities-based-budgeting-model-abb/>

Thank you for taking the time to read this update. We look forward to working with you over the weeks and months ahead.

Regards,

Wayne Steffler  
Vice President, Finance & Administration  
and Chief Financial Officer