

**Student Activity and Service Fee Submission Form  
for  
Trustee Organizations (all campuses)**

Welcome to the 2023-24 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

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Display Name	NetID
Patel, Naiiya	nap19008

Email  

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naiiya.patel@uconn.edu

Your Organization:  

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Daily Campus

Organization Website  

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[Click to visit](#)

Organization Social Media Information

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Instagram: @the\_dailycampus Twitter: @the\_dailycampus Facebook dailycampus1896 Youtube Daily Campus Video

Please provide your Organization's Mission and a brief history  

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The Daily Campus began in 1896 as The S.A.C. Lookout by John H. Evans and John N. Fitts. The staff was small and unpaid. It was four pages and was published once a month with a subscription cost of 50 cents a year. In the 1970s, the Board of Trustees granted The Connecticut Daily Campus its independence from the Associate Student Government and created the newspaper as it is today.

The Daily Campus has served the students, faculty, and staff of UConn, and the surrounding community, as a student-run newspaper for 128 years this Spring 2024. The Daily Campus is one of the last daily-print college newspapers in the United States, producing and distributing over 1,500 copies daily across dozens of locations around campus and the local community. The newspaper has grown from a simple handset four-page paper to a twelve-page paper. The Daily Campus functions to commemorate UConn's history and investigate the interests of the student body.

Going into its 128th year of publication, The Daily Campus is Connecticut's largest daily college newspaper. The Daily Campus employs more than 50 students and provides professional work experience to anyone interested in journalism or the media industry.

Chronology

The S.A.C. Lookout (1896-1899)

The Lookout (1899-1915)

The Connecticut Campus & Lookout (1915-1921)

The Connecticut Campus (1921-1955)

The Connecticut Daily Campus (1955-1984)

The Daily Campus (1984-present)

Mission Statement: The Daily Campus strives to provide the UConn community with fair, accurate, relevant, and editorially independent content. Our goal is to take on student interests as our interests and provide the best environment for students to learn, experience, and develop news, media, and journalism skills. We provide students with the opportunity to write, photograph, design, and edit for website and physical production. In addition, we allow students to practice all aspects of a real newspaper and media industry. The Daily Campus is the student voice of UConn in newspaper form. There are plenty of ways undergraduates can get involved in The Daily Campus, from our editorial departments, production team, and business department. No prior experience is required, all students are welcome to join or apply for any of our roles.

Please upload a PDF of your current Organizational Chart.

Please upload a PDF of your Supplemental Excel Sheet.

[The DC Organizational Chart.png](#)

[As of Jan. 2024 DC-Organizational-Chart-Excel-Supplemental-FY24.xlsx](#)

What are your organization's current goals and how do they align with your mission?

Our organization's current goals are to continue the tradition of daily printing on UConn's campus. We strive to cover every story that interests the student body and assure fair, accurate, relevant, and editorially independent content. The Daily Campus, as always, wants to provide students with as many opportunities to engage in print and digital journalism, whether that be through writing, production, or management roles.

Activity Participation and Alignment

1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization.

The Daily Campus' primary focus is content for our audience (undergraduates) and the opportunity to experience being a part of that content creation. The Daily Campus prints 1,500 copies of the newspaper five days a week and distributes them across the UConn Storrs campus, in other surrounding commercial businesses, and throughout the greater Storrs-Mansfield area. Our staff works tirelessly to cover anything and everything UConn students care about every week. Additionally, we serve as a training and professional development resource for students who want to experience the journalism industry. Frequently, our graduates continue to pursue professional careers with local and state news organizations. Any fee-paying undergraduate student is welcome to get involved, and we do not maintain any barriers to entry for new writers to participate.

Who is eligible to participate in your activities?

All undergraduate students across all campuses

All graduate students across all campuses

Faculty/Staff

Community Members/Guests

Financials

Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

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Essentially, our budget is allocated exclusively towards the creation of our newspaper through labor, subscriptions, equipment, insurance, or the building that houses our operations. We allocate a small portion of our budget for internal refreshments to create a stronger work environment and reward our employees at our Halloween party, biannual celebration of the end of printing, and our annual Spring Banquet.

The Daily Campus wants to provide its employees or writers with as many opportunities as possible to cover the stories that interest the student body. To create a fair trade for the amount of time and effort students dedicate, The Daily Campus pays staff writers, photographers, and artists to create the content that the student body wishes to see. To create a print paper, there are several production roles needed: copy editors to edit, designers to make the pages, photo producers to provide and edit photographs, and associate managing editors to oversee the nightly production process and create pages themselves. On the digital side, some digital producers upload articles to the website, and the associate digital editor oversees this process. In addition, each section has its own editor and associate editor who communicates with the writers, artists, or photographers of their section to create pieces for the paper. The four executive roles oversee all of this and troubleshoot management or employee issues. We have delivery drivers to deliver the physical paper and a circulation manager for this.

Travel is offered to all sections but essential to the Sports and Photo section. Travel is provided to cover specific UConn games that are important to the student body, most often UConn's basketball teams. It is unfair to allow students to cover their travel since not all writers have equal financial stability. Therefore, The Daily Campus covers Sports and Photo travel for our writers and photographers.

The Daily Campus needs certain software in terms of subscriptions like Adobe InDesign or Microsoft to produce the print paper and daily communication. We have equipment capital that is allocated towards any necessary equipment such as computers or photo equipment to assist in producing the paper. The Daily Campus has media insurance to assist in case we are sued for a written work we have published. The physical printing of the paper is our second largest expenditure after payroll. This print contract allows us to print 5 days a week, all semester, and special edition copies that are longer and have different formats than our regular issue.

3) What percentage of your budget is to support your organization's operations?

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90

Does your Organization pay any elected or appointed student leaders?

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Yes

If so, please list and provide a brief explanation of student payroll.

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Editor-in-Chief, Managing Editor, Business Manager, and Digital Editor are all paid \$19 per hour for 15-20 hours per week. This time commitment is flexible, but executives reach this max often. This position's pay rate has increased by \$1 through the minimum wage increase that was approved in May 2023. All four positions are on call 24/7 in case of emergencies and represent The Daily Campus to the larger community as the

face of our organization. Each position has a wide variety of tasks and work that must be done ranging from day-to-day things like overseeing production, approving payroll reports, or submitting purchase authorization requests to longer-term projects like redesigning and optimizing newspaper templates, conducting campus outreach and recruitment, setting up a newsletter and maintaining digital engagement, etc. Compensating these positions allows more equal opportunity for student involvement and encourages a diverse environment within the organization. The Daily Campus believes it is important to support those who cannot freely volunteer their time without compensation. We also follow a similar leadership model to the rest of the Tier III organizations that compensate for their executive leadership.

The following positions are other workers for The Daily Campus who are compensated for shifts worked. Students are unable to volunteer such considerable time commitments for these roles without compensation. Compensating these positions allows for more equal opportunities for student involvement. The higher the wage, the more intensive the time commitment or the gravity of the work. The associate roles often deal with difficult issues with employment and management. The higher compensation reflects the additional responsibility taken per role.

Our supplemental chart shows a max of 187 employees, in reality, The Daily Campus has around 100 active roles, where many of our employees will work multiple roles within The Daily Campus. Most roles are maximums to make sense but for example for staff writers, photographers, and artists, we have kept high maximum numbers in case we get an extreme inflow of students and have the budget to support them, currently, we do not. Some roles are also seasonal such as trainee which is only essential in the Spring for position transitions.

Does your Organization pay for any non-student staff?

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Yes

If so, please list and provide a brief explanation of non-student payroll.

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The Daily Campus contributes to the pay of financial staff that work within Trustee Student Organization Support. The organization splits the pay

for the financial managers with the other Tier III organizations that the managers work for, proportionate to the paid hours they contract with each respective organization, which was new for FY23.

4) What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

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a) How do you determine if these programs and services meet your organizational goal/priorities?  
b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?

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a) Our largest service provided is the physical printed paper that goes out 5 days a week, all semester. It is the purpose of our work to create a piece of media, whether written or digital, that fulfills the journalist need of the student body first, then faculty and staff, and the larger UConn community. This is the core of our organization and it is the product of our mission statement and organization goals.

b) We take feedback from students who are willing to provide it through email, social media, or our website. If an article does not meet the needs or expectations of our constituents, we will publish an update, or new article, or make necessary changes to assure that we are providing what the students need. We also allow anyone to write for us if they want a specific issue covered. If our writers cannot cover this content, students, staff faculty, or community members can write and ask to publish a LTOE, Letter to the Editor, and have their work published. The Daily Campus is in the process of publishing a student survey for undergraduate students to fill out and access if they are satisfied with the work of The Daily Campus.

5) For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

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6) Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2023, when compared to the previous year's budget and this year's original budget.

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In comparison to last year, our revenue has increased as we have opened the first floor of The Daily Campus building to Nutmeg Publishing for rental. This change has created an additional \$30,000 in revenue. This MOU between The Daily Campus and Nutmeg will have the potential of being extended an additional year, but currently, it is only set for FY24. The extension to the next fiscal year will be decided in Spring 2024.

We created and printed 5,000 copies of a special edition of the championship issue, with all our NCAA coverage from the March Madness season to meet the demand for coverage, which resulted in merchandise revenue for FY23. We are continuing sales this fall for the remainder of our inventory as the start of basketball season approaches to reduce our inventory and ensure we receive the maximum revenue from this endeavor. As of December 2023, we have \$400 in sales from only the resale effort in Fall 2023 of these newspapers.

In FY23, The Daily Campus had high Student Wages. Since FY22 Monthly Bills were not paid within the right time, those wages were paid in FY23. This was a one-time payment but increased student wages in FY23 Actuals. As many organizations have, The Daily Campus has increased all student wages by \$1,

to match the rise of minimum wage in Connecticut. This will create higher student wages but not to the extent of FY23 with the repayment of past student wages.

There is a reduction in Non-Student Wages since FY23 actuals have payments to our previous financial manager. Since Trustee Student Organization Support (TSOS) now handles our finances with our Business Manager, Wages Non-Student are budgeted for the maximum to TSOS of \$43,000.

Our equipment budget has increased as The Daily Campus has been facing issues with older equipment that need to be replaced as soon as possible. For example, we have begun purchasing new photo equipment for our Photo Section, since before this year the last time photo equipment was bought was in 2020.

## Revenue

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7) What is the current Fee amount per semester/year?

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10

Storrs Undergraduate [Fees](#)  
Regional Undergraduate [Fees](#)  
GSS Graduate [Fees](#)  
Law Graduate [Fees](#)  
SSW Graduate [Fees](#)

8) Does your organization receive income from any source other than student fees?

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Yes

- a) What are the sources of revenue you currently collect and how much is it that you receive?  
b) Are these sources consistent or variable from year to year?  
c) How is this revenue reflected in your organization's projected budget? Please explain.
- 

The Daily Campus receives income through digital and print advertising from businesses, students, and the public. Since the COVID-19 pandemic began, our advertising revenue has decreased substantially. In 2020-2021, we maintained no print advertising. Leadership spent 2021-2022 attempting to rebuild the system by which we accept and bill ads by creating an online marketplace in UConn Marketplace that will make it easier for vendors to interface with production staff. The advertising system has been operational since the second half of the fall semester of 2022, and we are attempting to begin website advertisements to further increase revenue. Based on this situation, we project Advertising Revenue to remain stagnant at \$10,000 and will update if our digital advertisements increase. b) Variable based on the engagement and outreach we receive. c) In our advertising budget.

Since the sale of our special edition MBB championship newspaper, we have collected revenue through those sales. In Fall 2023, we reopened the sales to sell our remaining inventory. As of November 20, 2023, we have earned \$200 in revenue from these sales. b) Variable based on the engagement and outreach we receive. c) Merchandise Revenue in our organizational budget

We receive rent revenue from Nutmeg Publishing for the first floor of our building. This MOU is for \$2,500 and can be annulled at any time from either organization if a reason occurs. Currently, Nutmeg has been there since June 2023. There is an option to extend into FY25 if Nutmeg wishes to continue the agreement. b) Consistent for FY24, since the MOU has a specified rental amount each month. c) Rent revenue in our organizational budget.

## Expenses

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9) What are the top organization operational expenditures?

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Student Wages  
Printing  
Subscriptions  
Travel

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10) How are these expenses similar to or different from the previous year?

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Yearly, student wages has been our highest expenditure, followed by our printing. As inflation increases and we face minimum wage increases mandated from the state and UConn, these wages continue to increase and escalate. These categories are always our highest expenditures and the amounts have increased each year.

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11) What are the top organization expenditures for programs and services that you fund?

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The service we provide is the printing the physical newspaper.

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12) How are these expenses similar to or different from the previous year?

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Printing is our second largest expense in comparison to the previous years, this has stayed consistent.

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13) What are the top expenditures for Tier II organizations (if applicable) that you fund?

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N/A

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14) How are these expenses similar to or different from the previous year?

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N/A

### Future Year Spending Plans

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15) What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

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See our mission statement for our most important organizational priorities.

In our FY25 budget, our largest expenditures are towards printing and payroll. This is because we want to provide the most authentic print journalism experience for students on campus and ensure that the content that students want to be covered is covered. This means having enough employees in every written and visual section to satisfy the demand for specific stories. For example, without our News staff writers, we do not have the bandwidth to cover important news across campus and the world. This is why we want to maintain and hopefully expand our payroll if given the fee increase, as seen in both FY25 and FY26 with the fee increase.

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16) Is your Organization seeking a fee increase?

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Yes

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What dollar amount are you requesting per semester/year?

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What is the rationale for the requested increase (i.e., for what is the additional revenue to be spent?). Please be sure to represent this in the Proposed Budget.

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One line item that majorly contributes to our financial situation is Student Wage Expenses. Currently, within The Daily Campus, we only have the essential, bare-minimum staff to cover content. Despite reducing the number of employees in The Daily Campus since pre-COVID, our wages have continued

to rise due to the minimum wage increases that have and will continue to occur, such as the scheduled for January. Now that another minimum wage increase is expected, it is even harder to maintain paying our essential staff members, let alone expand our staff like we hope to. We believe that paying student writers is a fundamental aspect of The Daily Campus. Paying writers for their time and commitment to the Daily Campus creates an equal exchange of goods. Our writers put an extensive amount of their own time and effort into investigating topics, finding sources, and articulating their findings to provide the greater UConn community with a service. This act should not be unfairly taken advantage of without proper payment.

When this fee increase was originally proposed, the proposed impact on student wages was calculated to be around \$270,000 for FY24, and then to \$285,000 for FY25. The minimum wage of \$1 did increase our Student Wage expenses. However, we believe it will be a higher amount than originally predicted. We have created many estimated payroll scenarios working with TSOS: We created breakdowns for every employee and how much they log per pay period multiplied by total pay periods, which bring estimations to around \$330,000 if we continue to have the full staff we currently do. We have decided to leave the current approved budget around \$300,000 and wait until January to check how much in actuals we have paid for Student Wages and evaluate if we need to increase the amount of Student Wages allocated in the operating budget. With the potential for minimum wage to increase again, and how our goal is to at least maintain the staff we have right now and hopefully grow, we know this expense has the potential to go to \$340,000 in FY25.

We cannot sustain ourselves under the same student fee revenue while all our prices continue to increase. Although we are working to reduce our printing costs, no matter what, printing daily is still an expensive endeavor, and our current student fee revenue cannot support this any longer. Starting next year, without a fee increase, The Daily Campus will have to reorganize our payroll staff to lower student wage costs. This fiscal year can support itself and our mission, but FY25 without a fee increase would mean cutting our student job opportunities, changing what is paid labor versus volunteer, and preparing for cutting daily printing in FY26. If FY25 does not receive a fee increase, there will be smaller level changes in comparison to FY26 without a fee increase. FY26 would be the most drastic and the first year without daily printing in decades.

With a fee increase, The Daily Campus can stabilize our fund balance while continuing to provide uniquely valuable support, service, and an outlet for members of the UConn community. We hope to increase the outreach of The Daily Campus versus retreating backward into obscurity, which means we are asking for increased financial support from the student body.

What steps have you taken to reduce expenses and what was the outcome?

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The Daily Campus has taken many steps to reduce expenses. While we have done so successfully to some extent, there is only so much room to make cuts without losing our ability to maintain our organizational goals unless we receive additional funding.

We have created a recurring expense document to find all major organizational expenses and eliminate unnecessary costs. We keep this documentation to renew essential subscriptions and ensure

What steps have you taken to increase revenue and what was the outcome?

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To increase our advertising revenue, the Business Manager and the Digital Editor have created a digital advertising reference sheet, like our print reference sheet that all potential ad buyers use. This outlines what it costs for specific-sized ads or mediums for the website. Although in the past we have always claimed we are open to digital advertising, we have not had a reference sheet or specific prices, as it has always been on a case-to-case basis. In the past, we have sold zero digital advertisements. By creating a payment rate, we are



timely payments to reduce late fees. In doing so, we reevaluated our Adnet (Microsoft subscription) plan and halved the annual cost of it. We reduced our telephones and are working on removing that expense entirely. We were able to remove our business insurance policy from The Hartford and now only pay for essential media insurance as all journalism organizations need. We are in the middle of the RFP process for a new printer to hopefully ensure we can pay less for higher-quality newspapers. This process is the most important and will hopefully create the largest reduction in our printing expenses.

The Daily Campus has put hiring pauses in place to further reduce our student wages. We have capped departments at the number of staff writers they can hire to ensure we do not hire more employees than we can pay in the long term.

We also have not spent money hosting events outside the organization as other Tier III's have and limit our spending on promotional merchandise to small purchases, typically once a year. Furthermore, we no longer rent official spaces and complete all our programming (annual banquet and weekly meetings) in our building to reduce costs.

What will the outcome/consequence be if you do not receive the fee increase?

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The Daily Campus is already facing consequences regarding our budget. For the past three years, we have stayed small, operating at our bare minimum levels of functioning to have enough money to remain a daily paper. At this time, we have not had the resources to look for opportunities to expand. We have stayed in a cost-reducing budget model because we have not had the financial freedom to consider expanding. Our focus has been on paying our employees and printing our paper five days a week — there have not been the resources to broaden our horizons. For example, we do not have promotional events outside the organization as other Tier III organizations do, and we limit our promotional merchandise purchases to only once a year, small, and cheap products.

We deal with old equipment daily— including a barely functioning printer. Historically lively departments have been completely gutted, including our advertising and our receptionists. Moreover, our physical building requires maintenance fees that other Tier III do not, such as purchasing a new water fountain, needing a new microwave for our employees, or plumbing.

Furthermore, last year we had to renew our print contract because we did not have time to run an RFP process with an extended range before the deadline to renew was up. Unfortunately, this meant remaining on a print contract with Tribune Publishing, where we are not currently satisfied with their print quality.

hoping to make it consistent since the website reaches 40,000 views weekly versus 10,000 (views if every paper is picked up), in print. We will also open ourselves to sponsored advertising on the website. The digital ads will hopefully appeal to more companies and student organizations and increase advertising revenue.

Moreover, to incentivize soliciting advertising among all our staff, we are evaluating moving back into a commission mode. This will hopefully have everyone at The Daily Campus looking for advertising opportunities, not just the Business Manager. So far in the first semester for FY24, we have sold \$1,925 for advertising, 41% of the total advertising in FY23.

Please see Financials 6) for Nutmeg MOU and Re-sale of Men's Basketball Championship paper for efforts to increase revenue.

If we are forced to further downsize by not receiving a fee increase, the first cut would be to our printing schedule; we would no longer be a daily print newspaper. Further, we would have to reduce student employment opportunities, by hiring fewer staff in every department. If we cannot hire more staff writers, we will be unable to meet student demands to cover critical issues such as stories on club events, administrative issues, or daily life on campus. Additionally, even if our coverage is forced to be fully online, it will still be severely lacking, due to a reduced budget for travel. This would mean that, while our travel allocations mostly go to the sports and photo sections already because we can only afford so much, we would have to limit their travel as well. We would be unable to cover as many UConn sports as possible and would have fewer photo opportunities for our staff.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

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The Daily Campus is partaking in a Request for Proposal (RFP) with an extended range for our printing contract. This would renegotiate our printing contract by looking at a further location range for printers who can meet our demands. This may help us find cheaper printing prices than our current contract with Tribune. We have just started the process and will not know the actual cost of printing for FY25 until January or February 2024. We have left the current maximum printing cost of the contract with Tribune in FY25 and FY26, with a fee increase since this is our current price of daily printing and thus reflects our overall goal.

As we mentioned before, all our FY22 Expenses were paid in FY23, making FY23 expense allocations significantly higher. Printing, Student Wages, Travel, Insurance, Non-Student Wages, and Repairs and Maintenance are all close to double their typical annual allocations and that is reflected in the FY23 actuals.

**The Student Activity and Service Fee Advisory Committee will be in touch about additional steps and documentation that your Organization will need to provide along with this packet as a result of seeking a fee increase.**

Fund Balance

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17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

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The minimum fund balance of The Daily Campus is based on its production for two months. This includes the equipment needed to run the paper. Computers are needed as designers must digitally format the paper. We included the price of five computers for each section and our managing editor during production nights at \$7,500. Camera equipment is essential because there is no paper without photos. We included the price of five cameras at \$8,000. The necessary costs of producing the paper involve our student staff: editors, writers, designers, copy editors, digital staff, and more. We included an estimate of 1.5 months of payroll at \$40,000. To design the paper, we need some of our subscriptions like InDesign and AP Stories, which we estimated around \$3,000. Printing the physical paper is the last necessary expense to assure we would at the very least accomplish our goal of publishing the paper. This expense is estimated to be around \$23,000 for one month. Without these expenses, we cannot produce the paper as they are the core aspect of The Daily Campus. The expenses total \$81,500.

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year) with the intention to bring down the fund balance to ideal levels?

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Most of our fund balance is due to reductions to normal operations and distribution due to the pandemic, including reductions to travel and circulation amounts. With operations returning to normal and inflationary effects, this fund balance will decrease in a fairly quick fashion. Combining this with January's prospective minimum-wage increase, rising printing costs, and other expenses by inflation, our current fund balance being above the ideal level should not be considered problematic.

The Daily Campus is working to stabilize its fund balance, as it has been volatile in the past few years. As mentioned before, with major expenses due and no prospective Fee increase until FY26, it will likely not be until FY26 until our fund balance stabilizes. This much-needed stability will provide consistent funding for the Daily Campus, being able to self-sustain for the prospective future.

Include what your projected balance will be at the end of this year as well as the next two projected years.

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\$151,252 for FY24, \$12,402 FY25, \$28,552 FY26 (No increase), \$41,552 for FY26 (With Increase)

Other

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Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

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The Daily Campus does not want to reduce our print schedule. With our circulation numbers already limited, printing fewer days would reduce our relevance on campus. We understand that print newspapers might be going out of style in the journalism industry overall. However, with a fee increase, we would plan to increase funding for our digital pursuits while still printing, so that the transition to a digital format is smoother. We could move into a better content management system than WordPress, increasing our quality design and news quality overall. However, doing so would require a fee increase to increase our staff resources and our subscription resources. We do not intend to stop printing if we also do not have the resources to be relevant online, as that would cause us to fade into obscurity if we are not physically present on campus anymore.

The men's basketball team winning the 2023 National Championship highlighted the importance of printing five days a week. The UConn campus and alumni population wanted a copy of the paper that commemorated the championship win so much that our 2,000-copy circulation was not enough to meet demand. We created and printed 5,000 copies of a special edition of the championship issue, with all our NCAA coverage from the March Madness season to better meet demand. The Daily Campus functions to commemorate UConn's history; our archives prove this importance in recognizing UConn's accomplishments.

Here are some quotes from the 2023 TSOS annual survey that gathers information on the Tier III organizations from the student body.

"I LOVE the daily campus; my roommate and I always pick up a copy whenever we leave Whitney dining hall and we read it back at our dorm I even have a collage of all the cute little illustrations from some of the newspapers that I like."

"I think this organization is great and I love that they publish 5 times a week."

"Love the picture in the corner every day. I do get the paper every day."

"I enjoy the daily campus paper quite a bit. I appreciate it being available in a wide variety of locations/buildings and I appreciate the pictures on the front page "

## Financials

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Please upload the Fee Increase SASFAC Excel Sheet

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[DC Student Activity Fee Budget Projection Form-23-25.xlsx](#)

## Advisor & FO Review and Commentary

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1. Is the financial document (specifically the columns 'FY23 Actuals' and 'FY24 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

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Yes

Additional Documentation Upload

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No Response

2. Do you have comments regarding the FY25 Updated or FY26 Projected Budgets?

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No

3. Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

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TSOS has worked closely with the DC as the result of the Summer 2023 SASFAC revisions they have needed to do, and they have worked hard on their revenue increases this year.

Advisor/FO signature

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Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - December 8, 2023 at 3:00 PM (America/New\_York)

## Organization Review and Vote

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You've got through and made any necessary edits:

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Yes

Date of formal Organization Budget approval

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December 7, 2023

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

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[12.7.23 Board Meeting Minutes .pdf](#)

## Form Submission - Proposer

Submitted for Approval | Proposer

Patel, Naiiya - November 21, 2023 at 11:31 AM (America/New\_York)

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### Task

Task Completed

O'Brien, Krista - December 1, 2023 at 12:14 PM (America/New\_York)

Benjamin, Dawn

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### Task

Sent Back

Patel, Naiiya - December 6, 2023 at 12:22 PM (America/New\_York)

To edit text.

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## Form Submission - Proposer

Submitted for Approval | Proposer

Patel, Naiiya - December 8, 2023 at 1:39 PM (America/New\_York)

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### Task

Task Completed

O'Brien, Krista - December 8, 2023 at 3:00 PM (America/New\_York)

Benjamin, Dawn

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### Task

Task Completed

Patel, Naiiya - December 8, 2023 at 3:04 PM (America/New\_York)

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### Notification

Notification Sent

Clokey, David - December 8, 2023 at 3:04 PM (America/New\_York)

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Notification

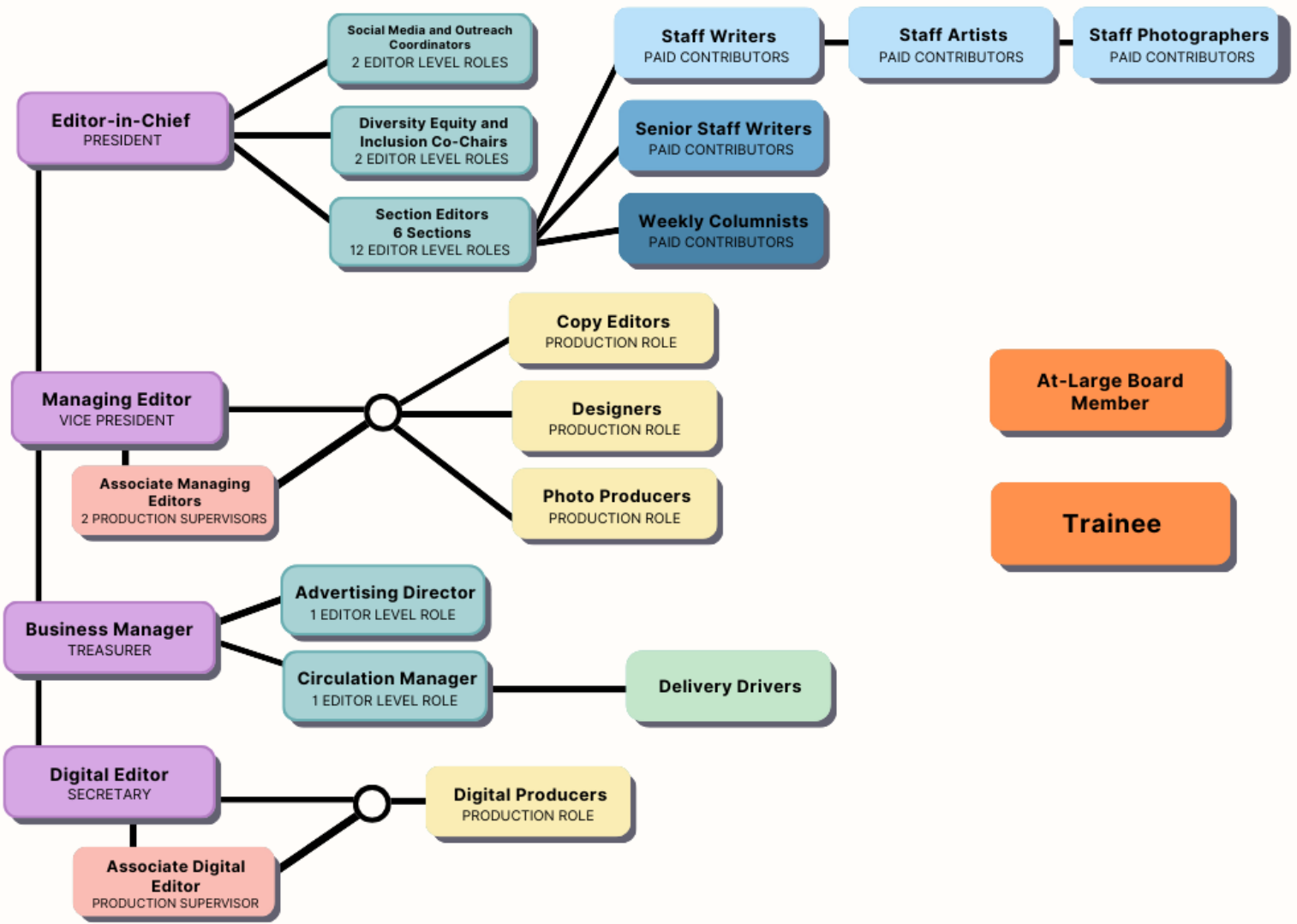
Generating PDF

O'Brien, Krista

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# ORGANIZATIONAL CHART

# DAILY CAMPUS



- At-Large Board Member
- Trainee

Code Description		FY23 Actual Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Projected W/O Increase	FY26 Projected W/ Increase
R e v e n u e s	501.1 General Donations							
	501.2 Foundation Donations							
	501.3 Benefit Fundraiser Donations							
	502 Dues							
	512 Advertising	4,729	25,000	10,000		10,000	10,000	10,000
	513 Awards and Prizes							
	514 Vendor Commissions	709						
	515 Contractual Services							
	516 Co-Sponsorship							
	520.1 Admissions Sales							
	520.2 Food Sales							
	520.3 Merchandise Sales	1,839		500				
	520.4 Participation Sales							
	520.5 Services Sales							
	522 Registration/Entry Fees							
	523 Rental	500		30,000				
	524 Travel							
	530 Penalties and Fines							
	531 Miscellaneous Revenue	1,003						
	533 Change Fund Returns							
540 Business Taxes								
546 Interest	13,655							
547 Student Fees	372,556	360,000	360,000	360,000	360,000	360,000	504,000	
<b>Total Revenues</b>		<b>394,991</b>	<b>385,000</b>	<b>400,000</b>	<b>360,000</b>	<b>370,000</b>	<b>370,000</b>	<b>514,000</b>
E x p e n d i t u r e s	601 Donations							
	602 Dues	13,445						
	603 Gifts							
	604 Photocopying		100	100	100	100	100	100
	605 Postage	10	150	150	150	150	150	150
	606 Printing	208,501	125,000	150,000	130,000	150,000	70,000	125,000
	607 Promotional Items	2,975	1,300	1,300	1,300	1,300	1,300	1,300
	608.1 Refreshments - Organization	781	2,500	2,500	2,500	2,500	2,500	2,500
	608.2 Refreshments - Events/Programs	236						
	609 Subscriptions	21,380	15,000	15,000	17,000	12,000	12,000	12,000
	610.1 Supplies - Organization	52	1,300	1,300	1,300	1,300	1,300	1,300
	610.2 Supplies - Events/Programs							
	611 Telephone	2,049	500	500	500	500	500	500
	612 Advertising							
	613 Awards and Prizes							
	615.1 Contractual Services - Organization	76						
	615.2 Contractual Services - Events/Programs							
	616 Co-Sponsorships							
	617.1 Cost of Food Sold							
	617.2 Cost of Merchandise Sold							
	617.3 Cost of Participation							
	617.4 Cost of Services Sold							
	622.1 Registration Fees		1,000	1,000	1,000			1,000
	622.2 Entry Fees	24,118						
	623 Rental	500						
	624 Travel	18,062	15,000	15,000	17,500	15,000	10,000	15,000
	625 Equipment/Durable Goods		1,000	1,000	1,000	1,000	1,000	1,000
	626 Equipment - Capital	7,276	8,000	12,000	10,000	8,000	8,000	8,000
	627 Insurance	9,524	5,750	3,000	6,250	3,000	3,000	3,000
	628 Repairs and Maintenance	488	1,000	1,000	1,000	1,000	1,000	1,000
629 Utilities								
630 Penalties and Fines								
631 Miscellaneous Expenses								
633 Change Funds								
640 Business Taxes	99							
642 Wages - Student	366,571	260,000	300,000	275,000	270,000	200,000	270,000	
643 Wages - Non-Student	54,131	39,000	43,000	44,000	43,000	43,000	43,000	
645 Wage Taxes - Non-Student		31,000		35,000				
<b>Total Expenditures</b>		<b>730,272</b>	<b>507,600</b>	<b>546,850</b>	<b>543,600</b>	<b>508,850</b>	<b>353,850</b>	<b>484,850</b>
<b>Revenues-Expenditures = Change in Fund Balance</b>		<b>(335,281)</b>	<b>(122,600)</b>	<b>(146,850)</b>	<b>(183,600)</b>	<b>(138,850)</b>	<b>16,150</b>	<b>29,150</b>
<b>Fund Balance at Start of Year</b>		<b>633,383</b>	<b>503,200</b>	<b>298,102</b>	<b>380,600</b>	<b>151,252</b>	<b>12,402</b>	<b>12,402</b>
<b>Fund Balance at End of Year</b>		<b>298,102</b>	<b>380,600</b>	<b>151,252</b>	<b>197,000</b>	<b>12,402</b>	<b>28,552</b>	<b>41,552</b>



Org Position/Title	SOLID Equivalent	Authorized Signer?	Responsible for requesting or voting on use of Tier III Funds?	Time Approver?	Maximum Number of Positions in this Role	Paid?	Only complete if Position is Paid				Maximum # of hours an individual in this role is authorized to Work Per Pay Week (Fri-Thurs)?						Per Person: Total Wages at Maximum Pay, if Maximum Hours are Worked	Per Position: Total Wages at Maximum Pay, if Maximum Hours are Worked
							Job Level	Job Code	Minimum \$/hr	Maximum \$/hr	Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break		
Editor-in-Chief	President	Yes	Yes	Yes	1	Yes	4	400	\$19.09	\$19.09	40	20	40	40	20	40	\$ 28,253.20	\$ 28,253.20
Managing Editor	Vice President	Yes	Yes	Yes	1	Yes	4	400	\$19.09	\$19.09	40	20	40	40	20	40	\$ 28,253.20	\$ 28,253.20
Business Manager	Treasurer	Yes	Yes	Yes	1	Yes	4	400	\$19.09	\$19.09	40	20	40	40	20	40	\$ 28,253.20	\$ 28,253.20
Digital Editor	Secretary	Yes	Yes	Yes	1	Yes	4	400	\$19.09	\$19.09	40	20	40	40	20	40	\$ 28,253.20	\$ 28,253.20
Delivery Driver					10	Yes	3		\$17.09	\$17.09	0	20	0	0	20	0	\$ 10,254.00	\$ 102,540.00
Associate Digital Editor					1	Yes	3	388	\$17.09	\$17.09	40	20	40	40	20	40	\$ 25,293.20	\$ 25,293.20
Associate Managing Editor					2	Yes	3	388	\$17.09	\$17.09	40	20	40	40	20	40	\$ 25,293.20	\$ 50,586.40
Advertising Director					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
News Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Life Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Sports Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Opinion Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Photo Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Artist Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate News Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate Life Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate Sports Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate Opinion Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate Photo Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate Artist Editor					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Circulation Manager					1	Yes	2	288	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Social Media and Outreach Coordinator					1	Yes	2	286	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Associate Social Media and Outreach Coordinator					1	Yes	2	286	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 23,813.20
Diversity, Equity and Inclusion Co-Chairs					2	Yes	2	286	\$16.09	\$16.09	40	20	40	40	20	40	\$ 23,813.20	\$ 47,626.40
Staff Writer					50	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 1,161,060.00
Staff Photographer					10	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 232,212.00
Staff Artist					10	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 232,212.00
Weekly Columnist					4	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 92,884.80
Senior Staff Writer					5	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 116,106.00
Photo Producer					5	Yes	1	186	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 116,106.00
Designer					15	Yes	1	188	\$15.69	\$15.69	0	20	0	0	20	0	\$ 9,414.00	\$ 141,210.00
Copy Editor					20	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 464,424.00
Digital Producer					8	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 185,769.60
Trainee					20	Yes	1	188	\$15.69	\$15.69	0	20	0	0	20	0	\$ 9,414.00	\$ 188,280.00
Board Member					5	Yes	1	188	\$15.69	\$15.69	40	20	40	40	20	40	\$ 23,221.20	\$ 116,106.00

Daily Campus Board Meeting, Meeting 23-22  
December 7, 2023  
Virtual Webex Meeting

Voting Members Present: Madeline Papcun, Naiiya Patel, Raquel Montelindo, Charlotte Chen, Sara Bedigian, Nell Srinath, and Daniel Stark

Voting Members Absent: Stratton Stave, Colin Piteo

Public Attendees Present: None

1. Madeline called the meeting to order at 9:04 PM
2. Madeline asks everyone to review the 12.3.23 meeting minutes and bring forward any issues
3. Nell motions to approve the 12.3.23 meeting minutes
  - a. Sara seconds
  - b. Motion passes unanimously
4. Madeline brings forward approving a new supplemental org chart beginning Jan. 2024
  - a. Madeline explains that after the new minimum wage update, we have a new supplemental organizational chart to approve with the new wages.
  - b. Madeline finds an issue with DEI editor roles pay rate and Madeline asks to change it to the correct amount.
  - c. Naiiya finds an error with a formula and asks to change it in the delivery drive column.
  - d. Charlotte asks to change the number of digital producers' maximum number from 15 to 8.
  - e. Naiiya asks to change delivery drive maximum from 20 to 10 roles since 7 delivery drivers work currently.
5. Nell motions to approve the new Jan. 2024 supplemental org chart
  - a. Charlotte seconds
  - b. Motion passes unanimously
6. Madeline brings forward a Batch payroll update: adding one new hire
  - a. Madeline explains that one person was hired during this process and therefore their name was not on the batch payroll report we approved. Madeline has brought this back to the Board so we can approve the batch payroll with the new employee.
7. Naiiya motions to approve the updated batch payroll report (with one student added)
  - a. Daniel seconds
  - b. Motion passes unanimously
8. Naiiya brings forward an update on the Student Survey

- a. Naiiya and Madeline brought the idea forward to Krista at TSOS (shoutout) and are working on getting it sent to every undergraduate student. It would be on qualtrics and could be up for a month and a half. Naiiya wants everyone to look over the questions and if the wording is good enough.
  - b. There is a suggestion to add an option to the answers for what do you read from the papers to “Just the headlines”
  - c. Naiiya asks to add a question about if we are meeting the number of journalistic opportunities that students are looking for.
9. Naiiya brings forward approving money for the request to give a prize for student survey
  - a. Naiiya knew that last time an incentive was something we wanted to promote the survey.
  - b. Naiiya asks for thoughts on the amount and how many we should purchase.
  - c. 2-3 gift cards is what Charlotte suggests.
  - d. 5, \$15 gift cards is what Nell suggests
  - e. Naiiya says it should be based on the engagement we want. The Tier III survey received 1,500 answers. This would be our goal.
10. Nell motions to approve \$75 for a prize for student survey raffle
  - a. Naiiya seconds
  - b. Motion passes unanimously
11. Naiiya brings forward approving money for MailChimp subscription
  - a. Naiiya and Charlotte spoke about MailChimp and decided that it was best to keep the subscription because it would be good to use for the new newsletter.
12. Raquel motions to approve \$325 for 12-month MailChimp subscription
  - a. Daniel seconds
  - b. Motion passes unanimously
13. Naiiya brings forward a request to approve a new operating budget for FY25
  - a. Naiiya explains that in the SASFAC proposal, she realized there is no place where we approved the new merchandise revenue for the reopening of the Championship paper sale.
  - b. The update is to make the operating budget as honest as possible.
14. Charlotte motions to approve a new operating budget for FY24.
  - a. Sara seconds
  - b. Motion passes unanimously
15. Naiiya brings forward a SASFAC update and final proposal
  - a. Naiiya shares her screen and goes through the updates that TSOS requested to make. Naiiya then goes through each category of the SASFAC proposal and asks for opinions and suggestions.
16. Nell motions to approve and submit FY25 SASFAC proposal
  - a. Sara seconds
  - b. Motion passes unanimously

17. Sara motions to end the board meeting at 10:05 PM

- a. Nell seconds
- b. Motion passes unanimously

Meeting minutes submitted by Naiiya Patel, Business Manager