

FY26 & FY27 Budget Preparation Guidelines General University Fee, Student Health Services Fee

Please note the following guidelines for preparing your budget packet for review by the Student Activity and Service Fee Advisory Committee:

Timetable:

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|---|---|
| Friday, November 1 | <i>Deadline for submission</i> of budget packet to Office of the Vice President for Student Life and Enrollment |
| Tuesday, November 12 | <i>Open Forum</i> with Student Activity and Service Fee Advisory Committee for students to ask questions of the Committee prior to the scheduled public hearings |
| Wednesday, November 13 & Thursday, November 14 | <i>Public Hearings</i> held |
| Mid-December | <i>Recommendations</i> for submitted to the Provost and Executive Vice President for Academic Affairs, Vice President for Student Life and Enrollment and the Executive Vice President for Finance and Chief Financial Officer |
| Late Fall/Early Spring | <i>Senior Administration review recommendations</i> |

Authority and Approvals: The Student Activity and Service Fee Advisory Committee is **advisory** to the Provost, Vice President for Student Life and Enrollment, and the Executive Vice President for Finance and thus our charge is to make recommendations regarding any increase in the allocation of the General University Fee to individual departments. If the recommendations are endorsed by the University Administration, they will determine how and if any increase is sent to the Board of Trustees for consideration, if necessary.

The Budget Packet: Please provide the full financial and narrative information as requested on the attached spreadsheet as well as respond to the narrative questions provided (use whatever space is necessary to answer the question appropriately). Please note that the committee is interested in reviewing summary information about your budget, as requested, and excessive detail is generally unnecessary.

Assistance in preparing your budget packet: The staff in the University's Budget Office are available to assist you in preparing your budget packet. Please feel free to call your budget analyst with specific questions.

Department Information and Narrative Questions
Fall 2024 for FY26 (July 1, 2025 – June 30, 2026) and FY27 (July 1, 2026 – June 30, 2027)

DEPARTMENT INFORMATION

Department: UConn Recreation

Staff involved in preparing budget:

- **Department Head:** Jay Frain – Interim Executive Director
- **Budget staff:** Melissa Frain – Assistant Director of Business and Member Service
- **Other staff:** Cynthia Costanzo – Interim Assistant Vice President Student Life

ORGANIZATION STRUCTURE

Please attach a current organization chart with your submission.

FINANCIAL INFORMATION

Please complete the attached spreadsheet and submit with the qualitative information below. All the previous year and current year information was pre-populated by Budget Office staff. Should you have questions about the information, please contact your Budget Office analyst at your earliest convenience to clarify. Please review the narrative questions below in advance of completing the spreadsheet to understand how the two parts mutually shape your submission.

NARATIVE INFORMATION

Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY25) and next following TWO year's (FY26 AND FY27) budget, it will be important to know your expected expenses and the necessary revenue to cover these expenses. The following questions are designed to collect the important information that will help the Committee, and the senior administration understand your specific circumstances.

1. Briefly describe the programs and services provided that are funded by a) the General University Fee/Student Health Fee, and b) are funded by other revenue (if applicable).

FY25

- GUF – Professional salaries and fringe benefits (24 FTE)
- REC Fee – Professional salaries and fringe benefits (3 FTE), Student Employee Payroll, Special Payroll salaries, Graduate Assistant salaries and fringe, operational expenses including most programs, services, supplies and equipment, contracted housekeeping
- Revenue – programs, services and equipment unable to be expensed from REC fee

1. Facilities

Student Recreation Center

- 191,000 sq. sf. of dedicated space
 - 4 Fitness Zones with over 400 individual pieces of fitness equipment
 - Indoor Track
 - 5 Fitness Studios
 - Climbing Center
 - Adventure Center
 - Multi-Activity Courts (2)
 - Racquetball Courts (3)
 - Wood Court Gymnasium (4)
 - Men's, Women's, and All Gender Locker Rooms
 - Aquatics Center (1 Competition/1 Recreation Pools)

- Athletic Training Room
- Performance Suite

Satellite Recreation Facilities:

- Depot Field Complex (2 natural grass fields w/ support facilities)
- Recreation Turf Field
- Tennis Courts (7)
- Softball Fields (2, Agriculture and North Campus)

Agreement Use Facilities include:

- Shenkman Training Center
- Sherman Sports Complex
- Greer Fieldhouse (3 court gym, track, etc.)
- Guyer Gymnasium (3 court wood gym)
- Freitas Ice Forum

2. ***Fitness & Wellness***

Over 120 in-person fitness and wellness classes are offered per week in various fitness areas from Spinning to Hybrid Fitness Training. Five fitness studio spaces (Mind Body, Cycling, Studio A & B, Functional Training) are operated and maintained to support programming. Fitness equipment utilized in class formats include the following: medicine balls, BOSU balls, dumbbells, kettle bells, TRX, steps, battle ropes, Spinner Cycles, sound systems, etc. Room maintenance is performed on a regular basis, as is repair and replacement of equipment to meet industry standard levels of performance. All fitness instructors are students and complete a 10-week in-house training program, as well as receive financial support towards professional certification.

3. ***Competitive Sports***

- Club Sports

Provides competitive athletic opportunities for participants to enhance their collegiate experience, promote camaraderie and encourage leadership development. Club Sports supplies on-site operations staff and athletic training services, business and financial support, coordinates space scheduling, and provides general team advisement. Budgetary allocations are available for 35 competitive teams that cover membership and league dues, event registration, and sports equipment. Club Sports also operates and maintains the Recreation Turf Field, Depot Field Complex, Ag and North Fields, and Tennis Complex.

- Intramural Sports

Provides participants with a wide variety of structured league and tournament-based sports outlets. Student staff receive professional level training to provide quality service and minimize potential risk for participants during competition. This program purchases high quality equipment for participants to use during play and annually replaces or upgrades items as recommended by the manufacturer.

4. ***Outdoor Adventure***

UConn Outdoors offers a wide variety of programs and services while operating in two locations within the UConn Recreation Center: the UConn Adventure Center (UAC) and the Climbing Center. Programs and services include:

- Adventure Trips & Clinics

UConn Outdoors offers a comprehensive schedule over 100+ instructional outdoor adventure experiences per year. Staff, travel, and logistical support is provided for participants to maximize their access to the outdoor environment and provide them with industry standard

levels of performance. This includes all student staff receiving professional training, including Wilderness First-Aid certification, to lead participants in the field.

- Equipment Rental

The UConn Adventure Center (UAC) provides outdoor equipment for the UConn community that can be utilized to support both internal programming initiatives and personal student exploration. Sleeping bags, tents, stoves, headlamps, climbing equipment, helmets, snowshoes, cross-country skis, mountain bikes, trekking poles, and much more, are available for participant use. Equipment is maintained and periodically replaced to ensure high quality service, promote safety and to manufacturer recommended specifications. Our current Cycle Share fleet has 150 bicycles available for community use.

- Climbing Center

The UConn Climbing Center covers 5000 sq. sf. of climbing space that reaches up to 58 feet. There are 10 top rope belay stations and a bouldering only area. The climbing center provides instructional orientations, equipment and additional programming to service participants climbing needs.

5. Special Programs

UConn Recreation seeks to provide a wide range of events that highlight collaboration and promote tradition building. We are proud to partner with numerous campus departments to implement innovative and meaningful opportunities for students to grow individually while building our campus community. Programs include the Veterans Day Husky Run & Ruck, seasonal climbing competitions, No Man's Land Film Festival, Indoor Triathlon, Road Dogs Training Team, Sunset Yoga and Spring Weekend traditions like Bubble Soccer and OOzeball.

6. Student Staffing

UConn Recreation employs 350 student staff at an annual cost of \$1,100,000. Student staff positions are essential to ensure delivery of services and safe management of operations. Recreation employment directly ties to UConn's Work+ Career Readiness initiative to provide real world experiential job opportunities for student development.

2. Please explain any significant changes (positive and negative) in this year's budget/spending plan from last year.

UConn Recreation continues to absorb the CT state mandated minimum wage increases initiated in FY20. These increases (\$10 to \$16.35/\$650,000 over FY20) were never accounted for in original budget planning for the new SRC and have been unfunded since inception. Increases have previously resulted in operational hours reduction and without additional funding could result in a reduction of the student work force.

3. Describe other sources of revenues for your unit, if any. Do you anticipate any changes in the other sources of revenue (either increases or decreases), during the current year (FY25) or for your proposed budget in FY26 and FY27? If so, please explain.

Additional sources of revenue include:

- Rec Fee
 - Rec Fee revenue is based on the number of enrolled students. This number increases or decreases annually depending on enrollment.
 - Currently, anticipating that there will be an increase in enrollment for FY26 and FY27.
- Revenue
 - Includes non-student memberships, locker rentals, guest passes, facility rentals and "for pay" programs.

4. Staff counts

I. Please identify the number of filled full-time equivalent staff (this may be different than the number of employees if any staff work less than 100%.) and how they are funded – GUF vs other revenue. Note: Graduate Assistantship count as .5 FTE.

- Professional Staff (24 FTE) – GUF and Rec Fee funded
- Graduate Assistants (0.75 FTE) – Rec Fee funded

a. Please identify the number of vacant full-time equivalent staff (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%).

- Professional Staff (3 FTE) vacancies
 - HR Hiring Manager
 - Manager of Operations & Facilities
 - Coordinator – Outdoors/Climbing Center

b. Do you have any special payroll staff? If so, what is their role? 1) in place of vacant positions, 2) supporting temporary needs, or 3) other (please explain)?

- Human Resources Manager – in place of vacant position
- MOD (2) – additional support needed
- Athletic Trainer – additional support needed
- Outdoor Coordinator – in place of vacant position
- Lifeguard Trainer – additional support needs
- Group Fitness Instructor – additional support needs

5. For planning purposes, the collective bargaining increases for FY26 and FY27 for all staff is anticipated to be 4.5% (contracts have NOT yet been negotiated) and the fringe benefits rate should stay at the current FY25 rate (please see the full list of rates [here](#)). Based on this information, do you anticipate needing additional funds to cover any annual increase in salary expenses for your **current** staff that are not able to be covered with your current (FY25) budget? If so, what is the anticipated total increase needed (**please list as % increase over FY25 amount AND actual dollar amount**). Note: If additional funds are needed and approved for salaries by the central administration, the Budget Office will determine the amount to be allocated based on ACTUAL changes to staff salaries once those increases are known (summer of FY26 and summer FY27 respectfully). Are there other increases for Personnel Services for current FTE's that are not related to CBI increases? If yes, please explain in necessary detail.

We anticipate being fully operational with 27 FTE:

FY26

- Additional \$149,010 (4.5 increase from FY25)
 - CBI increase: \$87,870
 - Fringe increase: \$61,870

FY27

- Additional \$160,117 (4.5% increase from FY26)
 - CBI increase: \$93,636
 - Fringe increase: \$66,481

6. After developing your FY26 and FY27 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by your current revenue? If no, please provide the necessary details for the following (note there may be additional

information requested in support of your budget proposal. If such additional information is needed, the Committee will inform you of this request as soon as possible).

- a. CURRENT SERVICES - What portion of the requested amount (% increase over FY25 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)?

We are requesting an additional funding:

FY 26

- Additional \$110,000 for Student staffing minimum wage increase
 - 3.2% increase from FY25 overall GUF Budget

FY 27

- Additional \$120,000 for Student staffing minimum wage increase
 - 3.8% increase from FY26 overall GUF Budget

- b. What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?

- Increased locker rental fees
- Increased guest pass fees
- Added paid programming
 - Learn to Swim Level 2 Class
 - Swim Conditioning Class
 - Hybrid Fitness Training
 - Fitness Assessments
- Facility Rentals – Husky Suite (all year) and Outdoor Fields (off-peak)
- Proposed decrease of student staffing by 10% (tabled due to negative student impact)

7. What would be the potential impact on your programs/services and on the overall student experience if the proposed increase listed above were not approved?

- Reduction in operational hours
 - SRC hours have already experienced reductions of 18% (115 in FY20 to 94 in FY25) since opening in 2019
- Reduction/elimination of programs/services
- Shift from student fee inclusive service to “for pay” service for students. Ex. Paid fitness classes, IM Sports, etc.

8. What are the current (end of FY25) and projected (end of FY26 and end of FY27) levels of your reserves/fund balances for all accounts under your purview? What plans do you have for these resources and over what period? Please explain in as much detail as necessary to help the Committee understand the level and purpose of any fund balance/other account.

FY25:

UConn Recreation: \$307,413

FY26:

UConn Recreation: \$28,617

FY27:

UConn Recreation: (-\$21,216)

Purpose of Fund Balance

- Without additional funding for projected professional and student staffing increases, we will be dependent on the fund balance to cover costs for FY26 and FY27. This would exhaust the fund balance.
- Projected to remain operational expenses over the next two years, however, operating costs have increased exponentially across the board since previous funding increases occurred. This indicates the need to maintain the fund balance and generate revenue to assist with covering these expenses.
- Previously we have held \$350,000 in the fund balance for annual fitness equipment replacement. We are now forced to utilize the normal operating budget to expense these items.
- In FY24, the REC Fee funding distribution was adjusted to an auxiliary model. The projected result was a three-year funding shortfall in which the fund balance would subsidize.

9. Within the next three years (FY26-FY28), do you anticipate any needs that are not able to be covered by your annual operating budget? If yes, please provide a description of the need, why it is necessary, the anticipated cost, if known, and any additional information that would be useful for the committee to understand.

We need additional funds to support CBI, fringe benefits, and student staffing minimum wage increases. The operational budget has absorbed multiple years of cost increases without additional funding, leading to a reduction of operational hours and student staffing. Continued lack of funding will result in further service reductions.

FY26

- Anticipated cost = \$259,010
 - CBI and fringe benefits = \$149,010
 - Student Staffing = \$110,000

FY27

- Anticipated cost = \$280,117
 - CBI and fringe benefits = \$160,117
 - Student Staffing = \$120,000

10. Please describe how students (number/percentage of students) utilize your services and/or participate in your programs. Do others benefit from your programs and services? If yes, please explain.

UConn Recreation offers a wide variety of programming activities to meet the needs of our diverse population. Operating seven days per week, students, as well as faculty, staff, and community members are afforded the opportunity to improve their health through activity and exercise, while connecting with the community. 775,091 participants were served in the SRC in FY24, an 8% increase over FY23. In FY25 thus far, 273,646 (5% increase over FY24) individuals have been served with 80% of the Storrs based student population having participated. UConn Storrs Students account for 96% of our total participants for all programs, services, and access. UConn Recreation also works as a community partner on programs with SHaW, Student Activities, Career Services, Admissions, Public Safety, Athletics, Residential Life, UConn Veterans and Military Affairs, Early College Experience and many others.

11. Are students involved in providing input and/or feedback in your budget process? If yes, please describe.

Prior to Covid 19 suspension in 2021, a Student Advisory Committee provided feedback in UConn Recreation's budget process. Current plans are to reestablish connection with students by meeting annually with the USG Finance Committee beginning in FY26.

12. Is there any additional information that the committee should be aware of in reviewing your budget proposal?

Given FY24's 8% and current FY25 5.4% increase in participation, UConn Recreation's services are reaching a critical mass with regard to funding. Previous spending cuts impacted overall operational hours but also led to increased occupancy during those same reduced hours. With the additional participant load spread over less hours the overall student experience is adversely affected. While always intended to be vibrant and active space, barriers now exist with students waiting for access to equipment and activity spaces unable to accommodate need. Budget neutrality, and previous funding reductions, not only lead to difficult choices with current operation and service, but also prevent us from exploring potential opportunities to serve the needs of an annually growing, and active, student population.

*Note: For current and next year forecasts, we are not looking for minor changes at this point. Please use this as an opportunity to show significant swings to budget, or changes that may affect your annual allocation request.

| | Fill in | | Fill in | | Fill in | | Fill in | | Fill in | | Fill in | | Fill in | | |
|--|--|----------------------|--------------------|--------------------------|------------------------------|----------------------------|---------------------------|-------------------------------|-----------------------------|------------------|---------------------|-------------------|------------------|---------------------|-------------------|
| | Student Fee Advisory Committee | | | | | | | | | | | | | | |
| | General University, Student Health and Summer Program Fee Budget Projection Form | | | | | | | | | | | | | | |
| UConn Recreation | FY24 GUF Actuals | FY24 Non-GUF Actuals | FY24 Total Actuals | FY25 GUF Original Budget | FY25 Non-GUF Original Budget | FY25 Total Original Budget | FY26 GUF Current Forecast | FY26 Non-GUF Current Forecast | FY26 Total Current Forecast | FY26 GUF Budget | FY26 Non-GUF Budget | FY26 Total Budget | FY27 GUF Budget | FY27 Non-GUF Budget | FY27 Total Budget |
| Revenue | | | | | | | | | | | | | | | |
| GUF Allocation | 3,078,805 | - | 3,078,805 | 3,078,805 | - | 3,078,805 | 3,078,805 | - | 3,078,805 | 3,337,815 | - | 3,337,815 | 3,617,932 | - | 3,617,932 |
| University Supported Permanent Funds | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Fee Revenue | - | 10,668,792 | 10,668,792 | - | 10,761,000 | 10,761,000 | - | 10,761,000 | 10,761,000 | - | 10,861,000 | 10,861,000 | - | 10,961,000 | 10,961,000 |
| Grants and Contracts | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Foundation, Investments & Gifts | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Sales & Services Of Educational Activities | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Sales & Services Of Auxiliary Enterprises | - | 433,856 | 433,856 | - | 435,000 | - | - | 445,000 | 445,000 | - | 450,000 | 450,000 | - | 465,000 | 465,000 |
| Other Revenue | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers In (Outside Unit) | 0 | 35,000 | 35,000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Revenues | 3,078,805 | 11,137,648 | 14,216,453 | 3,078,805 | 11,196,000 | 14,274,805 | 3,078,805 | 11,206,000 | 14,284,805 | 3,337,815 | 11,311,000 | 14,648,815 | 3,617,932 | 11,426,000 | 15,043,932 |
| Expense | | | | | | | | | | | | | | | |
| Permanent & Continuing Salaries | 1,609,131 | 210,496 | 1,819,627 | 1,670,794 | 221,959 | 1,892,753 | 1,639,877 | 221,102 | 1,860,979 | 1,911,920 | 231,946 | 2,143,866 | 1,995,118 | 242,384 | 2,237,502 |
| Temporary Salaries | 6,995 | 1,376,011 | 1,383,006 | - | 1,356,000 | 1,356,000 | - | 1,356,000 | 1,356,000 | - | 1,233,200 | 1,233,200 | - | 1,256,048 | 1,256,048 |
| Other Personal Services | 29,219 | 1,042 | 30,261 | 41,500 | 1,100 | 42,600 | 30,000 | 1,100 | 31,100 | 31,000 | 1,200 | 32,200 | 32,000 | 1,300 | 33,300 |
| Fringe Benefits | 1,291,565 | 215,944 | 1,507,509 | 1,302,686 | 108,548 | 1,411,234 | 1,164,312 | 187,589 | 1,351,901 | 1,357,464 | 195,681 | 1,553,145 | 1,416,534 | 204,181 | 1,620,715 |
| Salary/Benefits | 2,936,910 | 1,803,493 | 4,740,403 | 3,014,980 | 1,687,607 | 4,702,587 | 2,834,189 | 1,765,791 | 4,599,980 | 3,300,384 | 1,662,027 | 4,962,411 | 3,443,652 | 1,703,913 | 5,147,565 |
| Services | 263 | 259,662 | 259,925 | - | 441,500 | - | - | 280,000 | 280,000 | - | 280,000 | 280,000 | - | 280,000 | 280,000 |
| Supplies | 160,641 | 339,413 | 500,054 | - | 808,800 | - | - | 525,000 | 525,000 | - | 525,000 | 525,000 | - | 525,000 | 525,000 |
| Travel | - | 49,667 | 49,667 | - | 45,000 | - | - | 45,000 | 45,000 | - | 45,000 | 45,000 | - | 45,000 | 45,000 |
| Equipment | - | 373,470 | 373,470 | - | 19,000 | - | - | 315,000 | 315,000 | - | 315,000 | 315,000 | - | 315,000 | 315,000 |
| Fees, Dues & Memberships | - | 139,646 | 139,646 | - | 144,950 | - | - | 140,000 | 140,000 | - | 140,000 | 140,000 | - | 140,000 | 140,000 |
| Rentals And Leases | - | 15,693 | 15,693 | - | 19,700 | - | - | 19,700 | 19,700 | - | 19,700 | 19,700 | - | 19,700 | 19,700 |
| Telecommunications | 100 | 29,149 | 29,249 | - | 31,500 | - | - | 31,500 | 31,500 | - | 31,500 | 31,500 | - | 31,500 | 31,500 |
| Financial Aid | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Expense | - | 37,438 | 37,438 | - | 59,000 | - | - | 40,000 | 40,000 | - | 59,000 | 59,000 | - | 40,000 | 40,000 |
| Transfers Out (Outside Unit) | - | 8,368,224 | 8,368,224 | - | 850,000 | - | - | 850,000 | 850,000 | - | 850,000 | 850,000 | - | 850,000 | 850,000 |
| Total Non-PS Expense | 161,004 | 9,612,362 | 9,773,366 | - | 2,419,450 | 2,419,450 | - | 2,246,200 | 2,246,200 | - | 2,265,200 | 2,265,200 | - | 2,246,200 | 2,246,200 |
| Total Expense | 3,097,914 | 11,415,855 | 14,513,769 | 3,014,980 | 4,107,057 | 7,122,037 | 2,834,189 | 4,011,991 | 6,846,180 | 3,300,384 | 3,927,227 | 7,227,611 | 3,443,652 | 3,950,113 | 7,393,765 |
| Net Within Unit Transfers (In)/Out* | - | - | - | - | 7,700,000 | - | - | 7,700,000 | 7,700,000 | - | 7,700,000 | 7,700,000 | - | 7,700,000 | 7,700,000 |
| Net Income/(Loss) | (19,109) | (278,207) | (297,316) | 63,825 | (611,057) | (547,232) | 244,616 | (505,991) | (261,375) | 37,431 | (316,227) | (278,796) | 174,280 | (224,113) | (49,833) |
| Prior Year Fund Balance | 22,636 | 843,468 | 866,104 | 3,527 | 565,261 | 568,788 | 3,527 | 565,261 | 568,788 | 248,143 | 59,270 | 307,413 | 285,574 | (256,957) | 29,617 |
| Total Funds | 3,527 | 565,261 | 568,788 | 67,352 | (45,796) | 21,556 | 248,143 | 59,270 | 307,413 | 285,574 | (256,957) | 28,617 | 459,854 | (481,070) | (21,216) |
| Restricted Funds** | | | | | | | | | | | | | | | |
| Restricted Funds Reason | | | | | | | | | | | | | | | |

*Note that "Net Within Unit Transfers" will not net to zero if an account that was part of "Within Unit" transfer transactions is now part of a different unit

**If any funds that are listed in "Prior Year Fund Balance" are unavailable/restricted, please indicate the total that is unavailable, and the reason for restriction.