

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: Student Health and Wellness

Staff involved in preparing budget:

- **Department Head: Suzanne Onorato**
- **Budget staff: Sheyda Younessi**
- **Other staff:**

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.

NARRATIVE 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).

Student Health and Wellness (SHaW), including Medical and Clinical services, Mental Health services, and Health Promotion, uses the funds from the Student Health Services Fee to provide a full spectrum of programs and services to benefit the health and wellness of the UConn student population.

- A. The General University Fee/Student Health Fee Programs:** The following programs are **fully funded** by the fees from the Student Health Services Fee:

Management of Public Health Emergencies

- Outbreak Management, including measles, meningitis, COVID, monkey pox, flu, EEE, etc.
- Immunization Compliance – All campuses
- International Student Health Screenings
- Manage and implement requirements of new state legislative bills

Immediate Support Resources

- 24/7 Advice Nurse – All Campuses
- 24/7 BeWell Mental Health Support Line – All Campuses
- Sexual Assault Response Team and Forensic Evidence Collection - Storrs
- Togetherall Peer to Peer Support Network – All Campuses
- Mental Health Same Day Immediate Help Walk-in Services – All Campuses

Medical and Clinical Services:

- Infirmery Overnight Services
- Sexual Assault Forensic Examiner (SAFE) Program
- Nutrition and Physical Activity Counseling
- Eating Disorders Services
- Know U Well Nurse Wellness Screening and Consultation Visits
- Infusions
- Sexually Transmitted Disease Clinics
- UConn SHAPE (Students Helping Achieve Positive Esteem)

Mental Health Services:

- Drop In “Let’s Talk” Consultation Services
- Suicide Prevention Week Events
- Suicide Prevention Training and Education
- Fresh Check Mental Health Awareness Day
- Meditation Workshops
- Yoga Classes
- Perfectionism and Stress Reduction Workshops
- Biofeedback and Mindfulness for Stress Reduction
- Online Mental Health Screening Tools
- Staff/Faculty Consultation and Trainings

Health Promotion:

- Lead the work of the UConn Health Promoting University to promote a campus of wellness
- UConn Recovery Community (URC)
- SHaW Wellness Community
- AlcoholEdu Mandatory Education Program
- Sexperts Peer to Peer Outreach and Education
- Innovate Wellness Lab and Wellness Challenges
- Student Health Fairs and Screenings
- American College Health Association and Healthy Minds Study national student surveys
- Alcohol and Marijuana Screening and Intervention - BASICS and MAPP Program
- New Student and Parent Orientation
- WOW and Parent Weekend Activities
- Peer Education Programs
- FYE Programs
- Residential Learning Education Programs
- Stress Management Programs, including Pet Therapy, Massage 101, Mindfulness, and more
- Education Programs to Residential Life, Greek Life, Cultural Centers, and Student Groups
- Social Media and Other Platforms to Provide Educational Resources

Health Equity and Access to Care Services

- Create processes that support hiring and retaining a diverse and inclusive SHaW workforce
- Provide training and consultation to SHaW staff to enhance cultural sensitivity and cultural humility
- Engage directly with UConn students to understand needs, identify barriers to access, and to provide training and skills, especially for marginalized students

B. In addition, the following SHaW services are **partially supported** by the Student Health Services Fee:

Medical and Clinical Services:

- Primary Care Office Visits
- Urgent Care
- Women's Health
- Orthopedics and Sports Medicine
- Allergy and Travel Medicine
- Pharmacy
- Phlebotomy
- Radiology
- Campus-wide Flu Clinics

Mental Health Services:

- Routine and Emergency Triage and Assessment
- Individual and Group Therapy
- Psychiatric Services and Medication Management
- Alcohol and Other Drugs Counseling Services
- Clinical Case Management (care coordination with community mental health services & UConn departments)

C. **State Budget Allocations:** The following SHaW services are funded by Ledger 2 funding:

- Regional Campus Nurse Navigation and Outreach Services

D. **Foundation and Grant Funds:** The following SHaW programs are partially funded by grants and donations:

- SHaW Residential Wellness Community
- Residential Substance-Free Living Community (a sub-section of the Wellness Community)
- SHaW Wellness in Motion Mobile Health Van
- Staff Training and Student Leadership Development
- Suicide Prevention Specialty Services

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

- Due to a staff retirement as well as healthcare privacy regulations, two front desk/ medical assistant/ preauthorization staff have been transferred to SHaW's from the athletics department.
- Multiple vacant positions starting late summer will result in lower labor cost for the end of fiscal year 2025.
- Collaborating with our contract department to ensure our contracts are comparable to other healthcare facilities.
- Provider training coding regarding proper coding of mental and medical health visits to ensure the appropriate billing is in place for the time spent.
- Re- establish services that were suspended or limited during COVID.
- Increased marketing efforts to raise awareness of our services.
- Although SHaW received newly allocated funds from the State to support the expansion of SHaW services to the regional campuses, these allocated funds did not fully account for the additional effort and hours required by the Storrs-based operational staff to support the regional services, including additional procurement needs, management of a newly created Ledger 2 budget (previously not

involved with Ledger 2 funding), the hiring, training, and onboarding of additional staff, new IT and medical record needs, to name a few.

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.

- SHaW has been working in partnership with the UConn Foundation to secure additional sources of revenue to support the SHaW Wellness Community, the Wellness in Motion Van, and other wellness programming. In FY23, SHaW secured an annual spendable donation of \$100,000 per year for 10 years, which will be supported by an endowed fund thereafter. In FY24, SHaW received an additional \$1 million dollar donation, with approximately \$200,000 spendable over five years. SHaW is actively pursuing other large donations to support services and programming.
- SHaW also received the Garrett Lee Smith Campus Suicide Prevention grant from SAMHSA, which will provide \$102,000 per year from September 2024 through September 2027, with the goal of providing new services to enhance access to evidence-based specialized suicide care, strategies to reduce stigma, and training of faculty and staff to promote help seeking behavior.
- SHaW has enrolled in the Connecticut Vaccine Program (CVP) where the State supplies vaccines free of charge for students aged 18 and under. In FY24, SHaW began to bill insurance companies for flu shots provided to students, which were previously covered by the GUF/Student Health fee. These two efforts saved approximately \$90,000.
- SHaW renegotiated the School Health Insurance Provider (SHIP) insurance contract in early summer of FY24, resulting in students paying a lower premium (almost \$220 less than previous year). The new contract also included an additional \$25,000 marketing fund, \$25,000 data calculation fund, and much higher loss ratio threshold. The higher threshold will provide SHaW with funds to cover some healthcare cost for students with financial need, out of state Medicaid population, non-participating insurances, and student with high insurance deductible plans. SHaW business staff worked on all negotiation calculations in-house, rather than paying an outside consulting company, saving an additional \$50,000.

4. Staff counts

- 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.

5. Hours	Number of Staff	Vacant Positions	Number of FTEs (filled & vacant)
40	18	3	21 (based on 40 hours)
35	59.4	6	60.82 -Based on 40 being full time
11 month staff	3	0	2.8 Based on 40 being full time
10 month staff	17	3	16.7 Based on 40 being full time
9 month staff	13	0	9.75 Based on 40 being full time
12 month - 28 hours	0	1	0.7 Based on 40 being full time
0.5 GA & pre-doctoral	5	0	10 total GAs at 0.5 = 5
TOTAL	104.90	11.8	116.7

- 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%).

Please see above. 11.8 FTEs in total = vacant positions.

- 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)?

Yes, as is the practice in a healthcare setting, special payroll staff are used in place of vacant positions and to support temporary clinical coverage needs.

6. 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.

- Yes, the total salary expenses increase from requested FY25 to FY26 is approximately \$630,000 or 3.2% increase.
- The same approximate percentage and dollar increase holds true for total salary increase from forecasted FY26 to forecasted FY27.

7. 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)?

100% is to maintain existing services. \$630K to cover the bargaining unit salary negotiations and approximately \$250K to cover annual inflation for medication, medical supplies, and medical equipment.

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

- SHaW has been working in partnership with the UConn Foundation and in writing grants to secure additional sources of revenue to support SHaW programs and services.
- Due to a staff retirement as well as healthcare privacy regulations, two front desk/ medical assistant/ preauthorization staff have been transferred to SHaW's from the athletics department.
- Multiple vacant positions starting late summer will result in lower labor cost for the end of fiscal year 2025.

- Collaborating with our contract department to ensure our contracts are comparable to other healthcare facilities.
- Provider training coding regarding proper coding of mental and medical health visits to ensure the appropriate billing is in place for the time spent.
- Re- establish services that were suspended or limited during COVID.
- Increase marketing efforts to raise awareness of our services.

8. 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?

Longer wait times for mental health services, and potential staffing cuts due to union contract obligations which are mandatory increases to the budget.

9. 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. [Revised spreadsheet is attached.](#)

	FY23 Actual	FY24 Actual	FY25 Forecast	FY26 Forecast	FY27 Forecast
Fund Balance	350,713	90,390	1,108,032	978,656	178,626

*Care account fund was deducted from fund balances above.

10. 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.

No.

11. 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.

Ultimately, SHaW touches every UConn student through such programs as orientation, outreach and education, trainings, health screenings, and medical record requirements. In addition to the many ways SHaW supports students in maintaining their health, SHaW also provides medical services and care through approximately 30,000 visits to over 10,000 students per year and SHaW mental health services provides care through approximately 14,000 visits to over 2,500 students per year. Approximately 55% of eligible UConn graduate and undergraduate students directly utilize SHaW medical and mental health services each year.

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

We work with students for input on programming and services, using various tools to get feedback including patient satisfaction surveys, our website comment card and suggestions email, large national benchmark surveys, social media crowd sourcing, and surveying at tabling events. In addition, we sponsor student focus groups, and we work closely with over 75 SHaW student employees to solicit feedback on SHaW programming and service offerings. SHaW also solicites feedback from student leaders. This student feedback and recommendations are integrated into the SHaW planning and strategic direction, which ultimately affects how we allocate resources.

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

Not at this time.

SHaW					
Ledger 2					
Student Health and Wellness	FY24	FY25	FY25	FY26	FY27
	Actuals	Budget	Current Forecast	Budget	Budget
Revenue					
GUF Allocation					
University Supported Permanent Funds	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Fee Revenue					
Grants and Contracts					
Foundation, Investments & Gifts					
Sales & Services Of Educational Activities					
Sales & Services Of Auxiliary Enterprises					
Other Revenue					
Transfers In (Outside Unit)					
Total Revenues	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Expense					
Permanent & Continuing Salaries	85,682	702,500	597,500	730,600	756,171
Temporary Salaries	1,450	3,500	3,500	5,500	5,500
Other Personal Services	74	18,000	16,000	19,500	22,000
Fringe Benefits	68,139	498,775	424,225	540,644	536,881
Salary/Benefits	155,345	1,222,775	1,041,225	1,296,244	1,320,552
Services	144	52,000	50,400	32,500	33,200
Supplies	3,589	45,700	45,700	28,500	29,000
Travel	2,696	8,000	9,000	9,300	9,500
Equipment		51,000	49,300	18,000	19,000
Fees, Dues & Memberships	1,360	4,000	3,600	4,200	4,200
Rentals And Leases		1,500	1,800	1,800	1,800
Telecommunications	375	5,500	5,200	5,500	5,800
Financial Aid					
Other Expense	24,838	660,000	70,000	25,000	23,000
Transfers Out (Outside Unit)					
Total Non-PS Expense	33,002	827,700	235,000	124,800	125,500
Total Expense	188,347	2,050,475	1,276,225	1,421,044	1,446,052
Net Within Unit Transfers (In)/Out*					
Net Income/(Loss)	1,211,653	(650,475)	123,775	(21,044)	(46,052)
Prior Year Fund Balance		1,211,653	561,178	684,953	684,953
Total Funds		561,178	684,953	663,909	638,901
Restricted Funds Reason					

1,792,985

1,642,565

*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

	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														
Student Health and Wellness	FY24 GUF Actuals	GUF Actuals	FY24 Total Actuals	FY25 GUF Budget	GUF Budget	FY25 Total Original Budget	FY25 GUF Forecast	GUF Forecast	FY25 Total Forecast	FY26 GUF Budget	GUF Budget	FY26 Total Budget	FY27 GUF Budget	GUF Budget	FY27 Total Budget
Revenue															
GUF Allocation	15,502,478	-	15,502,478	15,502,478	-	15,502,478	15,502,478	-	15,502,478	15,502,478	-	15,502,478	15,502,478	-	15,502,478
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	167,203	167,203	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Auxiliary Enterprises	767	2,866,908	2,867,675	-	3,382,970	3,382,970	3,382,970	3,382,970	3,382,970	3,655,000	3,655,000	3,655,000	3,759,825	3,759,825	3,759,825
Other Revenue	-	344,656	344,656	-	778,460	778,460	515,000	515,000	515,000	850,000	850,000	850,000	630,000	630,000	630,000
Transfers In (Outside Unit)	2,606,789	1,516,536	4,123,325	4,541,781	-	4,541,781	4,541,781	-	4,541,781	4,541,781	-	4,541,781	4,541,781	-	4,541,781
Total Revenues	18,110,034	4,895,303	23,005,337	20,044,259	4,161,430	24,205,689	20,044,259	3,897,970	23,942,229	20,044,259	4,505,000	24,549,259	20,044,259	4,389,825	24,434,084
Expense															
Permanent & Continuing Salaries	7,944,114	2,010,738	9,954,852	9,437,675	2,019,033	11,456,708	9,201,641	2,022,067	11,223,708	9,693,500	2,127,842	11,821,342	9,975,000	2,205,000	12,180,000
Temporary Salaries	898,642	54,639	953,281	1,026,190	56,400	1,082,590	908,090	48,500	956,590	903,000	52,000	955,000	906,500	58,500	965,000
Other Personal Services	186,883	18,544	205,427	221,467	33,300	254,767	355,569	53,131	408,700	330,800	56,200	387,000	342,000	56,000	398,000
Fringe Benefits	6,696,104	1,669,749	8,365,853	6,957,875	1,520,089	8,477,964	6,809,214	1,496,330	8,305,544	7,173,190	1,574,603	8,747,793	7,381,500	1,631,700	9,013,200
Salary/Benefits	15,725,743	3,753,670	19,479,413	17,643,207	3,628,822	21,272,029	17,274,514	3,620,028	20,894,542	18,100,490	3,810,645	21,911,135	18,605,000	3,951,200	22,556,200
Services	413,093	130,965	544,058	407,680	17,520	425,200	582,908	14,600	597,508	453,400	16,800	470,200	458,000	20,600	478,600
Supplies	885,956	52,762	938,718	904,193	38,850	943,043	877,500	23,450	900,950	1,083,500	26,500	1,110,000	1,144,500	28,500	1,173,000
Travel	25,040	5,143	30,183	44,950	10,550	55,500	37,400	10,750	48,150	57,700	11,400	69,100	58,700	12,500	71,200
Equipment	136,337	2,270	138,607	129,350	22,650	152,000	168,200	16,400	184,600	177,800	20,500	198,300	180,600	21,400	202,000
Fees, Dues & Memberships	51,333	25,074	76,407	53,196	23,334	76,530	30,446	22,750	53,196	48,645	23,650	72,295	49,100	24,300	73,400
Rentals And Leases	4,528	1,473	6,001	20,060	4,040	24,100	15,700	3,800	19,500	20,900	4,100	25,000	22,650	4,350	27,000
Telecommunications	44,798	38,644	83,442	36,135	42,465	78,600	37,000	39,400	76,400	41,200	40,200	81,400	42,200	41,300	83,500
Financial Aid	2,200	10,712	12,912	5,000	-	5,000	5,000	0	5,000	6,000	0	6,000	6,000	-	6,000
Other Expense	7,663	26,463	34,126	7,475	725	8,200	6,450	950	7,400	8,800	1,050	9,850	8,700	1,100	9,800
Transfers Out (Outside Unit)	68,140	706,508	774,648	651,414	-	651,414	651,414	-	651,414	651,414	-	651,414	651,414	-	651,414
Total Non-PS Expense	1,639,088	1,000,014	2,639,102	2,259,453	160,134	2,419,587	2,412,018	132,100	2,544,118	2,549,359	144,200	2,693,559	2,621,864	154,050	2,775,914
Total Expense	17,364,831	4,753,684	22,118,515	19,902,660	3,788,956	23,691,616	19,686,532	3,752,128	23,438,660	20,649,849	3,954,845	24,604,694	21,226,864	4,105,250	25,332,114
Net Within Unit Transfers (In)/Out*	750,543	(750,543)	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	(5,340)	(608,924)	(614,264)	141,599	372,474	514,073	357,727	145,842	503,569	(605,590)	550,155	(55,435)	(1,182,605)	284,575	(898,030)
Prior Year Fund Balance	5,336	1,913,377	1,918,713	(4)	1,304,453	1,304,449	141,595	1,676,927	1,818,522	499,322	1,822,769	2,322,091	(106,268)	2,372,924	2,266,656
Total Funds	-4	1,304,453	1,304,449	141,595	1,676,927	1,818,522	499,322	1,822,769	2,322,091	(106,268)	2,372,924	2,266,656	(1,288,873)	2,657,499	1,368,626
Restricted Funds**						(1,214,059)			(1,214,059)			(1,288,000)			(1,190,000)
Restricted Funds Reason						Care Account Set Aside									