

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:

- | | |
|---|---|
| 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:

Staff involved in preparing budget:

- **Department Head: Isaac Barber**
- **Budget staff: Corey O'Brien**
- **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).

The Student Union serves as the heart of campus life, supporting a wide range of co-curricular activities and fostering experiential learning beyond the classroom. Home to the Student Union Department, it supports numerous campus entities, including the Student Activities Department, the Radio Station, the Television Station, dining options, and Cultural Centers. Our commitment to these groups is backed by careful allocation of resources, with GUF and other revenue sources playing a crucial role in sustaining these services.

Our motto, "U Belong Here," reflects our mission to create an inclusive space for everyone in the community—because at the Student Union, everyone truly belongs.

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

The cumulative impact of recent contractual wage increases continues to strain the Student Union's overall budget. Additionally, with over 120 student employees, the mandated—but unfunded—wage hikes have significantly affected the labor budget.

Rising operational costs are also placing increased pressure on financial resources. As a 24/7 facility, the Student Union has relied on supplemental staffing from Facilities custodians to address persistent shortages in custodial and maintenance personnel. This reliance underscores the need for strategic adjustments to manage ongoing expenses effectively.

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.

Generating external revenue is crucial for the financial sustainability of the Student Union. We rely significantly on the performance of external tenants, such as Dunkin' and Subway, which contribute both through rental income and a percentage of sales. Increased success in these areas directly boosts the Student Union's overall revenue.

To diversify income streams, we are actively exploring additional quick-service restaurant (QSR) options to lease available space within the Student Union, a process that has been ongoing.

Our GUF allotment included funds to provide services and support for the multiple departments and entities that have space in the Student Union facility. There have been no increases in the GUF allotment to cover the rising costs of servicing these areas in over five years—particularly for waste management, recycling, janitorial services, and maintenance supplies. Without an increase in our GUF allotment, we will need to implement service fees for areas to help offset escalating operational costs and maintain service quality.

Furthermore, given the rising costs of servicing multiple departments within the Student Union—particularly for waste management, recycling, janitorial services, and maintenance supplies—we may consider implementing service fees for departments. This measure would help offset escalating operational costs and maintain service quality.

4. Staff counts
 - a. 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.

Currently the Student Union has staff in UCPEA, NP2, NP3 and Management. Current levels are as follows: NP2: 8. NP3:1 UCPEA 10. This totals: 19 staff.

- b. 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%).

The Student Union is currently seeking to fill one UCPEA position: Ni

Evening and Weekend Events and Operations Coordinator. Additionally, there are three other open roles: Audio Visual Assistant Manager, Building Services Coordinator, and Business Services Coordinator. There are currently six vacancies in the Custodial Services area.

- c. 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)?

The Student Union has two special payroll positions supporting vacancies in the Audio Visual area and Business Operations area.

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.

The Student Union is not requesting additional funding to cover mandated raises or other increases that include career progressions. Additionally, the Student Union has funding in place to support the current position openings.

5. 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)?

The Student Union is asking for mere \$100,000 increase to cover escalating costs required to service the many offices and departments that are housed in the Student Union.

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

The Student Union has delayed many replacement and preventative maintenance plans. Examples include furniture re-upholstering and flooring replacements. These have been in both common areas in the Student Union and departmental spaces.

6. 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?

A significant portion of the Student Union budget currently supports services for other departments and their programs. Due to budget constraints, it may become necessary to discontinue certain services, including the checkout of Community Outreach vehicles, distribution of student bus tickets for off-campus athletic events, and management of key access for students utilizing various spaces and centers within the building. This adjustment would allow the Student Union to better allocate resources to core operations and maintain sustainable support for essential services. Additionally, changing how areas are services or begin charging for non-routine or routine maintenance for the departments who are in the building may be required.

7. 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.

The Student Union is optimistic that a portion of our fund balances, along with other university funding sources, will facilitate the installation of the access and safety project discussed this year and in previous years.

Given the nature of use and need of quick repairs or replacement, prudent fund balance financial management ensures that we are prepared for any unexpected challenges that may arise. As the committee may know, we have funded replacement from sprinkler damage, damage to our building in general and technology failures in the past.

8. 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.

The Student Union has prioritized upgrading its safety, security, and access systems. In FY 22, an initial investment of \$100,000 was allocated to begin the transition to enhanced door access controls, covering both internal and external areas. Currently, the Union relies on outdated key systems, limiting control over access. Upgrading to a swipe-access system is essential to manage and document authorized access effectively and to restrict entry where necessary. This modernized system will also enable the Union to initiate a full lockdown in emergency situations, providing a critical layer of safety for the entire campus community. The initial cost was more than \$1.2million, committing a large portion of a fund balance and other sources should move this project along.

9. 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.

Throughout the academic year, the Student Union sees over 8,800 daily visitors, predominantly UConn students. The Union serves as a central venue for campus-wide events, including Open Houses, Week of Welcome (WOW), Family Weekend, and nearly 18,500 other reservations annually. Our mission is to provide a supportive environment for the programs and services of departments housed within our facility, enhancing the student experience and fostering a vibrant campus community.

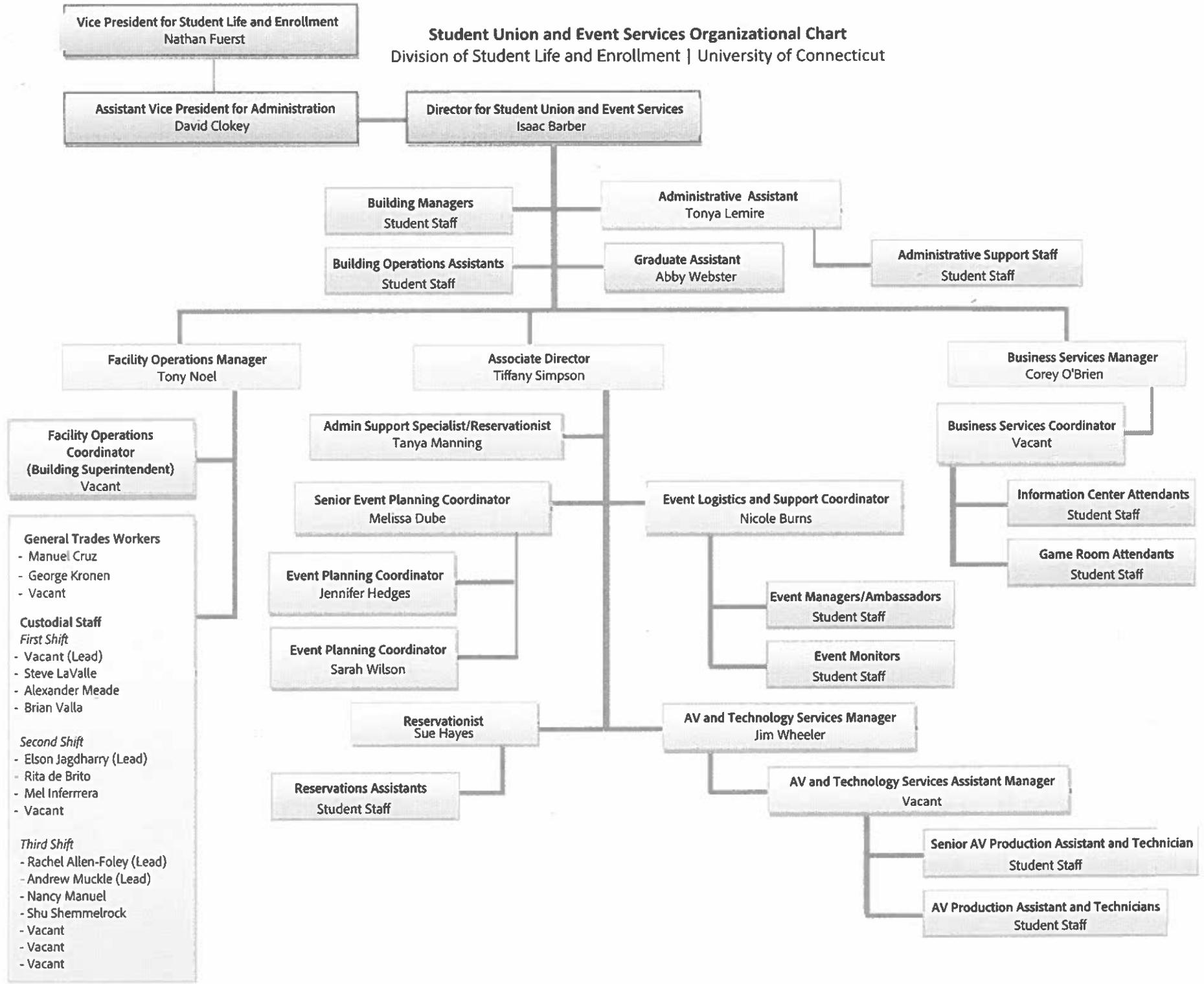
10. Are students involved in providing input and/or feedback in your budget process? If yes, please describe.

The Student Union employs over 120 students across various roles, making our student staff an invaluable resource for gathering insights on how to enhance our services. We are in the initial stages of reestablishing the Student Union Advisory Council, which will be tasked with providing recommendations for consideration by the Student Union leadership. This council will play a vital role in ensuring that student perspectives and needs are integrated into our decision-making processes.

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

The Student Union is centrally located on campus, serving as a hub for various departments, events, and associated staff. The GUF allotment and committee are instrumental in our ability to maintain a clean and safe environment for all students and visitors. GUF funding directly supports the operations of many campus departments housed within the Student Union. By funding the Student Union, we enable these departments to avoid requesting additional financial support from central administration, thus promoting operational efficiency across the campus.

Student Union and Event Services Organizational Chart
 Division of Student Life and Enrollment | University of Connecticut





*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	
	Student Fee Advisory Committee											
	General University, Student Health and Summer Program Fee Budget Projection Form											
Student Union	FY24 GUF Actuals	FY24 Non-GUF Actuals	FY24 Total Actuals	FY25 GUF Current Forecast	FY25 Non-GUF Current Forecast	FY25 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	4,601,421	-	4,601,421	4,467,816	-	4,467,816	4,467,816	-	4,467,816	4,567,816	-	4,567,816
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Auxiliary Enterprises	429	507,094	507,523	-	500,000	500,000	-	510,000	510,000	-	510,000	510,000
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In (Outside Unit)	(1)	2,987	2,986	-	-	-	-	-	-	-	-	-
Total Revenues	4,601,849	510,081	5,111,930	4,467,816	500,000	4,967,816	4,467,816	510,000	4,977,816	4,567,816	510,000	5,077,816
Expense												
Permanent & Continuing Salaries	1,561,497	-	1,561,497	1,689,046	-	1,689,046	1,700,501	-	1,700,501	1,721,881	-	1,721,881
Temporary Salaries	493,808	-	493,808	519,800	-	519,800	540,000	-	540,000	559,850	-	559,850
Other Personal Services	90,626	-	90,626	80,120	-	80,120	79,180	-	79,180	89,768	-	89,768
Fringe Benefits	1,492,108	-	1,492,108	1,522,100	-	1,522,100	1,579,120	-	1,579,120	1,591,911	-	1,591,911
Salary/Benefits	3,638,039	-	3,638,039	3,811,066	-	3,811,066	3,898,801	-	3,898,801	3,963,410	-	3,963,410
Services	78,882	-	78,882	215,800	50,000	265,800	230,000	50,000	280,000	259,000	50,000	309,000
Supplies	278,268	-	278,268	298,000	55,000	353,000	240,000	50,000	290,000	250,000	60,000	310,000
Travel	7,817	-	7,817	11,000	5,000	16,000	12,000	10,000	22,000	18,000	5,000	23,000
Equipment	-	-	-	-	-	-	-	70,000	70,000	-	65,000	65,000
Fees, Dues & Memberships	55,950	1,119	57,069	59,800	-	59,800	30,000	30,000	60,000	20,516	25,000	45,516
Rentals And Leases	-	-	-	-	-	-	-	28,000	28,000	10,000	30,000	40,000
Telecommunications	21,470	-	21,470	22,150	-	22,150	23,215	-	23,215	26,890	-	26,890
Financial Aid	-	2,987	2,987	-	-	-	-	-	-	-	-	-
Other Expense	94,606	17,272	111,878	50,000	-	50,000	33,800	80,000	113,800	20,000	60,000	80,000
Transfers Out (Outside Unit)	-	243,057	243,057	-	98,000	98,000	-	180,000	180,000	-	185,000	185,000
Total Non-PS Expense	536,993	264,435	801,428	656,750	208,000	864,750	569,015	498,000	1,067,015	604,406	480,000	1,084,406
Total Expense	4,175,032	264,435	4,439,467	4,467,816	208,000	4,675,816	4,467,816	498,000	4,965,816	4,567,816	480,000	5,047,816
Net Within Unit Transfers (In)/Out*	-	-	-	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	426,817	245,646	672,463	-	292,000	292,000	-	12,000	12,000	-	30,000	30,000
Prior Year Fund Balance	9,431	2,368	11,799	-	684,262	684,262	-	976,262	976,262	-	988,262	988,262
Total Funds	436,248	248,014	684,262	-	976,262	976,262	-	988,262	988,262	-	1,018,262	1,018,262
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.