

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

Welcome to the 2024-25 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name

NetID

Hutchinson, Garrett

gth22001

Email

garrett.hutchinson@uconn.edu

Your Organization:

Nutmeg Publishing

Organization Website

[Click to visit](#)

Organization Social Media Information

Instagram: @nutmegpublishing; Facebook: @nutmegpublishing; Twitter: @uconnnutmeg; LinkedIn: @UConnNutmegPublishing

Please provide your Organization's Mission and a brief history

The two publications under Nutmeg Publishing are the University of Connecticut Nutmeg Yearbook, which is more commonly referred to as Nutmeg Yearbook, and a semesterly Nutmeg Magazine. The Nutmeg Yearbook will produce an archival record of the academic year for the University of Connecticut in the form of an annual, official book. The book aims to accurately depict the diversity of the UConn student body through the publication of a yearbook that features student life, UConn cultural centers, registered student organizations, Greek Life, sports, and prominent UConn events from that specific academic year. The Nutmeg Magazine produces a digital and print, semesterly publication that will aim to depict and reflect the student lifestyle through feature driven writing and photojournalism. We provide a learning environment, in which staff may participate, in order to gain knowledge and experience in the area of publishing, photography, writing, design, marketing, and budget management, among others. The Nutmeg Yearbook has been published since 1915. It features everything from student life and important events to individual portraits of the graduating class. The Nutmeg Magazine has been published since 2015. It is a free online and print magazine with articles on student life and UConn culture.

Please upload a PDF of your current Organizational Chart.

Please upload a PDF of your Supplemental Excel Sheet.

[Nutmeg Organizational Chart-01.png](#)

[Organizational-Chart-Excel-Supplemental-FY25.xlsx](#)

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

Nutmeg has a few current goals. First, we are collecting content for the 2024-2025 yearbook and the fall and spring magazines. Second, we are currently catching up on production of the yearbooks. By December 31st, 2024 we will have completed the 2023-2024 yearbook. We can't print the 2023-2024 yearbook until July, once FY26 has started, due to financial constraints. We can't afford to print the yearbook this fiscal year due to our budget since we just paid for the 2022-2023 yearbook. Our end goal as an organization is resume a normal printing schedule, delivering seniors their books the November after they graduate. However, for the foreseeable future, we won't have enough funds to do so. Thirdly, we are working to increase the number of senior portraits by starting the portrait sessions earlier in the year in addition to hosting portrait days at the regional campuses. This is an opportunity for revenue for Nutmeg as regional campus students do not pay our fee and would need to pay to purchase the yearbook. For every student that gets their portrait taken, Nutmeg receives a rebate from Lauren Studios (\$18 in the fall, \$17 in the winter, and \$16 in the spring). More students in the yearbook brings in more revenue for Nutmeg that we are saving for our goal of catching up on yearbook printing by printing two books in one year. Fourth, we are rebuilding our relationship with the University Archives and amending our Memorandum of Understanding so they can receive yearbooks and publish them online. This initiative helps keep a secure archive and ensure proper documentation of Nutmeg's work and a record of student life at UConn.

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.

We provide all graduating undergraduate UConn Storrs seniors with a yearbook at no additional charge. All Storrs students can receive a free senior portrait session. This year, we are also offering senior portraits to regional campus students. We also provide the undergraduate student body with free print and digital magazines about UConn student life. Lastly, we occasionally host magazine release events in which our constituents can attend for free and enjoy music and free magazines.

Who is eligible to participate in your activities?

- Undergraduate students of a specific campus
- All undergraduate students across all campuses

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?

Our organization's operations are mainly comprised of payroll. We pay all of our staff which currently is a staff of 27. We also pay TSOS for their support of our organization. Another large cost is our rental space at the Alumni Center in which we rent out a room for senior portraits to take place. Other operational costs include providing refreshments for our staff meetings, subscriptions for our online magazine and our website domain, and miscellaneous office supplies.

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

Does your Organization pay any elected or appointed student leaders?

Yes

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

We pay every single person that is listed on the organizational chart on an hourly basis (executive board, designers, writers, photographers, etc.)

Does your Organization pay for any non-student staff?

Yes

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

We also pay our non-student staff, which is the Trustee Student Organization Support (TSOS). We pay them through our DSA Staffing Agreement that was signed at the beginning of the fiscal year.

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)?

47

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?

The printing of the yearbook is the main goal of our organization. The magazine is also a main goal, but takes up a significantly smaller percentage of the printing budget, about \$2000/year. The printing of the yearbook definitely meets the expectations of the constituents as they know we provide them a free yearbook upon graduation.

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

6)Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2024, when compared to the previous year's budget and this year's original budget.

First, we cut significant costs on our rental space, dropping from \$30k to \$10k. We chose to leave our office space in the Daily Campus building due to high rental prices, utilizing our Student Union office for our operations, despite it being a much smaller space. We can no longer meet as an entire organization in our office and must seek out other space. The rental budget is now used for the senior portrait spaces, in which we worked hard to negotiate down the price with the Alumni Center as their original rate was much higher than we could afford. Second, we cut the printing budget by renegotiating our contract with Jostens. We are now printing the yearbook with the minimum number of pages and most limiting cover options possible. This is essentially the bare bones of a yearbook, decreasing overall quality that we can offer graduating seniors. Third, over the past few years we have been hiring fewer staff. Two years ago we had closer to 35 staff members, last year it was around 30, and now we are at 27. We are working to limit the number of employees on payroll. However, it can be difficult to cover some events and complete yearbook spreads with such a small staff. Lastly, we used to have a budget to travel and now that has been cut completely. We cannot attend games or events, i.e. March Madness, which prevents these events from being covered in the yearbook. While we have been able to source some this missing content from the Daily Campus and other organizations, but we prefer to be in charge of collecting our own images and creative content. This is another factor that decreases the quality of the final product that we offer to our constituents.

Revenue

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

4

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?

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.

Other than student fees, our only source of revenue at the moment is from Lauren Studios. On average, we receive around \$30,000 a year from them. This source is variable on the amount of seniors who take a portrait, meaning the more seniors that take portraits, the more money we receive in revenue. We have been working really hard each year in increasing our advertising through social media and emails so we can maximize the number of seniors who take a portrait. Please note that if we had more money to pay for a bigger rental space, we could have an additional photographer taking seniors portraits, which would not only benefit the senior class, but would benefit our organization in increasing our revenue.

Expenses

9)What are the top organization operational expenditures?

The top operational expenses are student payroll, non-student payroll, and rental space.

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

The top expenditures for program and services that we fund as an organization are the printing of the yearbook and magazine.

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

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

These expenses are somewhat similar to last year. However, our student payroll is expected to decrease due to the cuts we made to our staff and our rental space also decreased. Non student wages remain the same.

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

The expenditures are the same, but we cut our yearbook printing contract from \$150,000 to \$100,000, because we had to cut pages and limit our options for cover materials.

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

Future Year Spending Plans

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

As an organization, we have seen a decrease in our ending fund balance by year, even when we have taken the measures to reduce our expenses, which has negatively impacted our organization. One of our main goals for the future is to print two yearbooks in one fiscal year, as we are one year behind in printing so seniors aren't receiving their yearbooks right when they graduate. If we do not receive a fee increase, doing this will be virtually impossible. Also, we have had to decrease our budget in certain areas because of the increase in the state minimum wage and the increase in printing costs due to the increase in the undergraduate population and inflation. If we do not receive a fee increase, we will get to the point where we will have to cut more staff and decrease the quality in our production. Lastly, as of December 3rd, we will not be able to use the Alumni Center for our senior portraits. We are going to need to find a new space and if we are unable to find a free space, we will have to adjust our budget to accommodate paying for a new rental space.

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

The only thing that could apply is that Lauren Studios is often times late with the senior portrait rebate they owe Nutmeg.

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

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?

Our ideal (minimum) level for our fund balance should be \$10,000 going into the next year. We have \$5,000 budgeted to replace any equipment that may be damaged or need to be replaced. The other \$5,000 is budgeted for paying any bills and expenses at the beginning of the year before we receive student fee money.

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?

N/A

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

FY25 Projected End Balance: \$44,458; FY26 Projected End Balance: \$14,658; FY27 Projected End Balance: \$3,850

Other

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

Financials

Please upload the Fee Increase SASFAC Excel Sheet

[Fee Increase SASFAC Excel Sheet - Nutmeg Publishing FINAL.xlsx](#)

Advisor & FO Review and Commentary

1. Is the financial document (specifically the columns 'FY24 Actuals' and 'FY25 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

Yes

Additional Documentation Upload

No Response

2. Do you have comments regarding the FY26 Updated or FY27 Projected Budgets?

Yes

2.a. If yes, for what component(s) of the budget would you like to provide information?

FY27 without a fee increase cannot be negative, please rework your budget and determine what cuts will need to be made as a result.

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

TSOS has worked very closely with Nutmeg this year on finding ways to cut expenses while increasing revenue and planning for a long-term sustainable future. They have worked extremely diligently to steward their funds and adapt to increasing enrollment and inflation costs..

Advisor/FO signature

Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - November 22, 2024 at 5:43 PM (UTC)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

December 6, 2024

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

[NP 12.6.24.pdf](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Hutchinson, Garrett - November 18, 2024 at 12:14 AM (UTC)

Task

Task Completed

O'Brien, Krista - November 22, 2024 at 5:44 PM (UTC)

Benjamin, Dawn

Task

Task Completed

Hutchinson, Garrett - December 6, 2024 at 7:50 PM (UTC)

Notification

Notification Sent

Clokey, David - December 6, 2024 at 7:50 PM (UTC)

Notification

Generating PDF

O'Brien, Krista

Nutmeg Publishing Organizational Chart

Editor in Chief

President

Oversees all staff
In charge of hiring

Approves time cards for the Business Manager
Main contact with contractors & outside groups
Signer & Voted in

Yearbook Managing Editor Vice President

Oversees the yearbook
and assigns tasks
Signer & Voted In

Business Manager Treasurer

Approves time cards for
all other staff
In charge of all finances
Oversees part-time
financial support staff
Processes payroll,
purchase requests, etc.
Signer & Voted in

Magazine Managing Editor Secretary

Oversees the magazine
and assigns tasks
Keeps organizational
records
Signer & Voted In

Executive Board

All have a
vote in
executive
meetings,
can help
with
hiring

**Marketing
Coordinator**

**Creative
Director**

Photo Editor

Copy Editor

Oversees the website, social media, promotional items, and events
Hired In

Oversees designers, executes creative decisions
Hired In

Oversees photographers, edits photos
Hired In

Oversees writers, edits copy
Hired In

Executive Associates

Business Manager Associate
Assists the Business Manager
Hired In

Communications Director
Responsible for all external outreach
Hired In

Associate Photo Editor
Assists the Photo Editor
Hired In

Editorial Staff

Videographer
Attends and films events
Hired In

Designers
Designs the publications
Hired In

Photographers & Sports Photographers
Attends events and photographs
Hired In

Writers & Sports Writers
Attends events and writes copy
Hired In

Marketing Media Associate
Creates social content
Hired In

Web Designers
Designs and maintains website
Hired In

Hired In



	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	Whole Organization: Total Maximum Student Wages	
							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	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	\$ 1,192,023.30
Business Manager	Treasurer	Yes	Yes	Yes	1	Yes	4	400	\$ 19.09	\$ 19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Yearbook Managing Editor	Vice President	Yes	Yes	Yes	1	Yes	4	400	\$ 19.09	\$ 19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Magazine Managing Editor	Secretary	Yes	Yes	Yes	1	Yes	4	400	\$ 19.09	\$ 19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Copy Editor		No	Yes	No	1	Yes	4	400	\$19.09	\$19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Creative Director		No	Yes	No	1	Yes	4	400	\$19.09	\$19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Photo Editor		No	Yes	No	1	Yes	4	400	\$ 19.09	\$ 19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Marketing Coordinator		No	Yes	No	1	Yes	4	400	\$ 19.09	\$ 19.09	35	20	35	35	20	35	\$ 26,153.30	\$ 26,153.30	
Associate Photo Editor		No	No	No	1	Yes	2	216	\$ 17.00	\$ 17.00	35	20	35	35	20	35	\$ 23,290.00	\$ 23,290.00	
Associate Business Manager		No	No	No	1	Yes	2	216	\$ 17.00	\$ 17.00	35	20	35	35	20	35	\$ 23,290.00	\$ 23,290.00	
Communications Director		No	No	No	1	Yes	2	288	\$ 16.00	\$ 16.00	35	20	35	35	20	35	\$ 21,920.00	\$ 21,920.00	
Marketing Media Associate		No	No	No	1	Yes	1	188	\$ 15.69	\$ 15.69	35	20	35	35	20	35	\$ 21,495.30	\$ 21,495.30	
Experienced Writer		No	No	No	6	Yes	2	288	\$ 16.00	\$ 16.00	35	20	35	35	20	35	\$ 21,920.00	\$ 131,520.00	
Training Writer		No	No	No	6	Yes	1	188	\$ 15.69	\$ 15.69	35	20	35	35	20	35	\$ 21,495.30	\$ 128,971.80	
Experienced Photographer		No	No	No	6	Yes	2	288	\$ 16.00	\$ 16.00	35	20	35	35	20	35	\$ 21,920.00	\$ 131,520.00	
Training Photographer		No	No	No	6	Yes	1	188	\$ 15.69	\$ 15.69	35	20	35	35	20	35	\$ 21,495.30	\$ 128,971.80	
Experienced Designer		No	No	No	6	Yes	2	288	\$ 16.00	\$ 16.00	35	20	35	35	20	35	\$ 21,920.00	\$ 131,520.00	
Training Designer		No	No	No	8	Yes	1	188	\$ 15.69	\$ 15.69	35	20	35	35	20	35	\$ 21,495.30	\$ 171,962.40	
Videographer		No	No	No	1	Yes	1	188	\$ 15.69	\$ 15.69	35	20	35	35	20	35	\$ 21,495.30	\$ 21,495.30	
Sports Photographer		No	No	No	1	Yes	3	388	\$ 18.50	\$ 18.50	35	20	35	35	20	35	\$ 25,345.00	\$ 25,345.00	
Sports Writer		No	No	No	1	Yes	1	188	\$ 15.69	\$ 15.69	35	20	35	35	20	35	\$ 21,495.30	\$ 21,495.30	

Code	Description	FY24 Actual Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Original Amount	FY26 Updated Amount	FY27 Projected W/O Increase	FY27 Projected W/ Increase
R	501.1 General Donations							
e	501.2 Foundation Donations							
v	501.3 Benefit Fundraiser Donations							
e	502 Dues							
u	512 Advertising			4,000		4,000	4,000	4,000
e	513 Awards and Prizes							
s	514 Vendor Commissions	\$11,484.00		56,000		35,000	35,000	35,000
	515 Contractual Services		35,000		35,000			
	516 Co-Sponsorship							
	520.1 Admissions Sales							
	520.2 Food Sales							
	520.3 Merchandise Sales	\$145.00						
	520.4 Participation Sales							
	520.5 Services Sales							
	522 Registration/Entry Fees							
	523 Rental							
	524 Travel							
	530 Penalties and Fines							
	531 Miscellaneous Revenue							
	532 Change Fund Returns							
	540 Business Taxes							
	546 Interest	\$9,350.50	100	100				
	547 Student Fees	\$152,451.15	144,000	144,000	144,000	160,000	168,000	294,000
	Total Revenues	\$173,430.65	179,100	204,100	179,000	199,000	207,000	333,000
E	601 Donations							
x	602 Dues							
p	603 Gifts							
e	604 Photocopying							
n	605 Postage	\$919.87	1,750	1,750	1,750	1,750	1,750	1,750
d	606 Printing	\$152,144.08	110,000	100,000	100,000	100,000	85,000	200,000
i	607 Promotional Items	\$499.25	4,000	2,000	4,000	2,000	2,000	2,000
t	608.1 Refreshments - Organization	\$735.02	900	900	1,000	900		900
u	608.2 Refreshments - Events/Programs		750	750	800	750		750
r	609 Subscriptions	\$909.63	2,500	2,000	2,750	2,000	2,000	2,000
e	610.1 Supplies - Organization	\$79.86	300	300	325	300	300	300
s	610.2 Supplies - Events/Programs		350	350	400	350	350	350
	611 Telephone							
	612 Advertising							
	613 Awards and Prizes							
	615.1 Contractual Services - Organization							
	615.2 Contractual Services - Events/Programs	\$500.00						
	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							
	622.2 Entry Fees							
	623 Rental	\$30,000.00	12,000	10,000	2,000	10,000	10,000	10,000
	624 Travel							
	625 Equipment/Durable Goods	\$282.93	1,000	1,000	1,000	1,000	1,000	1,000
	626 Equipment - Capital							
	627 Insurance							
	628 Repairs and Maintenance	\$123.00	750	750	800	750	750	750
	629 Utilities							
	630 Penalties and Fines							
	631 Miscellaneous Expenses							
	633 Change Funds							
	640 Business Taxes							
	642 Wages - Student	\$86,181.38	75,000	80,000	50,000	85,000	80,000	90,000
	643 Wages - Non-Student	\$17,617.65	20,000	20,000	22,500	20,000	20,000	20,000
	648 Wage Taxes - Non-Student							
	Total Expenditures	\$289,992.67	229,300	219,800	187,325	224,800	203,150	329,800
	Revenues-Expenditures = Change in Fund Balance	-\$116,562.02	(50,200)	(15,700)	(8,325)	(25,800)	3,850	3,200
	Fund Balance at Start of Year	\$197,720.47	74,570	\$81,158.45	24,370	65,458	-	39,658
	Fund Balance at End of Year	\$81,158.45	24,370	65,458	16,045	39,658	3,850	42,858

Nutmeg Publishing Executive Board Meeting

DATE: December 6, 2024

TIME: 3:00PM

LOCATION: SU Office

Present: Josie Simon, Angela Ni, Sky Cummings, Cole Heitmann, Jack Wright, & Garrett Hutchinson

1. Start: 3:01PM

2. Votes

- a. Motion to approve the SASFAC packet including the organization budget
 - i. Motion: Josie, Second: Garrett, All in Favor: All

3. End: 3:07PM