

FY27 & FY28 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, October 31	<i>Deadline for submission</i> of budget packet to Office of the Vice President for Student Life and Enrollment
Tuesday, November 11	<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 12 & Thursday, November 13	<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 Vice President for Finance
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.

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 2025 for FY27 (July 1, 2026 – June 30, 2027) and FY28 (July 1, 2027 – June 30, 2028)

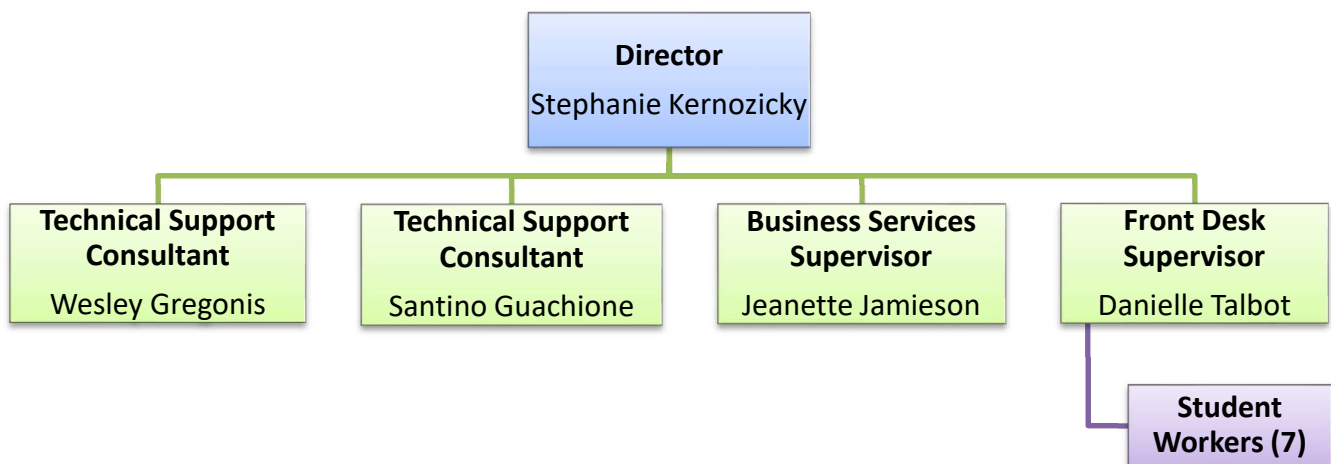
DEPARTMENT NAME: One Card Office

Staff involved in preparing budget:

- **Department Head:** Stephanie Kernozicky
- **Budget staff:** Jeanette Jamieson
- **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.

NARATIVE INFORMATION

Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY26) and next following TWO year's (FY27 AND FY28) 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 department 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). OCO provides UConn One Cards (official IDs) to students and employees (faculty, staff and affiliates). Replacement IDs and Husky Bucks generate revenue for the office to cover materials and maintenance contracts. GUF funds the physical cardstock and materials and equipment to print the IDs.
2. Please explain any significant changes (positive and negative) in this year's budget/spending plan from last year. FY25 Fund Balance of \$135,759.19 was swept in FY26. Reduced Dining transfer-in amount, \$29,530, for

FY26 for smartcard and print supply credit from FY25. Travel and registration fees on 'freeze' for FY26, which reduced budget construction entries by \$17,000. Reduced tri-cards order (all three access technologies) to fulfill end of facility code 225 and saved \$32,800 for FY26.

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 (FY26) or for your proposed budget in FY27 and FY28? If so, please explain. [Presented at Orientation Summer 2025 Expo Session: \\$45,575.57 in Husky Bucks deposits to drive Husky Bucks revenue and partnership with GrubHub. ID replacement costs continue to generate more revenue than Husky Bucks since FY22 by nearly double.](#)
4. Staff counts
 - a. Please identify the number of filled full-time equivalent staff (this may be different than the headcount 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 full-time staff \(2.5 employees funded by GUF; 2.5 funded by Dining Services\)](#)
 - b. Please identify the number of vacant full-time equivalent staff that are supported by your annual budget (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%). [N/A](#)
 - 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)? [No](#)
5. For planning purposes only, the collective bargaining increases for FY27 and FY28 for all staff can be estimated at 4.5% (contracts have NOT yet been finalized) and the fringe benefits rate should stay at the current FY26 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 (FY26) budget? If so, what is the anticipated total increase needed (please list as % increase over FY26 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 FY27 and summer FY28 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. [No](#)
6. After developing your FY27 and FY28 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 FY26 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)? [No increase request for FY27 but 4.8% increase request for FY28, \\$24,000.](#)
 - b. What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?
 1. [The One Card Office has consolidated 5 affiliations printed on IDs to 3 for several reasons, in support of the University's Strategic Plan: \(1\) to prioritize fiscal responsibility, \(2\) to support wellness of people and planet, and \(3\) to support a stronger, more inclusive University. Ultimately, this means that students that completed their Undergraduate degree at UConn and moved into a Graduate program do not need to obtain a new card.](#)
 2. [OCO has added 'No Physical ID Needed- Remote' as selection for photo submission, as Academics uses our photo submission portal as system of record for class roster in Student Admin to ensure online course authentication for accreditation per Federal Aid Rules, and to reduce mailing and print costs for physical IDs not required.](#)

3. Cardstock orders will be 100% smartcards by FY27 for savings of \$37,440. Previously ordered tricards \$6.56/each @ 13,000 = \$85,280 and smartcards \$3.68/each @ 5,000 = \$18,400, totaling, \$103,680 but FY27 all smartcards \$3.68 @ 18,000 = \$66,240. Prices set to increase 1/1/26.
4. Changed credit card online convenience fee from \$2 flat fee to 3% of deposit amount; expect credit card fee to fully cover Atrium maintenance agreement (online photo submission portal and online Husky Bucks deposit portal) since FY21.

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? With price increases for cardstock, the office would have to increase the cost for a replacement ID substantially (currently \$30), especially if we continue with tricards as they account for 75% of the IDs issued.
8. What are the current (end of FY26) and projected (end of FY27 and end of FY28) 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.
FY26: \$2,760 in GUF; \$35,480 in Operating
FY27: \$61 in GUF; \$4,126 in Operating
FY28: (\$23,610) in GUF, requesting \$24,000 increase; \$807 in Operating

Operating account revenue, ID's and Husky Bucks, have been on the decline and are not enough to cover expenses.

9. Within the next two years (FY27-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. CBORD (card system) contract ends October 2026 – this may alter expenses. Currently in RFP stages to get better understanding of pricing. The potential move to mobile credentials will also have an impact.
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. The entire student body and employees at the University (including regional campuses) utilize the UConn ID. The UConn ID provides access to dining & Stamford meal plan, residence halls, recreation facility, library, food pantries and building/classroom/lab. In addition, to track all University events for cardholders as Campus Labs was not renewed.
11. Is there any additional information that the committee should be aware of in reviewing your budget proposal? If we must continue with tricards...we will need another facility code (3 in total) that the University infrastructure cannot handle. With price increases for cardstock, the office would have to increase the cost for a replacement ID substantially (currently \$30). The technology is less secure and more expensive than smartcards. Potential to save \$37,440 if 100% smartcards across UConn campuses. Cardstock prices increased September 2025 and another price increase set for January 2026.

**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.*

UNIVERSITY OF CONNECTICUT

							Fill in		Fill in		Fill in		Fill in		Fill in	
One Card	FY25 GUF Actuals	FY25 Non-GUF Actuals	FY25 Total Actuals	FY26 GUF Original Budget	FY26 Non-GUF Original Budget	FY26 Total Original Budget										
	513,033	-	513,033	513,033	-	513,033	421,795		421,795	420,693		420,693	440,563		440,563	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	-	138,229	138,229	-	113,150	113,150	-	(739)	(739)	-	-	-	-	-	-	
	-	-	-	-	-	-	120,000		120,000	125,000		125,000	125,000		125,000	
	-	-	-	-	-	-	-		-	-	-	-	-	-	-	
-	445,050	445,050	-	458,749	458,749	455,078		455,078	502,384		502,384	549,472		549,472		
Total Revenues	513,033	583,279	1,096,312	513,033	571,899	1,084,932	421,795	574,339	996,134	420,693	627,384	1,048,077	440,563	674,472	1,115,035	
Expense																
Permanent & Continuing Salaries	228,834	239,627	468,461	220,650	263,876	484,526	220,650	263,876	484,526	231,656	277,969	509,625	242,032	316,248	558,280	
Temporary Salaries	-	36,811	36,811	-	54,500	54,500	-	54,500	54,500	57,800	57,800	57,800	60,000	60,000	60,000	
Other Personal Services	3,262	1,121	4,384	1,078	2,220	3,298	1,078	2,220	3,298	1,096	2,220	3,316	2,000	4,220	4,220	
Fringe Benefits	164,429	170,808	335,237	157,309	188,684	345,993	69,179	83,022	152,200	72,017	86,034	158,052	75,297	89,906	165,202	
				379,037	509,280	888,317	290,907	403,618	694,524	304,769	424,024	728,792	319,328	468,374	787,702	
				-	61,829	61,829	36,518	22,930	59,448	28,623	33,064	61,687	30,906	33,318	64,223	
				101,650	24,376	126,026	98,039	3,875	101,914	90,000	24,416	114,416	90,000	27,287	117,287	
				-	10,000	10,000	-	-	10,000	-	10,000	10,000	-	10,000	10,000	
				-	21,000	21,000	25,065	-	25,065	-	11,000	1,000	-	1,000	1,000	
				-	11,509	11,509	-	4,220	4,220	-	11,245	11,245	-	11,275	11,275	
				-	-	-	-	-	-	-	-	-	-	-	-	
				-	5,300	5,300	-	5,300	5,300	-	5,360	5,360	-	5,360	5,360	
				-	-	-	-	-	-	-	-	-	-	-	-	
				-	3,070	3,070	-	3,070	3,070	-	3,070	3,070	-	3,070	3,070	
				-	-	-	-	-	-	-	-	-	-	-	-	
				-	-	-	-	234,275	234,275	-	143,891	143,891	-	118,498	118,498	
Total Non-PS Expense	107,686	114,005	221,690	101,650	137,084	238,734	159,622	273,670	433,292	118,623	232,045	350,668	120,906	209,808	330,714	
Total Expense	504,212	562,372	1,066,583	480,687	646,364	1,127,051	450,529	677,288	1,127,816	423,392	656,068	1,079,461	440,234	678,181	1,118,415	
Net Within Unit Transfers (In)/Out*	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Income/(Loss)	8,821	20,907	29,729	32,346	(74,465)	(42,119)	(28,734)	(102,949)	(131,682)	(2,699)	(28,685)	(31,384)	329	(3,709)	(3,380)	
Prior Year Fund Balance	22,673	114,851	137,524	31,494	135,759	167,253	31,494	135,759	167,253	2,760	32,810	35,571	61	4,126	4,187	
Total Funds	31,494	135,758	167,253	63,840	61,294	125,134	2,760	32,810	35,571	61	4,126	4,187	390	417	807	
Restricted Funds**																