

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:

Staff involved in preparing budget:

- **Department Head:** Jay Frain – Executive Director
- **Budget staff:** Melissa Frain – Assistant Director of Business and Membership Services
- **Other staff:** Michael Dalfonso – Director, Cynthia Costanzo – 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.

NARRATIVE 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).

FY26

- **GUF (General University Fund):** Covers professional salaries and fringe benefits for 21 FTE.
- **REC Fee:** Supports salaries and fringe for 3 FTE, student and special payroll, graduate assistants, and most operational expenses including programs, services, supplies, equipment, and contracted housekeeping.
- **Revenue:** Funds for projects, programs, services, and equipment not covered by the REC Fee.

A. 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:

- North Rec Park – to be completed FY26
- Depot Field Complex (2 natural grass fields w/ support facilities)
- Recreation Turf Field
- Tennis Courts (7)
- Softball Field (Agriculture – Horsebarn Hill)

Agreement Use Facilities include:

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

B. 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.

C. Competitive Sports

a. 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.

b. 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.

D. 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:

a. Adventure Trips & Clinics

UConn Outdoors offers a comprehensive schedule of 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.

b. 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.

c. Climbing Center

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

E. 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.

F. 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. UConn 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 \$16.94/\$850,000 over FY20) were never accounted for in the 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 workforce.

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.

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 FY27 and FY28.
- Revenue
 - Includes non-student memberships, locker rentals, guest passes, facility rentals, field rentals and “for pay” programs.

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.

- Professional Staff (24 FTE) – GUF and Rec Fee funded
- Graduate Assistants (0.875 FTE) – Rec Fee funded

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%).

- Professional Staff (3 FTE) vacancies
 - Administrative Support
 - Manager of Operations & Facilities
 - Coordinator – Competitive Sports

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)?

- Facility Manager on Duty – MOD (3) – additional support needed
- Lifeguard Trainer – additional support needs
- Group Fitness Instructor – additional support needs

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.

We anticipate being fully operational with 27 FTE:

FY27

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

FY28

- Additional \$146,737 (4.5% increase from FY27)*
 - CBI increase: \$85,811
 - Fringe increase: \$60,926

*The reduction in costs is the result of staffing adjustments, including changes in position levels and structure.

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)?

We are requesting an additional funding:

FY 27

- Additional \$120,000 for Student staffing minimum wage increase
 - 1. 3.8% increase from FY26 overall GUF Budget

FY 28

- Additional \$130,000 for Student staffing minimum wage increase
 - 2. 3.5% increase from FY27 overall GUF Budget

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

- Added paid programming
 - Personal Training
- Facility and Field Rentals
 - Husky Suite (all year) & Outdoor Fields (summer, off-peak)
 - University Departments
 - University Programs
 - Sports Camps

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**

Since opening in 2019, SRC hours have been reduced by 18%, from 115 hours in FY20 to 94 hours in FY25. While FY26 hours remain unchanged, staffing efficiencies have allowed for a reduction in the number of students required per hour.

- **Program and Service Modifications**

Certain programs and services have been reduced or eliminated. Additionally, there has been a strategic shift from student fee-inclusive offerings to fee-based services. Examples include paid fitness classes and programs.

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.

Projected Fund Balance Levels:

- FY26: \$191,399
- FY27: \$35,856
- FY28: \$34,309

Purpose of Fund Balance

- Due to permanent rescissions, the fund balance is being rapidly depleted. Without additional funding to support anticipated increases in professional and student staffing, we will need to rely on the remaining fund balance to cover expenses for FY26 and FY27. This approach will fully exhaust the available funds, leaving no reserve to address future needs or unforeseen costs.
- Operating costs have risen significantly across all areas since the last funding increase, underscoring the importance of maintaining a healthy fund balance and identifying new revenue sources to offset these expenses.
- Historically, we maintained a fund balance of \$350,000 to support annual fitness equipment replacement. However, some of these expenses are now being absorbed by the regular operating budget.
- In FY24, the REC Fee funding distribution transitioned to an auxiliary model. This shift projected a three-year funding shortfall, which the fund balance was intended to subsidize.
- The fund balance has also supported key facility improvement projects, including:
 - FY25 – Studio lighting upgrade
 - FY26 – North Rec Park development

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.

Although we received an increase to GUF funding, additional support is still needed to sustain critical areas such as the Community-Based Initiatives (CBI), fringe benefits, and rising student staffing costs due to minimum wage increases. The operational budget has absorbed multiple years of cost increases without corresponding funding adjustments, resulting in reduced operational hours and decreased student staffing levels. Without further investment, continued service reductions are inevitable.

FY27

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

FY28

- Anticipated cost = \$276,737
 - CBI and fringe benefits = \$146,737
 - Student Staffing = \$130,000

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 provides a broad range of programs and activities designed to support the health and wellness of our diverse community. Operating seven days a week, we offer students, faculty, staff, and local residents an opportunity to engage in physical activity, build healthy habits, and foster community connections.

In FY25, the Student Recreation Center (SRC) welcomed 811,225 participants, marking a 4% increase over FY24. So far in FY26, 283,389 individuals have participated, which is a 5% increase

compared to the same period in FY24. Notably, 89% of the Storrs-based student population has engaged with our services, and UConn Storrs students account for 92% of total participation across all programs, services, and facility access.

UConn Recreation also serves as a collaborative partner with various campus departments and initiatives, including SHaW, Student Activities, Career Services, Admissions, Public Safety, Athletics, Residential Life, UConn Veterans and Military Affairs, Early College Experience, and many others.

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

Participation in UConn Recreation continues to rise, up 4% in FY25 and already 5% higher in FY26. This growth reflects strong student engagement and increasing demand for wellness-focused programs and services. However, it also highlights the strain on our ability to maintain high-quality experiences within current budget limitations.

Past budget reductions have led to shorter operating hours, which unintentionally increased crowding during peak times. As a result, students now face longer wait times for equipment and fewer opportunities to access activity spaces, directly impacting their experience and limiting the inclusive, supportive environment we strive to provide.

Recreation plays a vital role in student success, retention, and well-being. Our programs, events and services foster a sense of community, engagement, and belonging. Operating under budget neutrality, and facing additional permanent reductions of:

- FY26: \$300,000
- FY27: \$400,000
- FY28: \$400,000

We are required to make tough choices that affect core services and prevent us from growing with our student population. We are at a point where continued cuts will not only reduce what we offer, but risk undermining a program that's thriving and central to the student experience.

We are asking for strategic reinvestment, not just to maintain operations. We must ensure that we can meet demand and continue to support students in meaningful ways.

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		
			Student Fee Advisory Committee														
			General University, Student Health and Summer Program Fee Budget Projection Form														
UConn Recreation	FY25 GUF Actuals	FY25 Non-GUF Actuals	FY25 Total Actuals	FY26 GUF Original Budget	FY26 Non-GUF Original Budget	FY26 Total Original Budget	FY26 GUF Current Forecast	FY26 Non-GUF Current Forecast	FY26 Total Current Forecast	FY27 GUF Budget	FY27 Non-GUF Budget	FY27 Total Budget	FY28 GUF Budget	FY28 Non-GUF Budget	FY28 Total Budget		
Revenue																	
GUF Allocation	3,078,805	-	3,078,805	3,337,815	-	3,078,805	3,337,815		3,337,815	3,617,932		3,617,932	3,894,669		3,894,669		
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Fee Revenue	-	11,104,782	11,104,782		10,861,000	10,761,000		10,861,000	10,861,000		10,961,000	10,961,000		11,061,000	11,061,000		
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Sales & Services Of Auxiliary Enterprises	-	491,531	491,531		445,000	435,000		445,000	445,000		455,000	455,000		455,000	455,000		
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Transfers In (Outside Unit)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Revenues	3,078,805	11,596,313	14,675,119	3,337,815	11,306,000	14,643,815	3,337,815	11,306,000	14,643,815	3,617,932	11,416,000	15,033,932	3,894,669	11,516,000	15,410,669		
Expense																	
Permanent & Continuing Salaries	1,600,446	221,103	1,821,549	1,887,519	228,639	2,116,158	1,787,246	228,639	2,015,885	1,843,640	235,476	2,079,116	1,926,604	238,323	2,164,927		
Temporary Salaries	-	1,223,351	1,223,351	-	1,233,200	1,233,200	-	1,116,200	1,116,200	-	1,139,048	1,139,048	-	1,169,500	1,169,500		
Other Personal Services	21,532	1,216	22,748	31,000	1,200	32,200	31,000	1,200	32,200	32,000	1,300	33,300	33,000	1,400	34,400		
Fringe Benefits	1,149,237	211,033	1,360,270	1,340,123	194,333	1,534,456	1,340,123	194,333	1,534,456	1,396,201	202,164	1,598,365	1,367,889	169,209	1,537,098		
Salary/Benefits	2,771,215	1,656,703	4,427,918	3,258,642	1,657,372	4,916,014	3,158,369	1,540,372	4,698,741	3,271,841	1,577,988	4,849,829	3,327,493	1,578,432	4,905,925		
Services	56,998	184,815	241,813	-	280,000	280,000	-	280,000	280,000	-	157,000	157,000	-	157,000	157,000		
Supplies	246,456	232,558	479,014	-	525,000	525,000	-	500,000	500,000	-	500,000	500,000	-	500,000	500,000		
Travel	-	47,895	47,895	-	45,000	45,000	-	22,000	22,000	-	22,000	22,000	-	22,000	22,000		
Equipment	-	277,917	277,917	-	315,000	315,000	-	300,000	300,000	-	300,000	300,000	-	300,000	300,000		
Fees, Dues & Memberships	-	140,167	140,167	-	140,000	140,000	-	140,000	140,000	-	140,000	140,000	-	140,000	140,000		
Rentals And Leases	-	13,971	13,971	-	19,700	19,700	-	19,700	19,700	-	19,700	19,700	-	19,700	19,700		
Telecommunications	2,131	35,583	37,714	-	31,500	31,500	-	31,500	31,500	-	31,500	31,500	-	31,500	31,500		
Financial Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Expense	-	28,214	28,214	-	59,000	59,000	-	40,000	40,000	-	40,000	40,000	-	40,000	40,000		
Transfers Out (Outside Unit)	-	8,452,085	8,452,085	-	850,000	850,000	-	1,500,000	1,500,000	-	1,250,000	1,250,000	-	1,250,000	1,250,000		
Total Non-PS Expense	305,585	9,413,205	9,718,790	-	2,265,200	2,265,200	-	2,833,200	2,833,200	-	2,460,200	2,460,200	-	2,460,200	2,460,200		
Total Expense	3,076,800	11,069,908	14,146,708	3,258,642	3,922,572	7,181,214	3,158,369	4,373,572	7,531,941	3,271,841	4,038,188	7,310,029	3,327,493	4,038,632	7,366,125		
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	7,700,000		
Net Income/(Loss)	2,005	526,406	528,411	79,173	(316,572)	(237,399)	179,446	(767,572)	(588,126)	346,091	(322,188)	23,903	567,176	(222,632)	344,544		
Prior Year Fund Balance	3,527	564,158	567,685	5,533	1,090,564	1,096,097	5,533	773,992	779,525	5,533	6,420	11,953	5,533	(315,768)	(310,235)		
Total Funds	5,533	1,090,564	1,096,096	84,706	773,992	858,698	184,979	6,420	191,399	351,624	(315,768)	35,856	572,709	(538,400)	34,309		
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.

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