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	***Deadline for submission*** of budget packet to Office of the Vice President for Student Life and Enrollment
Tuesday, November 11	***Open Forum*** 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	***Public Hearings*** held
Mid-December	***Recommendations*** 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	***Senior Administration review recommendations***

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: Suzanne Onorato**
- **Budget staff: Sheyda Younessi**
- **Other staff: Lyndsey Masterson**

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).

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 undergraduate and graduate student population on the Storrs and regional campuses.

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

Management of Public Health Emergencies
- Outbreak Management of localized outbreaks, such as measles, meningitis, Mpox, flu, EEE, etc.
- Immunization Compliance – All campuses
- International Student Health Screenings
- Manage and implement requirements of new state and federal regulations

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

Medical and Clinical Services:

- Infirmary Overnight Services
- 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 (also funded by grants)
- Fresh Check Mental Health Awareness Day (also funded by donations)
- 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 Residential 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 national student surveys and Wellness Check-In Pulse 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

- Hiring and retention of 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
- Allergy and Travel Medicine
- Pharmacy
- *Wellness To Go* Over-the-Counter Vending Machine
- 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)

Sports Medicine Services:

- Primary Care Office Visits
- Urgent Care
- Orthopedics and Sports Medicine
- Full Continuum of Mental Health Services
- Team Physician Coverage

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:
    - 24/7 BeWell Mental Health Support Line – All Campuses (previously funded by SHaW GUF funds)
    - Togetherall Peer to Peer Support Network – All Campuses (previously funded by SHaW GUF funds)
    - YOU at UConn digital wellbeing platform personalized for each student - Storrs
    - SHaW Residential Wellness Community
    - Residential Substance-Free Living Community (a sub-section of the Wellness Community)
    - UConn Recovery Community (URC) Outreach Efforts
    - SHaW *Wellness in Motion* Mobile Health Van
    - Staff Training, Interns and Fellows, Student Peer Mentorship, and Student Leadership Development
    - Suicide Prevention Specialty Services, Staff Training, and Outreach Programs

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

- SHaW is now directly receiving the Student Health and Wellness GUF fees from the Bursar's Office, spread throughout the year, creating the need for SHaW to directly manage and account for revenues based on enrollment reducing the Budget Office transfers and year-end reconciliations.
- SHaW oversight of services for the Law School and the MSW Students on the Hartford campus.
- Mandatory SHaW budget rescissions were given to the Student Life and Enrollment Division.
- Multiple vacant positions starting late summer may result in lower labor cost for the end of fiscal year 2026.

- Uncertain fee-for-service reimbursements from Medicaid and changes to the Affordable Care insurance plans may result in revenue loss. However, SHaW has negotiated with the SHIP insurance provider to create a fund to provide support to pay for some of these anticipated losses in revenue.

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.

    - Since 2023, SHaW has secured over $4 million in donations to support additional SHaW services and programming. SHaW will continue to partner with the UConn Foundation to actively pursue other large donations to support key priorities.

    - The Garrett Lee Smith Campus Suicide Prevention grant from SAMHSA provides $102,000 per year through September 2027 to provide students access to evidence-based specialized suicide care, strategies to reduce stigma, and training of faculty and staff to promote help seeking behavior.

    - SHaW reenrolled in the Connecticut Vaccine Program (CVP) where the State supplies vaccines free of charge for students aged 18 and under.

    - In FY24, SHaW renegotiated the School Health Insurance Provider (SHIP) insurance, resulting in students paying a lower premium (almost $220 less per year). The new contract also included an additional $25,000 marketing fund, $25,000 data calculation fund, and much higher loss ratio threshold. Same as last year, the higher threshold will provide SHaW with funds to cover some healthcare costs for students with financial need, out of state Medicaid plans, non-participating insurances, and high insurance deductible plans.

    - Last year, SHaW negotiated a higher administration fee from $50 to $75 per student enrolled in the SHIP, which will continue for FY27. Although SHaW staff will be providing more administrative functions, this will result in a $50,000 increase in revenues.

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.

Hours	Number of Staff	Vacant Positions	Number of FTEs (filled & vacant)
40	20	1	21 *(based on 40 hours)*
35	51.4	6	*Based on 40 being full time*
11 month staff	2	0	*Based on 40 being full time*
10 month staff	14.2	1	*Based on 40 being full time*
9 month staff	12	6	*Based on 40 being full time*
12 month - 28 hours	0	0	*Based on 40 being full time*
0.5 GA & pre-doctoral	5	0	4 total GAs at 0.5 = 2 3 total pre-docs at 1.0 = 3
TOTAL	**104.6**	**12.3**	**116.9**

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%).

- All SHaW positions except for one GA position are supported by revenue from SHaW fee and fee for service revenue.

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)?

- 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.

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.

- At this time due to the projected enrollment increase and the Division budget recissions, although there will be an increase of $350K in FY27 due to CBI adjustment, SHaW will be able to support that increase.

- The same approximate percentage and dollar increase holds true for total salary increase from forecasted FY27 to forecasted FY28.

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)?

- 100% is to maintain existing services on the Storrs campus. The new Law School SHaW fee is to cover the cost of a mental health clinician that was previously funded through the Law School. $350K to cover the bargaining unit salary negotiations and approximately $125K to cover annual inflation for medication, medical supplies, and medical equipment. The FY27 & FY28 budget projections do not include vacancy factor.

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

- SHaW cut the budget by over $650K through the SLE Division budget reductions plan.

7. 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.

   Multiple vacant positions starting late summer will result in lower labor cost for the end of fiscal year 2026.

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 and medical services and staffing turnover based on an increased workload. We may also need to terminate some services to meet the reduction based on mandatory contract obligations related to salary increases.

9. 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 = $806,945. FY27 and FY28 are calculated based on projected increase in enrollment.

10. 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.

    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, prevention, 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 22,000 visits to about 2,500 students per year. Approximately 50% of eligible UConn graduate and undergraduate students directly utilize SHaW medical and mental health services each year.

    We also provide consultations and information to parents/guardians, faculty and staff at UConn, and to community medical and mental health providers to support the continuation of student care.

    SHaW employees are also very active in campus-wide initiatives, committees, and workgroups throughout the year to support cross-functional health and wellness goals and strategic priorities at the University level.

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

    No, not at this time.

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Note: For current and next year forecasts, we are <u>not looking for minor changes at this point</u>. 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 Health and Wellness	**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**
				3124040, 3124050, 3124150	3124010		3124040, 3124050, 3124150	3124010		3124040, 3124050, 3124150	3124010		3124040, 3124050, 3124150	3124010	
Revenue															
GUF Allocation	15,502,478	-	15,502,478	19,300,000		19,300,000	19,300,000		19,300,000	20,050,000		20,050,000	20,651,500		20,651,500
University Supported Permanent Funds	-	-	-						-			-			-
Fee Revenue	-	-	-						-			-			
Grants and Contracts	-	143,497	143,497						-			-			
Foundation, Investments & Gifts	-	121,559	121,559						-			-			-
Sales & Services Of Educational Activities	-	-	-			-			-			-			-
Sales & Services Of Auxiliary Enterprises	197	3,107,916	3,108,113		3,450,000	3,450,000		3,401,000	3,401,000		3,625,959	3,625,959		3,765,486	3,765,486
Other Revenue	-	50,391	50,391		440,011	440,011		440,011	440,011					240,000	240,000
Transfers In (Outside Unit)	2,014,389	1,971,610	3,985,999						-			-			-
Total Revenues	**17,517,064**	**5,394,972**	**22,912,037**	**19,300,000**	**3,890,011**	**23,190,011**	**19,300,000**	**3,841,011**	**23,141,011**	**20,050,000**	**3,625,959**	**23,675,959**	**20,651,500**	**4,005,486**	**24,656,986**
Expense															
Permanent & Continuing Salaries	8,066,788	2,416,312	10,483,099	9,351,716	2,060,428	11,412,144	8,013,936	2,316,764	10,330,700	9,168,516	2,585,992	11,754,508	9,443,572	2,663,572	12,107,143
Temporary Salaries	986,811	154,806	1,141,617	957,670	99,820	1,057,490	1,008,556	101,050	1,109,606	966,200	94,000	1,060,200	948,500	101,500.00	1,050,000
Other Personal Services	166,661	40,740	207,400	184,178	16,700	200,878	246,872	21,716	248,588	243,398	25,480	268,878	271,000.00	27,000	298,000
Fringe Benefits	6,115,574	1,827,418	7,942,992	7,042,043	1,580,979	8,623,022	2,080,492	598,652	2,679,144	2,390,232	674,168	3,064,400	2,440,219	688,267	3,128,486
				-											
Salary/Benefits	**15,335,833**	**4,439,276**	**19,775,108**	**17,535,607**	**3,757,927**	**21,293,534**	**11,349,856**	**3,038,182**	**14,368,038**	**12,768,346**	**3,379,640**	**16,147,986**	**13,103,291**	**3,480,339**	**16,583,629**
				-											
Services	692,951	169,645	862,597	840,320	11,700	852,020	730,626	10,374	741,000	782,884	11,116	794,000	796,300	13,500	809,800
Supplies	636,917	177,435	814,352	1,031,875	36,445	1,068,320	999,374	39,476	1,038,850	1,009,238	41,000	1,050,238	1,027,838	41,800	1,069,638
Travel	21,113	28,300	49,413	31,100	8,900	40,000	12,805	6,895	19,700	13,096	7,100	20,196	14,200	7,800	22,000
Equipment	123,652	157,308	280,961	160,300	14,370	174,670	162,845	16,106	178,950	161,000	18,300	179,300	162,000	19,000	181,000
Fees, Dues & Memberships	58,190	22,912	81,102	59,490	26,910	86,400	56,566	23,104	79,670	57,000	24,500	81,500	52,900	29,000	81,900
Rentals And Leases	3,725	1,115	4,840	23,070	2,220	25,290	17,652	2,638	20,290	18,200	3,100	21,300	18,300	3,300	21,600
Telecommunications	46,244	36,688	82,932	49,475	35,196	84,671	44,520	34,980	79,500	45,200	35,400	80,600	45,200	35,700	80,900
Financial Aid	3,300	8,698	11,998	3,800	-	3,800	3,600	-	3,600	3,600		3,600	3,600		3,600
Other Expense	7,700	4,441	12,140	10,263	4,495	14,758	10,331	4,427	14,758	8,050	4,900	12,950	10,000	4,000	14,000
				-					-						
Transfers Out (Outside Unit)	-	825,311	825,311	610,311			4,702,442	1,154,089	5,856,531	5,109,239	1,297,133	6,406,372	5,247,207	1,336,047	6,583,254
Total Non-PS Expense	**1,593,793**	**1,431,852**	**3,025,646**	**2,820,004**	**140,236**	**2,960,240**	**6,740,760**	**1,292,089**	**8,032,849**	**7,207,507**	**1,442,549**	**8,650,056**	**7,377,545**	**1,490,147**	**8,867,692**
				-											
Total Expense	**16,929,626**	**5,871,128**	**22,800,754**	**20,355,611**	**3,898,163**	**24,253,774**	**18,090,617**	**4,330,270**	**22,420,887**	**19,975,853**	**4,822,189**	**24,798,042**	**20,480,836**	**4,970,486**	**25,451,321**
Net Within Unit Transfers (In)/Out*-Athletic	587,438	(587,438)	-		562,000	562,000		562,000	562,000		562,000	562,000		562,000	562,000
Net Income/(Loss)	**-**	**111,282**	**111,282**	**(1,055,611)**	**421,764**	**(501,763)**	**1,209,383**	**(489,259)**	**720,124**	**74,147**	**(634,230)**	**(560,083)**	**170,664**	**(403,000)**	**(232,335)**
Prior Year Fund Balance	-	2,805,542	2,805,542			1,586,821	-	-	1,586,821			806,945			-
Total Funds	**-**	**2,916,824**	**2,916,824**			**1,085,058**	**1,209,383**	**(489,259)**	**2,306,945**	**74,147**	**(634,230)**	**246,862**	**170,664**	**(403,000)**	**(232,335)**
Restricted Funds** 4 ledger SHIP fund						**(1,419,000)**			**(1,500,000)**			**(1,250,000)**			**(1,200,000)**
Restricted Funds Reason- Supplement SHIPfund						**(333,942)**			**806,945**			**(1,003,138)**			**(1,432,335)**

**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.*