

Student Activity and Service Fee Advisory Committee Fact Sheet
Associated Student Government (ASG), University of Connecticut-Hartford

Contact Information:

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Associated Student Government (ASG)
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History:

The University of Connecticut, Hartford Campus Associated Student Government, has existed in various forms and under different names since 1974, serves as the primary voice of the student body, and partakes in the university-wide decision making processes through representation and advocacy. Unfortunately, little is known about the early years of our organization, but for over the past thirty (30) years the mission, demographics, and demands of the students we serve have changed dramatically. From 1974 – 2004 the Hartford campus was open-enrollment, only offered general education courses for first and second year students, and the Associated Student Government served primarily as a campus-wide programming board. In 2004, the Hartford campus began offering four-year degree programs, enrollment of upper-class students began, and it marked a substantial shift in student engagement. As a result, the number of officially recognized student organizations increased and a funding board was created to govern the allocations of student fees and the influx of funding requests coming from these student organizations and our programming board. As we look to the future, the Hartford campus will be relocating to downtown Hartford in a brand-new, \$115 million campus, which includes dedicated space for Student Activities, the Associated Student Government, and offices for professional staff advisors.

Mission Statement:

The mission of the Associated Student Government is to enrich the lives of the Undergraduate Student Body through advocacy and programming. We will strive to help student groups reach their fullest potential through new and continuing initiatives, programs, and resources. We will strive to enhance the educational, social, and cultural opportunities at the University of Connecticut, Hartford campus. We will strive to foster an inclusive and collaborative culture of engagement.

The Associated Student Government provides for accurate representation of students, student organizations, and their views. We encourage, coordinate, and support student activities and involvement in the University community. The Associated Student Government recognizes and funds clubs that are formed by everyday students—empowering them to create their own niche here at the Hartford Campus. One of the goals of the Associated Student Government is to end the perception of our campus as boring and bland by hosting a variety of events. We believe in the importance of having the student body's voice heard and the Associated Student Government has consistently served as the most vocal group dedicated to represent its constituents. Our executives regularly meet and communicate with campus and university administration where both sides work with each other to improve life on campus.

Student Fees:

\$60 per student/year (\$30 per student/semester)

Eligible Participants:

All University of Connecticut, Student Activities fee-paying undergraduate Hartford campus students

Governance:

President: Syed Naqui (elected – unpaid, student)
Treasurer: Dania Salazar (hired – paid position, student)
Senator: Caitlin Savinelli, Nicholas St. Sauveur, and Triesha Thomas
(elected - unpaid, students)
Advisors: Paul A. Young, Shannon Guilmette, & Dan O'Reilly

Appointed Student Paid Positions:

Dania Salazar (Treasurer)

Method of Payment:

Payment is made via UConn Payroll Authorization Student Activities Business Office at the end of fall and spring semester, pending completion of work and Associated Student Government initiated adjustments to the amount.

Rate of Payment:

Effective August 2016, the rate was set at “up to” One thousand, five hundred dollars (\$1,500) per semester. Payment is divided into three (3) separate payments of up to \$500.00 each throughout the semester with evaluation of work before each payment. The treasurer must work for approximately 10 hours per week which is about 160 hours of work per semester.

History and Rationale:

Since 1974 the Associated Student Government has had two (2) paid positions: Treasurer and Secretary. Last year, we benchmarked several University of Connecticut Regional Student governments and came to the conclusion it is in the best interest of the University of Connecticut, Hartford Campus, Department of Student Activities, Associated Student Government, and the students we serve to eliminate the Secretary position and have one (1) Treasurer appointed, paid-position to ensure a level of stability and accountability within our organization. The Treasurer requires strong quantitative, communication, and interpersonal skills necessary to perform the following tasks:

- Understand, interpret, educate, and maintain compliance with the University of Connecticut Department of Student Activities Operating Policies and Procedures for Regional Campuses Trustee Accounts
- Distribute Associated Student Government agendas and minutes in compliance with Open Meeting and Freedom of Information Act regulations
- Promptly deposit any collected funds and maintain an up-to-date accounting ledger of all student fees
- Submit timely monthly accounting reconciliation reports to the Student Activities Business Office
- Communicate funding board policies and procedures and be available via office hours

The application process and screening of this position in addition to the financial benefits dramatically increases the probability of ensuring the above tasks are met and our organization is meeting our financial

accountability. For FY17, a current senator stepped forward to handle the minutes on a volunteer basis, allowing the Treasurer to focus on the financial aspects of the work. The second task above, "Distribute...agendas and minutes..." has been delegated to that volunteer.

Internal Oversight:

Any Student Activity fee-paying, undergraduate Hartford campus students in good academic standing with the University of Connecticut is eligible to apply for the Treasurer position via www.studentjobs.uconn.edu. Recruitment, hiring, and evaluation of the position is a duty of the President, done in consultation with the Senate and the Associated Student Government Advisors. The Treasurer serves as a non-voting Associated Student Government member, and can participate in discussion, serve on committees, and suggest motions. The following tasks will be facilitated to ensure internal insight of student funds for the appointed, paid-position:

- At the end of each semester the Senate will approve all or part of the allocated salary funds based on a semester performance evaluation with conducted the President and Advisors
- The Treasurer reports to the group, and is supervised by the President. The Treasurer is subject to termination shall he/she fail to perform the duties of his/her office, contractual obligations, or group expectations
- Advisors will ensure the student is in good academic standing with the University of Connecticut at the end of each semester
- Maintain and submit timecard bi-weekly to the President

Regional Campus Student Activity Fund - Budget Narrative Questions
Associated Student Government (ASG), University of Connecticut - Hartford

Please answer the following questions in support of your budget proposal:

1. How are you spending your funds now? Briefly describe the programs and services provided.

The Associated Student Government's fiscal year 2017 budget consists of three funding priorities: Associated Student Government Programming Board (55%), Clubs and Organizations (35%), and an Operations Fund (10%).

Part of the Associated Student Government mission statement states, "we will strive to enhance the educational, social, and cultural opportunities at the University of Connecticut, Hartford campus". This fall there has been an Islam Awareness Day, International Education Week, Men's Health Day, and True Colors (LGBT Panel) on our campus. The social events include Week of Welcome, the Involvement Fair, Movie Nights, Bus Trips, and Six Flags Fright Fest. There has been several cultural events, many of which were sponsored by our clubs such as Eid al-Adha Celebration, Hispanic Heritage Month Events, Education Abroad, Student Ambassadors, and Community Service Days.

The Associated Student Government also strives to, "enrich the lives of the Undergraduate Student Body through advocacy". In addition to the Programming Board's events, Associated Student Government also provides students and club leaders with a wide variety of services. Associated Student Government hosts a website and Facebook page where clubs and organizations can easily promote themselves and their events. The President, Treasurer, and Senators make themselves visible in the community by holding office hours many times a week, having weekly Associated Student Government meetings that are open to all, and assisting in the formation of new clubs. The Treasurer and Finance Committee Chair advise organizations through the budget proposal and reimbursement process, which is an essential job of Associated Student Government and can be very time consuming. Associated Student Government also maintains our game room equipment and provides games and activities for students in the student lounge

2. Please explain any significant changes in your budget/spending plan for the FY17 (July 1, 2016-June 30, 2017) and for FY18 (July 1, 2017-June 30, 2018) fiscal years.

There have been no significant changes in our budget plan for fiscal year 2017. For fiscal year 2018 we will no longer plan maintain a reserve carry fund of \$5,000 because that money will be reallocated to fees associated with reserving space for meetings/events.

3. Do you anticipate any changes in income from other sources (non-student fee) during the FY17, FY18 and FY19 fiscal years? If so, briefly explain.

Currently, we do not anticipate any changes in income from other sources (non-student fee), during fiscal years 2017, 2018, and 2019.

4. What are the current and projected levels of your reserves/fund balances? If you have a fund balance, please describe the use/purpose of these resources.

The Associated Student Government is sensitive to using fees in the semester they are collected. We allocated 94% of our fall 2016 budget and anticipate allocating 100% of our annual budget by the end of the spring semester. Our overall goal is a zero balance at the end of each fiscal year.

5. Please describe the organizational priorities you address in your proposed FY19 budget. Are there any concerns or issues the Committee should be aware of when reviewing your budget?

If approved, a fee increase for will allow us to achieve three (3) major organizational priorities as we transition to downtown Hartford:

1. *Ensure the Programming Boards has adequate funding to fully take advantage of our location and close proximity to Hartford Public Library, Wadsworth Athenaeum, Connecticut Science Center, Connecticut Convention Center, state and city government offices, etc....*
2. *Safeguard funding for clubs and organizations budget, increase the per semester funding cap, and provide funding for new clubs and organizations. Please note, we anticipate growth of new clubs in the following areas of service, athletics, arts, politics, nonprofits, and major/career.*
3. *Secure adequate funding for renting event, programming, and meeting space without negatively impacts the Programming Board or other clubs we fund.*

The Associated Student Government and the student organizations we fund currently, have access to an abundance of free programmatic and meeting space. Our line items for "rentals" for the past several years is zero. The campus relocation to downtown Hartford, effect Fall 2017, will result in the accrual of new costs associated with securing space for meetings and events. The new campus will maintain its current programs, students, faculty, and staff while adding the Graduate Business Learning Center, a master's degree program in engineering, and expanding our public policy, urban studies, and education programs in less overall square footage. To accommodate this growth, the University of Connecticut is currently in negotiations to secure facility use agreements with non-University owned properties with nearby buildings for additional classroom space. In short, space will be at a premium and prioritized for undergraduate and graduate classes leaving little to no programmatic space for student clubs and organizations. Unfortunately, this will result in clubs and organizations accruing new costs for securing meeting space and programmatic space for hosting events. Without an increase, we will lack sufficient funds to maintain our present spending levels, let alone absorb any new costs.

6. Relative to your fund balance (if you have one), what do you anticipate your accounts payable (items to pay for) and accounts receivable (money to collect) will be over the last two months of the fiscal year (May and June)?

We anticipate having no accounts payable or accounts receivable over the last two months of the fiscal year. We have achieved over ten years of a zero balance of open accounts payable and accounts receivable.

7. Please describe how students (number and/or percentage of total student population) utilize your services and/or participate in your programs? Do faculty/staff (number/ percentage) benefit? Do members of the local community (number/percentage) benefit?

The Associated Student Government Programming Board host several large scale events throughout the academic year and usually budget for approximately 250 attendees or ~20% of our undergraduate, fee-paying students. Below are specific examples of large scale events:

- *Welcome Week Event: 317 students or ~26% of our undergraduate, fee-paying students*
- *Involvement Fair: 220 students or ~18% of our undergraduate, fee-paying students*
- *Thanksgiving Dinner: 128 students or ~9% of our undergraduate, fee-paying students*

The Associated Student Government Programming Board host several mid-scale events throughout the academic year and usually budget for approximately 60 undergraduate, fee-paying students. Below are few examples mid-scale events:

- *Movies Nights: ~60 students per monthly viewing or ~5% of our undergraduate, fee-paying students*
- *Bus Trips: 54 students (always fill the bus to capacity) or ~4.4% of our undergraduate, fee-paying students*
- *Open-Mic Night(s): ~50 student per event or ~4% of our undergraduate, fee-paying students*

Thirty-five percent (35%) of our overall Associated Student Government budget has been allocated towards funding thirteen (13) officially recognized clubs. Approximately 20% of all undergraduate, fee-paying students (244 students) are active in one or more clubs on campus. Attendance at club events vary dramatically, but most individual club events have attendance ranging from twenty (20) to fifty (50) attendees or approximately two to four percent (~2% - 4%) of all undergraduate, fee-paying students in attendance per event. Larger scale club events (often co-sponsored between multiple clubs and/or in collaboration with the Associated Student Government Programming Board) can garnish seventy-five to one hundred and twenty-five (75 - 125) attendees or approximately six to ten percent (6 - 10%) of all undergraduate, fee-paying students in attendance per event.

All funded Associated Student Government Programming Board and club events are required to be open to all undergraduate, fee-paying students and must be marketed via social media, campus monitors, bulletin boards, and the university events calendar. Faculty and staff advisors attend events, and Associated Student Government welcome the attendance of faculty and staff to build community, but efforts are focused on undergraduate, fee-paying students. The local community is not considered part of Associated Student Government core constituency, and are not, the focus of our student leaders' efforts.

8. When was an audit last performed by the University's Office of Audit, Compliance and Ethics? Please list the date the final Audit report was submitted to you, the list of any financially related Recommendations, and a status report on the actions taken to comply with the Recommendation(s).

On March 19, 2009, a Business Procedures audit (Audit #08-61) was performed, which the Associated Student Government was then cleared of (in compliance with those recommendations) in the fall of 2009. Some recommendations that were resolved include improving minutes and agenda, updating our constitution and website. In regards to financially related recommendations, it was recommended that we begin to formally prepare and approve an overall budget for the year based on prior year activity and current year funds. We came into immediate compliance and continue to apply sound accounting principles and transparency for our club leaders and the students we serve.

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

The Associated Student Government has worked with the Chair of the Student Fee Advisory Committee, the Student Activities Business Office, and their advisors to navigate the fee increase process. The steps will include a Petition (at least 120 signatures, or 10% of Undergraduate fee paying student population), Associated Student Government internal vote, community education campaign, and conducting a referendum of all undergraduate, fee-paying students to garner support and a strong voter turnout (240 votes, or 20% of the Undergraduate fee paying student population). The Associated Student Government has done so with the understanding that the fee won't be implemented until fall 2018 (fiscal year 2019), a year after the move to Downtown Hartford.

Of the five regional campuses, we have the lowest Student Government fee, \$30, and have not had a fee increase in over fifteen years (2002). Since the Associated Student Government has not had a fee increase in over 15 years, inflation has had an impact on the value of a \$30 student activity fee. The average inflation rate from 2002 to 2016 is 2.1%, \$30 in 2000 has the same purchasing power as \$40.16 in 2016. A student fee increase is necessary to keep pace with inflation and account for new costs associated with meeting, event, and programmatic space rental.

We do not take a fee increase lightly, especially given the fact that the University of Connecticut has raised tuition for five straight years. As a result, we will judiciously conduct annual cost benefit analysis of our Student Government Fee to ensure that our fees are in lines with the needs of Associated Student Government, officially recognized clubs we fund, and the needs of our undergraduate fee-paying constituents even if that mean reducing the fee.

Lastly, we would like this year's committee to recognize that a student activity fund increase was approved last year, but President Herbst placed an across the board freeze on all student fees.

**University of Connecticut
Student Activity and Service Fee Advisory Committee
Activity Fee Budget Update & Projection Form - Fiscal Year 2016-2019**

Organization: Green Hartford ABG
 Contact Person: _____
 Phone: _____

	FY16 Actual	FY17 Original	FY17 UPDATED	FY18 Original	FY18 UPDATED	FY19 PROJECTED Without Increase	FY19 PROJECTED With Increase
Subcode Description	Amount	Amount	Amount	Amount (W/Inc)	Amount	Amount	Amount
Revenues:							
501 Donations	\$ 117	\$	\$	\$	\$	\$	\$
502 Dues							
512 Advertising							
513 Awards and Prizes							
515 Contractual Services							
516 Co-Sponsorships	529	300		480			
517 Food Sales							
518 Merchandise Sales	249	100		160			
519 Participation Fees	1,265	1,500		2,000			
522 Registration Fees							
523 Rental							
524 Travel							
530 Penalties and Fees							
511 Miscellaneous							
532 Prior Year Income							
533 Change Fund Returns							
540 Business Taxes (Tier III Univ.)							
546 Interest (Univ.)							
547 Student Fees (Tier III Univ.)	68,125	72,000	69,600	120,000	69,600	69,600	116,000
Total Revenues:	\$ 70,285	\$ 73,900	\$ 69,600	\$ 123,000	\$ 69,600	\$ 69,600	\$ 116,000
Expenditures:							
601 Donations	\$	\$	\$	\$	\$	\$	\$
602 Dues							
603 Gifts							
604 Photocopying							
605 Postage							
606 Printing	246	500		750			
607 Promotional Items		1,500	750	2,000	750	750	1,200
608 Refreshments - Organization	271	1,500	3,500	2,800	1,000	1,000	1,600
609 Subscriptions			0	0			
610 Supplies - Organization	370	1,000	350	1,600	350	350	500
611 Telephone	383	400	352	400	352	352	352
612 Advertising				0			
613 Awards and Prizes	100	500		800			
615 Contractual Services	11,320	5,550	15,000	8,000	10,000	10,000	16,000
616 Co-Sponsorships	18,475	24,682	20,000	30,722	21,498	21,498	34,000
617 Cost of Goods Sold - Food Sales							
618 Cost of Goods Sold - Merchandise Sales							
619 Participation Fees	5,861	16,000	8,000	28,000	6,000	6,000	16,678
620 Refreshments - Events/Programs	12,314	12,000	14,975	12,000	10,000	10,000	16,000
621 Supplies - Events/Programs	1,127	1,000	600	1,600	600	600	900
622 Registration Fees	50	500		3,500			
623 Rental	1,904	1,500	700	20,000	15,000	15,000	24,000
624 Travel	3,671	1,000	13,500	4,000	1,000	1,000	1,000
625 Equipment	251	1,000	2,000	1,600			
626 Equipment - Capital							
627 Insurance							
628 Repairs and Maintenance			350				
629 Utilities							
630 Penalties and Fees							
631 Miscellaneous							
632 Prior Year Expenses							
633 Change Funds							
640 Business Taxes (Tier III Univ.)							
641 Employee Benefits (Tier III)							
642 Wages - Student (Tier III)	5,300	3,232	3,050	3,232	3,050	3,050	3,050
643 Wages - Non-Student (Tier III)							
644 Wage Taxes - Student (Tier III)	58	36		36			
645 Wage Taxes - Non-Student (Tier III)							
Total Expenditures:	\$ 61,705	\$ 73,900	\$ 83,127	\$ 123,000	\$ 69,600	\$ 69,600	\$ 116,000
Revenues Less Expenditures:	\$ 8,580	\$ 0	\$ (13,527)	\$ 0	\$ 0	\$ 0	\$ 0
Use of Surplus:	\$ 0	\$ 0	\$ 13,527	\$ 0	\$ 0	\$ 0	\$ 0
Total (Must be equal to or greater than zero.):	\$ 8,580	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Fund Balance At Beginning Of Year:	\$ 4,948	\$ 5,000	\$ 13,527	\$ 5,000	\$ 0	\$ 0	\$ 0
Fund Balance At Year End:	\$ 13,127	\$ 5,000	\$ 0	\$ 5,000	\$ 0	\$ 0	\$ 0