Student Activity and Service Fee Advisory Committee
Fact Sheet

ORGANIZATION:

A. Organization Contact Information
   1. Campus Address: 2110 Hillside Road U-3008, Storrs, CT 06269
   2. Campus Phone number: N/A
   3. Organization Web address: uctv14.com

B. History/Mission of Organization
   1. History
      UCTV was founded in 1991 to act as the University of Connecticut’s first student-run and
      student-funded television station in order to provide all students the opportunity,
      training, and facilities to produce and air television and video programming. From the
      start, UCTV has created content that is meant to be enjoyed by UConn’s diverse
      undergraduate population. Over time, this began to include video services for student
      groups or campus looking for coverage. UCTV today has six content creating
      departments: Entertainment, News, Sports, Advertising, UCSPAN, and Film.

   2. Mission Statement
      UCTV provides learning opportunities to students interested in content production and
      traditional broadcasting through the creation of original student-made content and
      prepares them for future endeavors in the broadcast, entertainment, advertising,
      cinema, streaming, and new media industries. UCTV serves as a source of information
      and entertainment as well as a channel for creative expression for its constituents.

C. Student Fees – dollar amount students pay per year

   UCTV receives a student fee of $5.00 per semester, or $10.00 per year, from each
   fee-paying UConn student.

D. Eligible Participants – what students may participate in your activities?

   All UConn undergraduate fee-paying students are able to participate in UCTV activities
   and become an active member. If a graduate student wishes to attain membership at
   UCTV, then the UCTV Board of Directors may grant permission by a majority vote.
E. Governance (please identify the governance structure of your organization and identify those who are students and those who are not students)

1. Executive Officers
General Manager – Student (Junbo Huang)
Finance Manager – Student (Connor Mitchel)
Productions Manager – Student (Ryan Kim)
Operations Manager – Student (Temporary Vacancy)

2. Board of Directors
General Manager – Student (Junbo Huang)
Finance Manager – Student (Connor Mitchel)
Productions Manager – Student (Ryan Kim)
Operations Manager – Student (Temporary Vacancy)
Sports Director – Student (Kyle Barry)
Entertainment Director – Student (Lucian Hatfield)
Director of Communication – Student (Clayton Firmender)
News Director – Student (Lianne Zana)
Advertising Director – Student (Christian Partenio)
UCFilm Director – Student (Christian Partenio)
UCSPAN Director – Student (Antonio Ariola)
Web Development – Student (Emil Abraham)
Human Relations Director – Student (Michael Vaccaro, to end Fall 2018)

All members of the Board of Directors may vote on issues during board meetings. Only one vote is given per person- anyone with two positions may only vote once.
3. **Paid Positions**

   It is important for the Student Activity and Service Fee Advisory Committee to understand who is being paid (if anyone), review the rationale behind these payments, how the rates are determined, and what internal oversight exists within the organization to oversee these payments.

   If you pay student officers or other student positions and/or any member of your Board of Directors (whether they are students or community members), please complete the following information.

**Student Officers (elected positions) paid (please list the titles):**

- We have no elected officers.

**Appointed student positions paid (please list):**

All positions are now paid on an hourly basis to more easily comply with payroll regulations.

- Web Development – Student ($11.50/hour)
  - Necessary to maintain high-quality UCTV presence via website.
- GM Assistant – Student ($11.50/hour)
  - Necessary to assist GM with various tasks.
- Finance Assistant – Student ($11.50/hour)
  - Necessary to assist Finance Manager with various tasks.
- Operations Assistant – Student ($11.50/hour)
  - Necessary to assist Operations Manager with various tasks.
- Marketing Assistant – Student ($11.50/hour)
  - New position, necessary to assist Director of Communication with marketing and social media tasks.
- Administrative Assistant – Student ($11.50/hour)
  - New position, necessary to assist entire organization with small tasks on a limited-hour basis.
- Content Creator – Student ($10.25/hour)
  - Position for talented members who creating content of value to clients and constituents.
  - Advertising content creators partially funded with Advertising revenues.
- Producer – Student ($13.25/hour)
  - Position for leaders within department creating higher-level content of value to clients and constituents.
  - Advertising Producers partially funded with Advertising revenues.
- Livestream Producer - Student ($11.50/hour)
  - New position focused on developing UCTV's strategy in the live video space.
- UCSPAN Content creator – Student ($10.50/hour)
  - Position for filming/editing of campus events as service for constituents.

- History and Rationale for payment for each position
- All positions at UCTV are compensated out of necessity - either because the work would otherwise not be done, or because the responsibilities of the job are so demanding that lack of compensation would create unequal opportunities for students of all backgrounds to contribute.
- All employees above listed as "assistants" complete important tasks that alleviate work off of their respective managers/directors, while also learning skills that increase the talent pool for replacements as senior board members graduate.
- All other positions are compensated as part of our content creation, often as a part of our client services and in incidents where specialized video skills are necessary.

Board of Director Positions paid (please list):
All positions are now paid on an hourly basis to more easily comply with payroll regulations. All Board of Director positions are paid $13.50/hour.
General Manager – Student
Finance Manager – Student
Productions Manager – Student
Operations Manager – Student
Sports Director – Student
Entertainment Director – Student
Director of Communication – Student
News Director – Student
Advertising Director – Student
UCFilm – Director Student
UCSPAN Director – Student
Web Development – Student
Human Relations Director – Student (discontinued end of Fall 2018)

- History and Rationale
  - All Board of Director positions have a cap of 20 hours per week. Hours are reported on a bi-weekly timeline. Employees in these positions are not required to hit these caps. Employees are encouraged to average 15 hours per week.
Storrs Student Activity Fund

Budget Narrative Questions

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.

First and foremost, UCTV strives to spend its funds for the benefit of its constituents. In addition to creating high-quality, informative, and entertaining content, UCTV creates opportunities for UConn students to learn and grow. UCTV funds support our UCSPAN and Advertising services, which utilize video to connect UConn students to campus events, student organizations, and diverse communities via high-quality and engaging event coverage. This includes live video services that can broadcast UConn events across the globe in real time. UCTV funds are spent to purchase professional video equipment, which allows anyone interested in videography the opportunity to learn new skills and create quality content. This equipment also maximizes the quality of the content that we broadcast to constituents. Additional funds are spent on travel, which provides a multitude of learning opportunities for students of all backgrounds, while also delivering constituents access to in-depth coverage of UConn’s athletic presence across the nation.

UCTV’s funds are spent on content and services that are designed to entertain, inform and unite UConn Nation through the medium of video.

2. Please explain any significant changes in your budget/spending plan for FY19 (July 1, 2018-June 30, 2019) and for FY20 (July 1, 2019-June 30, 2020) fiscal years.

Like most Tier III organizations, the budget for FY19 will be higher than other surrounding years due to the switch by Student Activities Business Services from quarterly billing to monthly billing.

**Contractual Services & Equipment:** The most notable forecasted change is “contractual services,” for which $120,000 has been budgeted, and “equipment – capital,” for which $110,000 has been budgeted. UCTV has strategically been building its fund balance in order to pay for a studio renovation project. This year, we intend to use a significant portion our fund balance to pay for these projects. This will potentially include a revamp of studio lighting, cameras, teleprompters, set design and other improvements to modernize our studio, which will both enhance learning opportunities and improve UCTV content for our constituents. Contractual services will also include payments to The Associated Press and Livestream.com, and may include tape digitization charges, a project which began in FY18.
UCTV is budgeting for an increase in other equipment expenses as well, as we continue to stay up-to-date with the latest video, media, and broadcast industry standards, such as live-streaming and 4k video.

**Travel:** UCTV expects to spend slightly more on travel and conference registration in FY19/20, as feedback has shown that these opportunities are hugely beneficial to students. This will allow for more educational opportunities that improve UCTV, as well as more sports coverage for our constituents. UCTV will continue to ensure that the most cost-effective travel and accommodation options are selected for trips.

**Refreshments:** UCTV projects an increase in refreshments spending, although we believe this budget includes a high estimate. This includes refreshments for events that conflict with meal times and are long enough that attendees need food in order to attend. In FY19, this also includes the refreshment expenses for both our Spring 2018 banquet and expected Spring 2019 banquet.

**Promotional Items:** UCTV expects to spend our entire promotional items budget this year. Promotional items are an excellent way to engage students around campus and raise awareness of UCTV. These giveaways encourage students to tune in to our content and potentially join our organization. Because our audience changes every year as first-year students arrive at UConn and senior students graduate, UCTV needs to constantly engage the UConn student body.

**Student Wages:** UCTV expects to increase wage expenses as we look into methods of organizational restructuring to increase incentives and opportunities. UCTV has added a new department, UCFilm, which produces exceptional, festival-quality films. We will be adding a paid position, the UCFilm Director, to oversee this department. We also intend to add another position, "Livestream Productions Manager" which is designed to focus on our growth in the live video space. Additionally, the position of "Content Creator," will be introduced into our News, Sports and Entertainment departments in a limited capacity. Those with the necessary video skills may be hired to contribute to these departments in a more formal position. This allows us to encourage members to push themselves to create the best possible content for constituents. It provides a feeling of upward mobility within the organization with tangible returns. UCTV has approved plans to redesign its payroll structure beginning in Spring 2019, specifically by reducing current staff pay-rates and simplifying job codes.

**Printing:** UCTV projects an increase in printing expense (via University Design and Document Production Center) to further promote our services and events.

**Advertising:** UCTV intends to spend money on advertising this year, largely via social media ads. It is important to increase brand awareness by reaching students on the platforms they use.

**Co-Sponsorships:** UCTV intends to allocate funds towards co-sponsoring events around campus that will engage students and get them interested in the UCTV brand. We maintain autonomy over our contributions to these events and use our unique skills to
increase the event quality for constituents. This will largely be via co-sponsoring events during Homecoming Week and Spring Weekend.

**Non-Student Wages:** UCTV is allocating funds for a non-student employee in this fiscal year. Currently, UCTV is working with Jason McMullan from WHUS for organizational advising as a non-student employee. He is assisting UCTV with several short and long-term goals, such as our website redesign, studio renovation, equipment purchases, and organizational reform.

3. **Do you anticipate any changes in income from other sources (non-student fee) during the FY19, FY20 and FY21 fiscal years?** If so, briefly explain.

Our Advertising Director believes that last year’s higher-than-expected advertising revenue was anomalous, thus we have kept this projection at its normal historical level for upcoming years.

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.

UCTV had a surplus of $51,214 in FY18, raising our fund balance to $364,094. Much of these funds will be used toward the upcoming studio renovation. UCTV does not anticipate a surplus for FY19 or any upcoming years. UCTV is already spending more on equipment this year, which will reduce the fund balance, as will studio renovation costs. Initially, we expected to begin spending our fund balance down via an external hire of a non-student employee. Due to externalities out of our control, this became a less realistic expectation in the short-term. Investments such as the studio renovation will provide long-term benefits that will be felt for years to come.

5. **Please describe the organizational priorities in your proposed FY21 budget. Are there any concerns/issues the Committee should be aware of when reviewing your budget?**

UCTV is focused on structuring our organization and its investments in ways that are sustainable and flexible. Our goals for the next few years will be to continuously improve the experience of our constituents and members. We will invest more in our campus presence to report on and contribute to campus conversations. We will invest in cutting-edge video technology that will create substantial learning opportunities and ensure high-quality content. One of our biggest priorities for the FY21 proposal is for UCTV’s budget to adapt to the continuously changing media landscape to ensure its important services remain relevant.
6. Are you proposing an increase in your organization fee for FY21? If yes, please provide the rationale for your request (include any information regarding the limits of your organization if the fee increase is not approved). What steps has your organization taken to reduce expenses and/or increase other revenues? What is the dollar increase you are asking per year? On the budget spreadsheet, please complete an additional column for FY21 that outlines how your organization will allocate the additional revenue from the proposed fee increase.

N/A.

7. 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)?

Accounts payable at the end of the fiscal year will include a small amount of student wage expense, monthly phone and data charges, and our expenses from our end-of-year banquet. Studio renovation expenses may carry into the later months of FY19 as well, depending on how that project pans out.

8. 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?

Our constituents benefit from UCTV as both viewers and participants. More than one hundred student groups, cultural centers, and academic departments will utilize UCTV’s UCSPAN and Advertising services for coverage of their campus events and activities. These services create value on multiple fronts. They create recorded memories for people involved in those organizations and provide UCTV with entertaining and informative content to broadcast to students.

Our news and sports departments keep constituents informed while providing broadcast opportunities for interested students. They provide timely and relevant coverage on UConn’s sports teams, campus news, and national news. All undergraduate students benefit from the opportunity to learn more about UConn news and sports happenings via our video coverage. These departments increasingly use social media to reach constituents on all platforms.
Entertainment and film provide opportunities for creative expression and put out unique content for constituents to enjoy. This includes a wide range of creative content, including short sketches, talk shows, parodies, and festival-quality narrative content.

The wide variety of content produced ensures a wide appeal among undergraduates of all backgrounds, who may view our content through our television channel or internet platforms. UCTV also conducts hundreds of training sessions each year that provide the opportunity for any fee-paying constituent to learn new skills in media.

9. 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, and provide a list of any financially related Recommendations. If any of the Recommendations are still open, please provide a status report.

An audit of Student Activities Business Services occurred in Spring of 2015. There were no findings.

10. When reviewing the results from the Tier III Awareness, Familiarity and Use survey from last spring, what is your organization's focus on regarding areas for improvement? What actions have you taken so far this year to improve? What results are you proud of and are working to maintain?

UCTV always values feedback; the yearly survey is a great way for us to learn areas for improvement. Our main goals this year are to increase our campus awareness and viewership while adjusting to a dynamic media landscape and meeting our constituents where they are. This year, we have started to focus more on our organization's marketing: social media advertisements, increased events, and more promotional items have made UCTV a more active participant in the UConn community. Our new department, UCFilm, has given our viewers access to festival-quality films created by their fellow students. This fits in with our goal of exploring and adapting to the new media landscape. We have also been in contact with University departments to expand viewership via installed displays, which will expose more students to our content.
11. Is there any additional information that the committee should be aware of in reviewing your budget proposal?

Part of this year's expenditures will include the digitization of our archive of mini-DV and VHS tapes, which we saved from the pre-digital video era. This was a process that began in the last fiscal year, but all expenses for this will occur in this fiscal year, likely under contractual services.

We, the undersigned, confirm we sought input from our constituents and members via an item on a meeting agenda. Further, we attest that this budget packet was presented to, and approved by our organization at an open meeting on the following date: 11/28/2018.

Jumbo Huang  
Organization Chief Executive Officer  
Printed Name

Connor Mitchel  
Organization Chief Financial Officer  
Printed Name

Jumbo Huang  
Organization Chief Executive Officer  
Signature

Connor Mitchel  
Organization Chief Financial Officer  
Signature

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