DEPARTMENT NAME: Off Campus and Commuter Student Services

1. Department Contact Information
   a. Staff involved in preparing budget:
      i. Department Head: John Armstrong
      ii. Budget staff: Corey O’Brien
      iii. Other staff: Ashley O’Connell
   b. Campus Address: Student Union 315
   c. Phone number: (860) 486-8006
   d. Web address: https://offcampus.uconn.edu/

2. Student Fees – Fee dollar amount you received in FY20
   $365,914

3. Eligible Participants – what students may participate in your programs/activities?

   All UConn students: Undergraduate and Graduate students.

4. Organization of Department – please provide a current organization chart on the back of this sheet.
GUF and Service Fee Budget Narrative Questions – Fall 2019 for FY21

Please answer the following questions in as much detail as necessary to support your budget proposal:

1) How are you spending your funding from FY20? Briefly describe the programs and services provided.

Off-Campus and Commuter Student Services (OCSS) serves a population of 12,000 commuter students. OCSS advances the mission of the University of Connecticut and Division of Student Affairs by enhancing the experience and supporting the success of off-campus and commuter students. OCSS serves as an advocate for students and centralized resource for off-campus living. Furthermore, OCSS strives to intentionally design opportunities to improve the quality of community life, foster maturation of independent life skills, promote development of responsible community members and cultivate involvement in the University and surrounding communities.

Off-Campus and Commuter Student Services hosts approximately 35 programs each academic year. The programs vary from large scale events such as the semi-annual Off-Campus Housing Fair serving over 1000 students, to our smaller events that occur on and off campus. All of these events are staffed by our student leaders. Annual expenditures: staff salaries, programs, catering, vehicle upkeep, office supplies, incidentals, printing and binding (Housing Guide, Welcome Back Literature) and promotional items.

Populations served: UConn Storrs, Stamford, Waterbury, Avery Point and Hartford (and UConn Law)

2) Please explain any significant changes in your budget/spending plan for FY20 that have changed since your budget was submitted last fall for review (July 1, 2019-June 30, 2020).

There are no significant changes in the OCSS budget or spending plan.

3) Do you anticipate any changes in income from other sources (non-student fee) during the current year (FY20) or for your proposed budget in FY21? If so, please explain.

No – There will be no changes in income to the OCSS budget.

4) Do you propose an increase in your student fee allocation for FY21? NO

If so, please provide the necessary details for the following (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) What is the total increase requested (% increase over FY20 AND actual dollar amount)?

i) Personnel Services

   (1) What portion of the total amount requested (% increase AND dollar amount) is allocated for collective bargaining obligations including fringe benefits for staff that are funded from GUF or Student Health Fee accounts?

   (2) What portion of the total amount requested (% increase AND dollar amount) is allocated for collective bargaining obligations including fringe benefits for staff that are funded from non-GUF or non-Student Health Fee accounts?

ii) What portion of the requested amount (% increase over FY20 AND actual dollar amount) is for operating funds to maintain current services, (i.e. no additional programs or services)?

iii) What portion of the requested amount (% increase over FY20 AND actual dollar amount) is for new program(s)/service(s)? If applicable, please explain the new program(s)/service(s) and the dollars associated with EACH new program/service.

iv) What measures have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?
5) What would be the potential impact on your programs/services and on the overall student experience if the proposed fee allocation listed above were not approved?

6) What are the current (end of FY19) and projected (end of FY20 and end of FY21) levels of your reserves/fund balances? What plans do you have for these resources and over what period of time? Please explain in as much detail as necessary to help the Committee understand the level and purpose of any fund balance.
   The current reserve fund balance at the end of FY19: $186,338
   The current projected reserve fund balance at the end of FY20: $122,191
   The current projected reserve fund balance at the end of FY21: $74,034

7) 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.
   Total Commuter Student Population Served: 12,000

Student Events: OCCSS promotional and programmatic events are open to all commuter students and in some cases the entire student population. These include Housing Fairs, Welcome Back Events, Commuter Appreciations Week(s), Morning Welcomes, Commuter Coffee, Lunch and Learn Series, and more.

External Engagement: Town Officials, Property Managers and Faith Leaders: Purposeful interactions with these groups provide a beneficial means to partner with external agencies who interact with our office and our students. OCCSS meets regularly with these groups to address and discuss the needs of our community. Regular formal and informal contact with these agencies include approximately 20 property managers, 20+ different faith leaders, the Connecticut State Police, Town Officials and University Officials.

Prevention efforts developed and executed through OCCSS, are used to educate UConn students on what it means to be a good neighbor, good citizen and representative of UConn. When a student chooses to move off campus and live in the local community, OCCSS engages with these students to educate them on how to be successful in that community. It is our hope that based on our initiatives and consistent messaging, UConn students take these life lessons with them beyond graduation. When our prevention and response rates show that students living in the community are doing so with respect to their neighbors, there is a positive impact on the community.

Students
- Passive Outreach: Approximately 6000 students reached through Newsletters, Social Media, Emails, Welcome Mailings, etc.
- Inquiries/Resolution: Average 1,500-2000 responses to questions/concerns (walk-ins, emails, media requests).
- Education and prevention in the community with student renters: 3500
- Average Annual Usage on the Off-Campus Housing Database: 270,000 Users
- Average Annual Engagement through direct programmatic efforts (i.e. housing fairs, roommate fairs, etc.) 5000 participants

Faculty/Staff
- Responses to faculty/staff housing questions concerns
- Ongoing outreach with staff in the Dean of Students Office, Orientation, The Graduate School, International Student Services, First Year Programs and all Regional UConn campuses.
Community
- Off-Campus and Commuter Student Services Engages with Property Managers in multiple markets which includes: Storrs/Mansfield (+surrounding communities), Manchester, Hartford, Waterbury and Stamford.
- Director serves as a member of the UConn/Mansfield Town University Relations Committee.
- Director serves as Liaison to local Faith Communities
- Community Campus Partnership programming (faith leaders, town officials, property managers)

8) Are students involved in providing input and/or feedback in your budget process? If yes, please describe how.

Student staff assists in providing suggestions on programmatic spending.

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

Over the past two years, OCCSS has expanded its services to all regional campuses.