DEPARTMENT NAME: Student Activities (includes Center for Fraternity and Sorority Development)

1. Department Contact Information
   a. Staff involved in preparing budget:
      i. Department Head: Joseph Briody, Interim Assistant Vice President for Student Affairs & Director of Student Activities
      ii. Budget staff: Diane L. Bordeleau, Assistant Director for Business Programs Services and Initiatives
      iii. Other staff:
          • Jamel Catoe, Director For Center for Fraternity & Sorority Development
          • Miguel Colon, Associate Director for Community Outreach Programs, Services, and Initiatives
          • Jessica Gerum, Associate Director for Major Events & Programming Services and Initiatives
          • Kimberly Miller, Assistant Director for Trustee Student Organization Financial Programs, Service, and Initiatives
          • Krista O’Brien, Interim Associate Director for Leadership & Organizational Development Programs, Services & Initiatives & Assistant Director for Trustee Student Organization Advising
   b. Campus Address: 2110 Hillside Rd. U-3008, Storrs, CT
   c. Phone number: 860-486-8151
   d. Web address: www.studentactivities.uconn.edu

2. Student Fees – Fee dollar amount you received in FY20: $6,308,560

3. Eligible Participants – what students may participate in your programs/activities?
   Student Activities – Programs and events are open to all students
   CFSD - The majority of our programs and services are open to all students. Some programs are targeted to subsets of students, such as the Greek Emerging Leaders Conference and the Greek Leadership Retreat.

4. Organization of Department – please provide a current organization chart on the back of this sheet.

See attached
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.

**Major Events & Programming Services and Initiatives:**
- Advise the official student programming board for the University: Student Union Board of Governors (SUBOG); supports the implementation of over 150 SUBOG programs each year, from movies to large scale concerts.
- Plan and implement weekly Late Night and Live at the U programming (substance-free programming every weekend during the academic year in the Student Union) and supervises the Late Night student staff.
- Oversee Week of Welcome calendar for the University, recruit / select / train appx 120 WOW student leaders, conduct logistical and contractual arrangements and promotions for major programs during WOW (e.g. bystander education for all new students, keynote addresses).
- Lead the planning of all major campus events involving students (Family Weekend, Homecoming, Winter Weekend, Spring Weekend); Advise HuskyTHON, conduct logistical and contractual arrangements for and promotions for all of these major campus programs.
- Manage transportation for students to home football games at Rentschler, as well as transportation to men’s and women’s basketball and soccer, baseball, and hockey games at various locations in and around Hartford.
- Handle department marketing and promotions, including assisting over 100 student program supervisors with their marketing on matters from visual impact to adherences to UConn brand standards.

**Leadership and Organizational Development Programs, Services and Initiatives:**
- Provide required training (both online and in person) for our approximately 700 registered student organizations on executive leadership, pertinent policies and procedures, organizational culture, record keeping, etc. Over 140 in person and 5 online workshops are held, and approximately 2500 student organization officers are trained each year. Manage the online platform and all data bases that support this training and our student leaders; outreach and support to the other groups and departments across campus that utilize this platform
- Manage student organization advisor training and support for our approximately 700 student organization advisors.
- Manage the Legacy Leadership student/faculty mentor/alumni mentor program, the year long, partially donor funded program, that meets bi-monthly and for multiple special events and trips each year; this program serves UConn’s most elite student leaders, in addition to their faculty and alumni mentors.
- Oversee the Leadership Learning Community; this is a multi-year LC that includes multiple for-credit classes, bi-weekly co-curricular activities, and service projects.
- Plan and facilitate the Leadership Certificate Series (Discovery Leadership Program, Emotionally Intelligent Leadership and Impact Delta; each of these consists of 10 week workshops and supervision of student co-facilitators).
- Liaise with and provide resources and support to regional student organizations.
- Oversight and funding of Spirit, Pride, Tradition Program (cheerleaders, dance team, and mascot), includes travel arrangements and logistics for dozens of appearances in the state throughout the year, as well as multiple training and developmental clinics at high schools in.
- Oversight and funding of the Four Arrows Challenge Course, Ellington Cottage retreat center at the Depot Campus, and indoor space at Northwest, shared by SPT and the Challenge Course for indoor challenge courses. Four Arrows includes a staff of 12 student facilitators.
Community Outreach Programs, Services and Initiatives:
- Manage semester long service programs at over 66 sites and 14 alternative breaks (substance free travel service programs, including an international trip). Maintain relationships with the community partners, including all legal documentation and procedures. Supervise and provide professional development for the over 100 student leaders who recruit, select, train and supervise student volunteers at the sites. Facilitate risk management with student leaders and community partners.
- Oversee all aspects of the Jumpstart federal grant (reading) program, including legal and University compliance and VISTA requirements for student volunteers.
- Provide training/consultation for other campus-based service programs and alternative breaks.
- Co-lead the Human Rights in Action Learning Community; this includes for-credit classes, bi weekly co-curricular activities, and multiple service projects.
- Oversee a fleet of 17 vehicles and transportation services to support student participation in community service programs. Additionally, oversee a large rental program that supports service programs across campus.
- Maintain the systems for support and coordination for disaster relief and tragedy efforts for the University.

Business Programs, Services and Initiatives:
- Provide in-person training (50 workshops per year) and individualized consultation for approximately 700 student organizations including fundraising and program/event support.
- Manage and fund the music licenses and contracts for the University.
- Manage the technical arrangements for the web based online payment system used through UConn Marketplace for department needs.
- The online payment system supports all department areas which include SUBOG travel trips and Spring Concert, Spirit Pride Tradition cheer clinics and apparel sale, Alternative Breaks participant fees and other various department needs.
- Manage business services and support for the appx 380 student organizations that have accounts in Studen: Activities Business Services.
- Manage Student Organizations Fund account; a $4M account of non-University funds which requires implementation of internal policies and procedures to adhere to generally accepted accounting principles and best practices, independent of the University.
- Manage all facets of UConn Marketplace for use by registered student organizations with accounts within Studen: Activities Business Services. This service is available to the over 380 student organization giving them the ability to collect dues, registrations and event admission online.
- Oversee all business support and direction to the Department of Student Activities and the Center for Fraternity and Sorority Development including budgeting, purchasing, accounts payable and receivable, grant management, and fundraising.

Trustee Student Organization Support Programs, Services, and Initiatives
- Manage bi-weekly trainings and weekly support meetings as part of the Trustee student organization training and support (Triad Leadership Program; these are the fee funded groups that received funds from each student, and the groups that must spend their funds according to CT Comptroller policies).
- Conducet regional and professional school student government associations’ elections.
- Provide financial oversight, training and individualized support of student fee funded organizations (13 Trustee accounts) at the Storrs and Regional Campuses.
- Liaise with and provide direction to regional and professional school student government associations regarding application of relevant CT state statutes, CT state comptroller policies, and University policies and procedures.
- Oversee the Student Trustee Election Committee and student trustee elections.
- Oversee the student representative to the Foundation Board of Directors Election.

Center for Fraternity and Sorority Development:
- Provide quality support services and educational experiences that enhance the holistic development of students as global citizens.
• Advise the governing councils and boards for the fraternity and sorority community (2,300+ affiliated students) and create opportunities to strengthen student leadership development through the planning of conferences (Greek Emerging Leaders Conference, Greek Leadership Summit, Impact™ Institute, Northeast Greek Leadership Association Conference), forums, trainings, workshops, and resources.

• Create and provide hazing prevention educational initiatives including, but not limited to, Hazing Prevention: It’s Everyone’s Responsibility™ is an evidence-based online course; National Hazing Prevention Week; and membership development workshops for new member educators.

• Maintain membership, scholastic, service and philanthropic records of fraternities and sororities; Track organizational performance through the Chapter Accreditation Program; and Recognize fraternal excellence at our annual Fraternity and Sorority Life Arête Awards.

• Partner with various University departments on prevention and student development initiatives, including Greeks Against Sexual Assault and Sexual Assault Awareness Month (Women’s Center); Center for Career Development; Husky Haulers (Residential Life); HuskyTHON; Dr. Martin Luther King, Jr. Day of Service (Office of Diversity and Inclusion); and Suicide Prevention Week.

• Manage a meeting, programming, lounge, and study space that is accessible to the entire University community.

• Organize programs that build community and foster positive relationships among our diverse student population like Greek Expo, Greek Week, and Husky Halloween.

• Serve as a liaison between the University, local fraternity and sorority chapters, alumni, parents, advisors, chapter and national fraternity/sorority headquarters, and umbrella associations.

Departmentwide activities:

• Provide individualized training and support regarding risk management/reduction and University and state compliance for student organization off campus activities; oversee the on-line platform that tracks all student organizations’ off campus activities and staff interactions with student organizations.

• Plan and fund memorial services for students who pass; consult with faculty, staff and friends of the student to plan individualized services.

• Develop and facilitate sexual harassment, harassment and bullying prevention training for student leaders and student workers.

• Upkeep, maintenance and repairs of the Daily Campus Building (in order to maintain equity with the other governance and media groups, groups that have the upkeep, maintenance and repairs covered by the Student Union).

• Conduct research and assessment related to Student Activities work (student leadership, student stress, sexual harassment/prevention education).

• Support major diversity initiatives.

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).

• Six professional staff vacancies of various lengths during FY19

• Community Outreach vehicle’s structure change

• Summer Activities budgetary support

• Alternative Break student payments

• Club Sports Support

• Cultural Programming Collaboration

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.

• Reduction in Alt Break student payments
4) Do you propose an increase in your student fee allocation for FY21? 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)?
      
      • We are requesting a 0% increase over the FY19 allocation.
      
      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?
         N/A
      (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?
         N/A
      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)?
         N/A
      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.
         N/A
      iv) What measures have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?
         N/A

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?

   N/A

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.

   FY19 – $2,122,096
   FY20 – $1,784,845*
   FY21 - $931,234*

*Several initiatives are underway to support various aspects of the University’s mission over the next 3 – 5 years drawing from the fund balance.
   o Reduce Financial Barriers to Access for students participating in Alternative Breaks (20%)
   o Enhance Cultural Programming Collaborations (20%)
   o Support Athletics through Roadshow Transportation for Students to Attend Off-Campus Athletic Home Games (e.g. Rentschler Field, XL Center, Dunkin Donuts Park) (25%)
   o Installation of High Ropes Course Elements for Leadership Development (10%)
   o Support Club Sports Transition (20%)
   o Support Summer Activities shortfall (5%)
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.

Student participation is at or near 100% for most programs and services (aggregate). Our programs are targeted at students. Faculty and staff participate in advising student organizations (approximately 700 per year) and as Learning Partners in Community Outreach (approximately 22 per year). Faculty and staff are involved in co-sponsorship of programs with our Major Events and Programs area and SUBOG, or student programming group (approximately 30 per year). Faculty, staff and alums serve as mentors and guest speakers in our leadership development programs (several dozen per year).

Local community members are involved with our Community Outreach programs as Community Partners. CO works with 66 sites throughout CT and the county, partnering with non-profit agencies and their respective staff members. Last year 3,456 students participated in Community Outreach and Leadership service programs, contributing 73,058 hours organizing and implementing services projects.

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

Yes, budget increases are requested because of program and service requests by students and student organizations. Student input and feedback drive our UConn Late Night, Community Outreach, student organization, and Leadership programs

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

None
### University of Connecticut
Student Fee Advisory Committee
General University, Student Health and Summer Program Fee Budget Projection Form
FISCAL YEARS 2019-2021

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Student Activity and Service Fee Advisory Committee

FEE Fact Sheet
(Please limit to one page)

DEPARTMENT NAME: Student Activities

1. Department Contact Information
   a. Staff involved in preparing budget:
      i. Department Head: Joseph Briody, Interim Assistant Vice President for Student Affairs & Director of Student Activities
      ii. Budget staff: Diane L. Bordeleau, Assistant Director for Business Programs Services and Initiatives
      iii. Other staff:
         • Jessica Gerum, Associate Director for Major Events & Programming Services and Initiatives
         • Amanda Foxen, Program Assistant
   b. Campus Address: 2110 Hillside Rd. U-3008, Storrs, CT
   c. Phone number: (860) 496-5245
   d. Web address: summer.studentactivities.uconn.edu

2. Student Fees – Fee dollar amount you received in FY20:

   Summer Activities is a calendar year program, anticipated fees for CY19 is approximately $27,000.

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

   Programs and events are open to all students

4. Organization of Department – please provide a current organization chart on the back of this sheet.

   Please see attached.
### University of Connecticut
Student Fee Advisory Committee

**General University, Student Health and Summer Program Fee Budget Projection Form**

**CALENDAR YEARS 2019-2021**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>FY19 Fee</th>
<th>FY19 Other</th>
<th>FY19 Total</th>
<th>FY20 Fee</th>
<th>FY20 Other</th>
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<th>FY21 Fee</th>
<th>FY21 Other</th>
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<td>401k Other Sales &amp; Services Accrual</td>
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<td>$3,503</td>
<td>$2,000</td>
<td>$2,000</td>
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### Expenditures:

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<th>FY20 Fee</th>
<th>FY20 Other</th>
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### Revenues Less Expenditures:

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<th>FY20 Total</th>
<th>FY21 Fee</th>
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</thead>
<tbody>
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### Beginning Fund Balance:

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### Subsidy (Transfers from Another Unit):

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<th>FY20 Fee</th>
<th>FY20 Other</th>
<th>FY20 Total</th>
<th>FY21 Fee</th>
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<th>FY21 Total</th>
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### Total:

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<th>FY19 Total</th>
<th>FY20 Fee</th>
<th>FY20 Other</th>
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<th>FY20 Fee</th>
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<td>$125,428</td>
<td>$62,714</td>
<td>$62,714</td>
<td>$125,428</td>
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</tbody>
</table>
GUF and Service Fee Budget Narrative Questions – Fall 2019 for CY21

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.

The Summer Activities Activity fee has an explicit purpose to provide programming for students who participate in UConn Summer Sessions. We offer a variety of events including, but not limited to, weekly ice cream socials, trips to off campus locations to visit and experience different attractions, snacks, movies, prizes, games, and other things to engage students while they are on campus taking classes.

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).

Last year during the SFAC budgeting process we referenced the trend of declining student fees collected over the past four years. This trend has continued with this year’s realized fees of approximately $27,000 (vs. $35,000 anticipated). This FY20 budget/spending plan reflects the expectation of a continuation of this trend, supplemented by a transfer from Student Activities to continue to provide a consistent level of programs as have been provided in past years.

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.

Student Activities will supplement the Summer Activities budget to ensure the continuation of programming at current level despite the recent downward trend of activities fees collected.

4) Do you propose an increase in your student fee allocation for FY21? 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)?

      N/A

      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?

N/A

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.

Summer Activities is a calendar year program. The projected fund balance at 12/31/2019 is ($1,521). It is projected Student Activities will transfer approximately $5,000 for this calendar year (2019) and up to $10,000 for both 2020 and 2021. With these transfers fund balance is projected to be as follows:

CY19 - $3,479
CY20 - $4,979
CY21 - $6,479

Optimal fund balance for Summer Activities is $5,000

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.

Our events are targeted towards students who are taking classes at the University of Connecticut-Storrs campus during the summer. While our target is UConn students, many events are open to faculty/staff, other UConn affiliates, and local community members which build a more vibrant and active campus climate through the summer.

Our most student-centered activities are Wednesdays and Thursdays -Wednesdays occurring during the lunch-time hours with the hopes of engaging commuter and residential students who are between classes. Thursday evenings our activities in the residence halls aim to engage with the population who are living there. On average, any of our events have attendance from 25 to 100 people each and every week. Additionally, we offer trips (students are given the opportunity to purchase tickets several days before they go on-sale to the public) which can accommodate at least 50.

Summer Activities most popular event that draws many students, staff/faculty, and community members is Tons of Fun Tuesday’s ice cream event. This year, we served close to 2,200 people from June through August. Undergraduate Students are charged $1 and non-undergraduates are charged $3.

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

Summer Activities employees at least two student workers over the summer that help in the planning and execution of all events. After each program and at the end of the summer they provide feedback about those programs and events and if the money being allocated toward certain expenditures is accurate or if certain areas should be higher or lower.
9) Is there any **additional information** that the committee should be aware of in reviewing your budget proposal?

Summer Activities works to make UConn Storrs a more vibrant and engaging community for students taking classes throughout the summer. While the needs of a student taking courses over the summer differs greatly due to schedule changes, these students continually need and deserve outlets and areas to socialize and feel connected all summer long. Summer Activities connects students by offering no/low cost activities that bring students out of their rooms, and into the community.

Increasing enrollment in online courses has significantly changed the number of students coming to the Storrs campus for summer classes and thus the amount of summer fees collected. In light of this trend and its financial impact, summer programs will be reviewed to ensure its programs and services match the current level and demographic of summer resident students.