Department Information and Narrative Questions
Fall 2021 for FY23 (July 1, 2022 – June 30, 2023)

DEPARTMENT INFORMATION
1. Department: Student Activities
   a. Staff involved in preparing budget:
      i. Department Head: Joseph P. Briody, Assistant Vice President for Student Affairs & Executive Director of Student Activities
      ii. Budget staff: Diane L. Bordeleau – Assistant Director Student Activities Business Services
      iii. Other staff:
         1. Ashley Christman – Director for Center for Fraternity & Sorority Development
         2. Miguel Colon – Director Community Outreach
         3. Jessica Gerum – Director Major Events & Programs
         4. Krista O’Brien – Director Trustee Student Organizations Support
   b. Phone number: 860.486.8151

2. Organization of Department – please attach a current organization chart to your submission

FINANCIAL INFORMATION
Please complete the attached spreadsheet and submit with the qualitative information below. All of the previous year and current year information was prepopulated by Kate Clark. Current year information was derived from the data entered for the Budget Construction process last spring. As this is the first year of using this spreadsheet, should you have questions about the information, please contact Kate 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.

NARRATIVE INFORMATION
Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY22) and next year’s (FY23) budget, it will be important to know your true 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 specific circumstances

3. Briefly describe the programs and services provided that are funded by a) GUF, and b) are funded by other revenue (if applicable).

Major Events & Programming:
• Plan and implement new large scale weekend events to provide student the opportunity to gather outdoors and have fun in a way that is compliant with current COVID-19 health and safety protocol recommendations. These weekends take place when other major weekends, like Home Coming and Family weekend are not scheduled.
• Plan and implement new smaller, regular weekly programs that invite engagement and connection on a more personal, and COVID-friendly scale
• Support the Division of Athletics through the payment, coordination and management of student transportation (‘Husky Roadshows’) for home football games at Rentschler, as well as to men’s and women’s basketball and soccer, baseball, and hockey games at various locations in and around Hartford throughout the season.
• Oversight and funding of Spirit, Pride, Tradition Program (cheerleaders, dance team, and mascot), primarily supporting Division of Athletics events and other University events/programs. Includes travel arrangements and logistics for dozens of appearances in/out of state throughout the year, as well as multiple training and developmental clinics at high schools.
• 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.

• 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:

• Provide required trainings (150+/year; 2500+ students; online and in person) for our approximately 700 registered student organizations on executive leadership, pertinent policies and procedures, organizational culture, record keeping, etc. Manage the online platform and all databases that support training and tracking.

• Support University-wide online engagement platform for students involved in student organizations and university programs.

• 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 yearlong 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 residentially based LC that includes multiple for-credit classes, bi-weekly co-curricular activities, and service projects.

• Plan and facilitate the Leadership Certificate Series consisting of 4 different 10-week workshops co-facilitated by students.

• Liaise with and provide resources and support to regional campus staff and student organizations.

• Oversight and funding of the Four Arrows Challenge/Ropes Course and Ellington Cottage retreat center (Depot Campus) in support of life-transformative/experientially based education.

Community Outreach Programs:

• Manage semester long service programs at over 60+ sites and 12+ alternative breaks engaging thousands of students in popular and impactful experiential learning and community service.

• Provide training/consultation for other campus-based service programs and alternative breaks.

• Oversee all aspects of the Jumpstart federal grant (youth literacy) program, including legal and University compliance and VISTA requirements for student volunteers.

• Maintain the systems for support and coordination for disaster relief and tragedy efforts for the University.

• Co-lead the Human Rights in Action Learning Community; this includes for-credit classes, bi-weekly co-curricular activities, and multiple service projects.

• Maintain relationships with dozens of community partners, including all legal documentation and procedures.

• Supervise, train and support over 100 student leaders who recruit, select, train, and supervise student volunteers at various service sites.

• Monitor, mitigate and manage program risks with student leaders and community partners.

• 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.
Business Services:
- Oversee all business support and direction to the Department of Student Activities including budgeting, purchasing, accounts payable and receivable, grant management, and fundraising.
- Manage Student Organizations Fund account; a $5M 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.
- Provide online training 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, Spirit Pride Tradition, Alternative Breaks and other various department needs.
- Manage all facets of UConn Marketplace for use by registered student organizations - available to approx. 400 student organization giving them the ability to collect dues, registrations, and event admission online.
- Manage business services and support for appx 400 student organizations that have accounts in Student Activities Business Services.

Trustee Student Organization Support Programs:
- Provide organizational, leadership and financial advisement, training, oversight, training, and support of student fee funded ("Trustee") organizations (13 accounts: student government, student media, etc.) at the Storrs and Regional Campuses.
- Oversee the University’s Student Trustee Election Committee and student trustee elections.
- Oversee the student representative to the University’s Foundation Board of Directors Election.
- Manage bi-weekly trainings (Triad) and weekly support meetings as part of the Trustee student organization training and support.
- Conduct regional and professional school student government associations’ elections.
- Liaise with and provide direction/advisement to regional and professional school staff re: student government associations and application of relevant CT state statutes, CT state comptroller policies, and University policies and procedures.

Center for Fraternity and Sorority Development:
- Advise and support the governing councils and chapters of the University’s fraternal community (2,300+ students), creating opportunities to strengthen student leadership, develop global citizens, engage students, and manage risk, through advisement, and provision of multiple forums, trainings, workshops, and resources.
- Create and provide educational initiatives on topics including, but not limited to, Hazing Prevention, membership development, risk management, sexual assault prevention, organizational leadership and more.
- Organize programs that build community and foster positive relationships among our diverse student population.
- Maintain membership, scholastic, service and philanthropic records of fraternities and sororities; track organizational performance through the Expectations of Excellence initiative; and recognize fraternal excellence.
- Partner with various University departments on various 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.
- Serve as a liaison between the University, local fraternity and sorority chapters, alumni, parents, advisors, community, inter/national fraternity/sorority headquarters, and umbrella associations.

Department wide 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 of which have 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.

4. Please explain any significant changes in this year’s budget/spending plan since your budget was submitted for Budget Construction in the spring.
• Multiple staff vacancies – totaling over 23 months of vacancies July 1 – Oct 3/more anticipated.
• Re-designed approach to student programming – including addition of new ‘major weekend programming’ and small scale/more weekly personal events with emphasis student engagement in a pandemic environment resulting in increased programming costs
• Reduction of fund balance totaling $1.3 million resulting from $300K FY21 operating budget reduction and approx. $1 million in ‘give back’ to University to assist with COVID related losses.
• Resumed role as flow through of funds in lieu of charging for student tickets at Division of Athletics sporting events.

5. 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 (FY22) or for your proposed budget in FY23? If so, please explain.
• SPT apparel sale – basketball cheer clinic participation (still tentative)
• SPT appearance fees (unknown and variable/reduced since COVID)
• Leadership Learning committee, ticket payments
• Ticket sale to events (highly dependent on numerous factors, performer, date, price, etc.)
• Alternative Break student participation
• Foundation support for various programs such as Leadership Legacy, Community Outreach and Alternative Breaks – participant fees (hoping to reduce to lower barriers to participation)
• CO Alumni event participation fees
• Challenge Course usage by those outside the University (will be $0 in FY 22, staff vacancy)
• Leadership presentation fees such as Strengths Quest and/or Disc to other departments

6. Staff counts
   a. Please identify the number of filled full-time equivalent staff (this may be different than the number 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.
   • As of 11/1/2021 – 32 professionals (includes T3’s), of which 4 are paid by Trustee Student Organization; Graduate Assistants – 16 – 8 FTE
   
   b. Please identify the number of vacant full-time equivalent staff (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%).
   • As of 11/1/2021 – professional – 7
   • FYI: During FY22 we have/are experienced/experiencing vacancies (of various lengths) in 10 different full-time professional positions totaling over 23 ‘vacancy months’. 
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)?

- Five SP employees as follows:
  - Two Spirit Pride Tradition as part-time Assistant Coaches
  - Three GA’s paid additional hours to address programmatic needs resulting from vacancies and increased area workload
  - One full time SP assisting with newly re-designed programming approach.

7. For planning purposes, the anticipated collective bargaining increases for FY23 is 2% and the increase in the fringe benefits rate should be increased by 1%. Based on this information, do you anticipate needing additional funds to cover any annual increase in either fringe benefits or salary expenses for your current staff that are not able to be covered with your current (FY22) budget? If so, what is the anticipated total increase needed (% increase over FY22 AND actual dollar amount)? Note: If additional funds are needed, the Budget Office will determine the additional funds to be allocated based on ACTUAL changes to staff salaries and fringe benefits once those increases are known (late FY22). Are there other increases for Personnel Services for current FTE's that are not related to CBI or fringe benefit increases? If yes, please explain.

- We are currently not fully staffed – as referenced previously – as a result of significant staff turnover. 10 different positions in FY22 (4 months).
- We anticipate being much closer to full staff for FY23.
- Current department funding level – with the noted CBI/Fringe increases and a ‘more full” staff – will negatively impact our ability to meet the programmatic needs of the University.
- Minimally we anticipate requiring additional funding support in the amount $80K to cover the anticipated increased CBI and fringe rate increases (3% of approx. $2.6 million in salary/fringes)

8. After developing your FY23 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by for 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 FY22 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)?
      - Current budget is not supported by current revenue
      - Approx. 15% or $1,000,000 increase in revenue to ensure a continuation of a basic level of existing services.

   b. NEW PROGRAM(S)/SERVICE(S) - What portion of the requested amount (% increase over FY22 AND actual dollar amount) is for new program(s)/service(s)? Have these programs/services been vetted and supported by senior administration (Provost, President or Senior VP for Administration)? If applicable, please explain the new program(s)/service(s) and the dollars associated with EACH new program/service.
      - No new programs are being initiated for FY23

   c. NEW POSITION(S) - What portion of the requested amount (% increase over FY22 AND actual dollar amount) is for new positions? Have these positions been reviewed and approved by senior
administration (Provost, President or Senior VP for Administration)? If applicable, please explain the new position(s) and the dollars associated with EACH.

- No new positions have been created.

d. What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?
- All professional staff position duties and responsibilities and department functions are being audited/reviewed for efficiency opportunities.

9. 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?
- Assuming constant staffing, FY23 programming would require significant reduction (est. 25-40%) Specifically, and initially we would immediately terminate the Roadshow program which currently provides transportation to Division of Athletics events (men’s/women’s basketball, football, hockey). Additionally, we would reduce our support of our Spirit, Pride, Tradition Program – which (as noted previously) primarily exists to support various athletic events. We would also consider eliminating programming efforts around other major events (e.g. Homecoming, Family Weekend, WOW, etc.)

10. What are the current (end of FY21) and projected (end of FY22 and end of FY23) levels of your reserves/fund balances for all accounts under your purview? 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/other account.
- FY21 Fund Balance: $1,273,466 (actual)
- FY22 Fund Balance: $281,000 (projected)
- FY23 Fund Balance: ($631,000) (projected)

11. Within the next three years (FY23-FY25), 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.
- Increase salary/fringes (TBD)
- Increase supply/program material costs (post-COVID impact)

12. 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.

The importance of diverse and quality student engagement opportunities was demonstrated overwhelmingly over the past 18 months. Increased rates of mental health issues, student loneliness, anxiety, disconnection, and depression accentuated the critical role our programs & services have in connecting students to one another supporting their emotional and psychological well-being, augmenting their academic success as students, and creating a real University community. The ‘engagement gap’ students experienced was broad and deep and continues to have a residual effect on students as 50% of our enrolled students have little to no experience living on campus, meeting new students and engaging as part of this community.

Student Activities took a leadership role throughout the pandemic through today to re-design its programs and services, engage students in new and creative (and safe) ways both on a large scale (when appropriate) and on a smaller, more personal, scale as was demanded. This combination of large and smaller set of programs has proven to be highly effective in keeping students physically, mentally, emotionally and psychologically healthy and connected.
Demand for our programs this year is extremely high – from student organization membership numbers to applications and enrollment in our various areas - leadership, community outreach/service, student org support, trustee organization involvement, and attendance at all of our events (e.g., late night, homecoming, Halloween, family weekend, WOW, and more).

We hope to be able to continue this heightened level of quality program and support moving forward.

13. 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

14. Is there any additional information that the committee should be aware of in reviewing your budget proposal?
<table>
<thead>
<tr>
<th>Student Activities</th>
<th>FY21 GUF</th>
<th>FY21 Non-GUF</th>
<th>FY21 Total</th>
<th>FY22 GUF</th>
<th>FY22 Non-GUF</th>
<th>FY22 Total</th>
<th>FY23 GUF</th>
<th>FY23 Non-GUF</th>
<th>FY23 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GUF Allocation</td>
<td>3,656,182</td>
<td>-</td>
<td>3,656,182</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sales and Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>3,656,182</td>
<td>6,308,560</td>
<td>10,088,142</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
<td>6,308,560</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Salaries</td>
<td>315,274</td>
<td>-</td>
<td>315,274</td>
<td>4,142,672</td>
<td>4,142,672</td>
<td>4,142,672</td>
<td>4,142,672</td>
<td>4,142,672</td>
<td>4,142,672</td>
</tr>
<tr>
<td>Permanent Salaries</td>
<td>2,205,673</td>
<td>4,142,672</td>
<td>6,348,345</td>
<td>2,205,673</td>
<td>4,142,672</td>
<td>6,348,345</td>
<td>2,205,673</td>
<td>4,142,672</td>
<td>6,348,345</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>3,520,947</td>
<td>4,142,672</td>
<td>7,663,619</td>
<td>6,348,345</td>
<td>6,348,345</td>
<td>6,348,345</td>
<td>6,348,345</td>
<td>6,348,345</td>
<td>6,348,345</td>
</tr>
<tr>
<td>Profits</td>
<td>9,428,234</td>
<td>2,659,847</td>
<td>12,088,081</td>
<td>9,428,234</td>
<td>2,659,847</td>
<td>12,088,081</td>
<td>9,428,234</td>
<td>2,659,847</td>
<td>12,088,081</td>
</tr>
<tr>
<td>Net Income/Profit</td>
<td>6,759,736</td>
<td>0</td>
<td>6,759,736</td>
<td>6,759,736</td>
<td>0</td>
<td>6,759,736</td>
<td>6,759,736</td>
<td>0</td>
<td>6,759,736</td>
</tr>
</tbody>
</table>
| Note: "Net Income/Profit" is calculated by subtracting total expenses from total revenues.

*Note that "Net Income/Profit" is calculated by subtracting total expenses from total revenues.
Department Information and Narrative Questions
Fall 2021 for FY23 (July 1, 2022 – June 30, 2023)

DEPARTMENT INFORMATION
1. Department: Student Activities
   a. Staff involved in preparing budget:
      i. Department Head: Joseph Briody
      ii. Budget staff: Diane L. Bordeleau
      iii. Other staff: Jessica Gerum
   b. Phone number: 860.486.8151
   c.

2. Organization of Department – please attach a current organization chart to your submission

FINANCIAL INFORMATION
Please complete the attached spreadsheet and submit with the qualitative information below. All of the previous year and current year information was prepopulated by Kate Clark. Current year information was derived from the data entered for the Budget Construction process last spring. As this is the first year of using this spreadsheet, should you have questions about the information, please contact Kate 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.

NARRATIVE INFORMATION
Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY22) and next year’s (FY23) budget, it will be important to know your true 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 specific circumstances

3. Briefly describe the programs and services provided that are funded by a) GUF, and b) are funded by other revenue (if applicable).

   Summer Activities programs are funded by an Activity Fee charged to students who take in person classes during summer sessions. 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.

4. Please explain any significant changes in this year’s budget/spending plan since your budget was submitted for Budget Construction in the spring.

   Due to the pandemic’s effect, the change to on-line classes eliminated Summer Activities programs for the summers of 2020, and 2021. As such there was no budget entered in Budget Construction this past spring. It is anticipated the summer of 2022 programs will resume in a similar manner as has been provided in the past, most recently, summer 2019.
5. 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 (FY22) or for your proposed budget in FY23? If so, please explain.

*Summer Activities is funded by an activity fee for students taking in-person classes. Other sources of revenue are from the sale of food during Tons of Fun Tuesdays (undergrads: $1; others: $3) and tickets to participate in travel trips. Undergraduates are offered the opportunity to purchase tickets prior to opening the sale to others. In the past travel trips included excursions to the beach, to a nearby mall, and amusement or water parks.*

6. Staff counts
   a. Please identify the number of filled full-time equivalent staff (this may be different than the number 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.

   *N/A – Student Activities absorbs the cost of these specific staffing needs into its budget*

   b. Please identify the number of vacant full-time equivalent staff (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%).

   *N/A*

   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)?

   *N/A*

7. For planning purposes, the anticipated collective bargaining increases for FY23 is 2% and the increase in the fringe benefits rate should be increased by 1%. Based on this information, do you anticipate needing additional funds to cover any annual increase in either fringe benefits or salary expenses for your current staff that are not able to be covered with your current (FY22) budget? If so, what is the anticipated total increase needed (% increase over FY22 AND actual dollar amount)? Note: If additional funds are needed, the Budget Office will determine the additional funds to be allocated based on ACTUAL changes to staff salaries and fringe benefits once those increases are known (late FY22). Are there other increases for Personnel Services for current FTE’s that are not related to CBI or fringe benefit increases? If yes, please explain.

   *N/A – absorbed by Student Activities*

8. After developing your FY23 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by for 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):

   Current revenue supports proposed budget.
a. CURRENT SERVICES - What portion of the requested amount (% increase over FY22 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)?

N/A

b. NEW PROGRAM(S)/SERVICE(S) - What portion of the requested amount (% increase over FY22 AND actual dollar amount) is for new program(s)/service(s)? Have these programs/services been vetted and supported by senior administration (Provost, President or Senior VP for Administration)? If applicable, please explain the new program(s)/service(s) and the dollars associated with EACH new program/service.

N/A

c. NEW POSITION(S) - What portion of the requested amount (% increase over FY22 AND actual dollar amount) is for new positions? Have these positions been reviewed and approved by senior administration (Provost, President or Senior VP for Administration)? If applicable, please explain the new position(s) and the dollars associated with EACH.

N/A

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

N/A

9. 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?

N/A

10. What are the current (end of FY21) and projected (end of FY22 and end of FY23) levels of your reserves/fund balances for all accounts under your purview? 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/other account.

Current reserves and fund balance include both local and ledger-3 accounts:

CY21 – 24,063
CY22 – 19,063
CY23 – 14,063

Fund balance is anticipated to decline over the next two years. It is anticipated budgeted programming expenses will continue to exceed fees received.

11. Within the next three years (FY23-FY25), 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.

Prior to the pandemic Summer Activities fees collected had been in decline due to the trend of students opting for on-line classes over in-person classes. It is anticipated this trend will continue,
however, given the recent two summers did not offer in person classes there is an anticipation of pent-up demand for those offerings. It is difficult to anticipate the future effect on the collection of fees, however, it’s possible the fees will continue in a downward trajectory. If that is the case the determination will need to be made if this program should continue in its current format.

12. 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.

Students taking classes in-person at the University’s Storrs campus during the summer are our primary audience. Some events are also open to faculty/staff, other UConn affiliates, and local communities – often for a fee – and help 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 evening activities are designed to engage our residential students. In the past the events have had attendance from 25 to 100 people each week depending on a variety of factors. Additionally, trips - which typically accommodate at least 50 students - have been extremely popular and successful.

13. 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.

14. 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 students taking courses over the summer differs greatly, 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.
<table>
<thead>
<tr>
<th></th>
<th>CY21 GUF</th>
<th>FY21 Non-GUF</th>
<th>FY21 Total</th>
<th>CY22 GUF</th>
<th>CY22 Non-GUF</th>
<th>CY22 Total</th>
<th>CY23 GUF</th>
<th>CY23 Non-GUF</th>
<th>CY23 Total</th>
<th>CY24 GUF</th>
<th>CY24 Non-GUF</th>
<th>CY24 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GUF Allocation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Supported Permanent Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation, Investments &amp; Gifts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services Of Educational Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services Of Auxiliary Enterprises</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In (Outside Unit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent &amp; Continuing Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary/Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,600</td>
<td>6,600</td>
<td>6,600</td>
<td>6,600</td>
<td>6,600</td>
<td>6,600</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees, Dues &amp; Memberships</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rentals And Leases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers Out (Outside Unit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Non-FS Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23,400</td>
<td>23,400</td>
<td>23,400</td>
<td>23,400</td>
<td>23,400</td>
<td>23,400</td>
</tr>
<tr>
<td>Total Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Within Unit Transfers (In)/Out**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income (Loss)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(5,000)</td>
<td>(5,000)</td>
<td>(5,000)</td>
<td>(5,000)</td>
<td>(5,000)</td>
<td>(5,000)</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>24,082</td>
<td>24,082</td>
<td>24,082</td>
<td>24,082</td>
<td>24,082</td>
<td>24,082</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>34,082</td>
<td>34,082</td>
<td>34,082</td>
<td>34,082</td>
<td>34,082</td>
<td>34,082</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Funds**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Net Within Unit Transfers will not be zero if an account that was part of "new" will have transfers to a different fund.

**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.