DEPARTMENT INFORMATION
1. Department: Student Union
   a. Staff involved in preparing budget:
      i. Department Head: Isaac Barber
      ii. Budget staff: Corey O’Brien
   b. Phone number: 860-486-8102

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).

The Student Union is the center of activity for our community and is designed to enhance the quality of student life, to support co-curricular activities, and to contribute to the University’s educational mission by fostering learning outside of the classroom. The Student Union Department has a commitment to the UConn community to maintain the operations of the Student Union with a high standard and quality of service in our efforts to continually improve our support for all customers, tenants and partners, students, faculty, staff, alumni, prospective students, and visitors to the University who utilize this building.

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

At the present time, the Student Union is not anticipating a significant change to our spending plan as we emerge from our COVID situation.
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.

The Student Union works very closely with our partners in Subway and Dunkin Donuts to enhance traffic to those spaces, resulting in our ability to generate greater revenues for the Student Union. While it is still early in the academic year, it does seem that customer traffic to these operations has returned to pre-COVID impacted numbers, and the Student Union will benefit from the increased revenue as a result. Additionally, we are hopeful that as we continue to move out of a COVID-impacted environment, the Student Union will be better positioned to generate rental revenue from rooms and equipment. Again, it is early, however we hope this area of revenue will return to a pre-COVID impacted average rate soon.

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.

   The total FTE is 32.5

   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%).

   Currently, we have 4 positions vacant. These positions are; Associate Director of Event Services, two (2) Lead Custodians, and an Evening Coordinator which is currently being updated to provide greater support for the Student Union and the Division for Student Affairs.

   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)?

   The Student Union does not have staff on Special Payroll at this time.

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.

   Given the return to normal revenues, the Student Union will be able to absorb the modest increases as proposed. If these increases are larger than anticipated, the Student Union may have to ask for some additional GUF funds. As a point of history, the Student Union has not asked for increases in GUF funds.
for over six years and has internally funded 3 new positions identified as critical to support the increased business and events that have occurred during non-COVID times. Additionally, with nearly 90 student employees, managing the increases in minimum wages has been an expense that we have managed over the years.

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)?

The Student Union does not anticipate requesting additional GUF Funds for FY 2023.

   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.

While the Student Union is not requesting additional funds, the department is committed to provide the best experiences in a clean and safe environment. We will begin working on a replacement plan for any furniture or technology needs. Given the amount of traffic that has returned and the ever-changing needs of our customers as it relates to technology, these are our primary focuses on our services.

   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.

Currently, the Student Union is working with the VPSA and Student Affairs Information Technology Department in creating an Audio-Visual Coordinator to assist the division as well as enhance the evening support of the audio-visual needs in the Student Union. This position is currently labeled as the Evening Event Coordinator. A budget salary and job description are in the development stage. It is the Student Union's belief that this will be a position and associated salary that will be the responsibility of a few departments. This may include the VPSA Office, the Student Union and SAIT.

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

The Student Union is very mindful of spending GUF funds and always looking for ways to streamline operations or look to other efficiencies to ensure savings if at all possible. We have reduced hours of operation, shifted to purchasing more of our supplies in bulk, and leveraged technology in a way that has allowed us to significantly reduce the amount of paper we use and to lower our student labor expenses.
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?

The Student Union does not see an impact on services with a flat request for GUF funds.

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.

The Student Union is in the planning stages of increasing the safety and security of the entire building. An initial phase of this enhancement is wiring all the points of entry with swipe devices. The goal is to have all the meeting rooms and office spaces wired in the future. This enhancement to safety and security is expected to be very costly. The first phase of this project, wiring the entry doors, has been estimated around $100,000.

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.

If the skyrocketing increases in fringe benefit rates and any collective bargaining increases occur, it is probable that the Student Union will be requesting GUF funds to cover these expenses.

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.

On a normal academic day the traffic counts in the Student Union can exceed 8,000 visitors. While these visitors are largely our student body, we also see many faculty, staff, alumni, and members of the community using our building and services. We have handed as many as 18,800 reservations for Student Groups and support all the programs and services offered by our building partners.

Additionally, the Student Union serves as a major focal point during many campus wide events. These include Open House, Homecoming, WOW, and Family Weekend to name a few. Visitors to our campus for events such as basketball games, or Jorgensen performances typically visit as well.

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

The Student Union employs nearly 100 students in a variety of roles. This staff is a key resource for the department for any changes or suggestions. We rely on these students to carry out our mission and to provide critical feedback which allows to enhance our services. Additionally, the Student Union has a Student Advisory Council that will likely return as we emerge from COVID and we utilize surveys from our customer feedback forms sent to groups that use our services.
14. Is there any additional information that the committee should be aware of in reviewing your budget proposal?

As in the years past, the Student Union remains committed to utilizing the funds from the GUF Committee to provide the best services and experiences possible for our customers and partners.
### UConn Student FTE Advisory Committee

#### General University, Student Health and Summer Programs for Budget Projection Form

<table>
<thead>
<tr>
<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>
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<tr>
<td>Original Budget</td>
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<td>Current Forecast</td>
<td>Original Budget</td>
<td>Original Budget</td>
<td>Current Forecast</td>
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<td>Fee Revenue</td>
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<td>Grants and Contracts</td>
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<td>Foundation, Investments &amp; Gifts</td>
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<td>Other Revenue</td>
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<td>Other Personal Services</td>
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<td>Non-FP Fund Balance</td>
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<tr>
<td>Total Fund</td>
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*Note: "Not Within Unit Transfers" will not be made or an account that was part of "Within Unit" transfer transactions is now part of a different unit.

**Any funds that are listed in "Non-FP Fund Balance" are unavailable/restricted, please indicate the total that is unavailable, and the reason for restriction.

### Additional Instructions

- Fill in the blanks with relevant data.
- Verify all calculations and ensure consistency in the data entered.
- Review the table for any discrepancies or data entry errors.

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**Student Union**

- FY21 GUF: 3,332,463
- FY21 Non-GUF: 210,000
- FY21 Total: 3,455,465
- FY22 GUF: 1,345,592
- FY22 Non-GUF: 163,787
- FY22 Total: 1,509,379
- FY23 GUF: 1,345,592
- FY23 Non-GUF: 163,787
- FY23 Total: 1,509,379

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**Expense**

- Permanent & Continuing Salaries: 1,345,592
- Temporary Salaries: 163,787
- Other Personal Services: 313,021
- Fringe Benefits: 313,021

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**Total Revenues**

- 3,455,465

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**Expense**

- 2,210,392

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**Net Income/(Loss)**

- -151,703

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**Restricted Fund Balance**

- Not applicable