

**Department Information and Narrative Questions
Fall 2022 for FY24 (July 1, 2023 – June 30, 2024)**

DEPARTMENT INFORMATION

1. Department: **Off Campus and Commuter Student Services (OCCSS)**
 - a. Staff involved in preparing budget:
 - i. Department Head: **John Armstrong, Associate Dean of Students/ Director, Off Campus and Commuter Student Services**
 - ii. Budget staff: **Corey O'Brien, Fiscal Manager**
 - iii. Other staff: **Ashley O'Connell, Assistant Director**
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 the previous year and current year information was pre-populated by Katherine Wilson from the Budget Office. Current year information was derived from the data entered for the Budget Construction process last spring. Should you have questions about the information, please contact Katherine Wilson 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.

NARATIVE INFORMATION

Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY23) and next year's (FY24) 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 Office of Off Campus and Commuter Student Services serves two distinct populations- Students who live off campus in rentals and students who commute from home/family unit. Both groups have unique needs and OCCSS identifies those needs to provide services tailored to student success through consultation, programming and campus partner networks.

OCCSS provides individualized assistance to students seeking off campus housing at the Storrs campus, Regionals, School of Law, School Business and by Spring 2023, UConn Health. This includes supporting students as they adjust to living in a rental with services such navigation of the public health system for Health/Safety related issues, consultation with tenants on landlord/tenant disputes, incidental questions pertaining to off campus living or transportation.

OCCSS also 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; many of which include campus networking.

Annual expenditures: staff salaries, programs, catering, vehicle upkeep, office supplies, incidentals, printing and binding (Housing Guide, Welcome Back Literature) and promotional items.

4. Please explain any significant changes in this year's budget/spending plan since your budget was submitted for Budget Construction in the spring.
- **Increase in Salary, Fringe and One-time lump sum payment for UCPEA staff resulted in a \$20,000 additional budget expense for OCCSS. This was not factored in to the OCCSS budget construction for FY23**
 - **OCCSS No-Cost contract with CoStar has been reviewed by Procurement, however the final version has not been signed. This has resulted in a 10K deficit until final contract is signed and returned**
 - **1 FTE resigned their position as of 9.30.22**
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 (FY23) or for your proposed budget in FY24? If so, please explain.

There are two sources of revenue for OCCSS:

- 1. Revenue from the off-campus housing website (CoStar)**
- 2. Revenue from property packages sold to property management companies**

Annually, this amount is between 50K and 60K. At the conclusion of FY22, our revenue was \$41,680 because of the stalled contract

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.

2 FTE funded through the GUF account.

1 FTE with split funding from GUF account and Revenue account (recent resignation)

OCCSS ended support of a Graduate Assistant in FY2021

- 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%).

1 FTE resigned effective 9.30.22- Process for refilling position anticipated to take 3-6 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)?

No special payroll

7. For planning purposes, the collective bargaining increases for FY24 for all staff is 4.5% 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 (FY23) budget? If so, what is the anticipated total increase needed (% increase over FY23 AND actual dollar amount)? Note: If additional funds are needed and approved by the central administration, the Budget Office will determine the amount to be allocated based on ACTUAL changes to staff salaries and fringe benefits once those increases are known (late FY23). 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.

The \$365,914 is insufficient to cover salary & fringe needs for the OCCSS Program. To cover these needs, we would need a 10% increase (\$36,513).

8. After developing your FY24 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by 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). Due to the collectively bargained increases for staff, it will be unlikely that additional funds above your current allocation will be available.
- CURRENT SERVICES - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)?
10% Increase is needed to fund salary/fringe, programs and services for OCCSS
 - NEW PROGRAM(S)/SERVICE(S) - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for new program(s)/service(s)? Have these programs/services been vetted and supported by senior administration (Provost or President)? If applicable, please explain the new program(s)/service(s) and the dollars associated with EACH new program/service.
No new services or programs anticipated
 - NEW POSITION(S) - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for new positions? Have these positions been reviewed and approved by the appropriate senior administrator (Provost or President)? If applicable, please explain the new position(s) and the dollars associated with EACH (salary and fringe).
No new positions are planned for OCCSS
 - What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?
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?
10. What are the current (end of FY22) and projected (end of FY23 and end of FY24) 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.

FY22: \$113,253

FY23: \$24,097 (projected)

FY24: \$5,871 (projected)

11. Within the next three years (FY24-FY26), 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.

Yes. As indicated above, OCCSS is unable to cover all program costs by the conclusion of FY24.

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.

Summer/Fall 2022

- **Weekly Newsletter (Virtual)- Distributed to 12,000 students on the Storrs campus has a 70% open rate weekly.**
- **Welcome Back Visits- August October: 3000 students**
- **Meetings/Consultations/Housing Search: 950 Students**
- **Program Attendance (Fall 2022 so far): 440**
- **Fall Housing Fair/ Fall Festival (Oct./Nov) Anticipated attendance 900 students**

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

Yes. Both student staff and general student population in our community complete assessment inventories to provide feedback on what types of programs/services they would like to have offered.

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



*Note: For current and next year forecasts, we are not looking for minor changes at this point. Please use this as an opportunity to show significant swings to budget, or changes that may affect your annual allocation request.

	Fill in		Fill in		Fill in		Fill in					
Student Fee Advisory Committee												
General University, Student Health and Summer Program Fee Budget Projection Form												
Off Campus Commuter Services	FY22 GUF Actuals	FY22 Non-GUF Actuals	FY22 Total Actuals	FY23 GUF Original Budget	FY23 Non-GUF Original Budget	FY23 Total Original Budget	FY23 GUF Current Forecast	FY23 Non-GUF Current Forecast	FY23 Total Current Forecast	FY24 GUF Budget	FY24 Non-GUF Budget	FY24 Total Budget
Revenue												
GUF Allocation	365,914	-	365,914	365,914	-	365,914	365,914	-	-	402,505	-	-
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Auxiliary Enterprises	-	41,680	41,680	-	55,000	55,000	-	45,000	-	-	55,000	-
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In (Outside Unit)	-	20,000	20,000	-	-	-	-	-	-	-	-	-
Total Revenues	365,914	61,680	427,594	365,914	55,000	420,914	365,914	45,000	410,914	402,505	55,000	-
Expense												
Permanent & Continuing Salaries	191,730	26,321	218,051	200,969	27,457	228,426	200,929	20,646	-	210,975	18,120	-
Temporary Salaries	-	8,446	8,446	-	8,000	8,000	-	7,000	-	-	7,000	-
Other Personal Services	9,428	1,250	10,678	2,095	-	2,095	2,500	500	-	-	-	-
Fringe Benefits	157,123	21,543	178,667	160,086	21,691	181,777	161,543	20,668	-	189,130	15,806	-
Salary/Benefits	358,281	57,560	415,841	363,150	57,148	420,298	364,972	48,814	-	400,105	40,926	-
Services	4,213	12,824	17,037	-	10,830	10,830	-	10,000	-	-	12,000	-
Supplies	2,200	6,635	8,835	-	8,500	8,500	-	9,000	-	-	11,000	-
Travel	-	3,006	3,006	-	4,000	4,000	-	3,800	-	-	4,000	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-
Fees, Dues & Memberships	178	6,982	7,159	-	3,000	3,000	-	2,000	-	-	3,500	-
Rentals And Leases	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	2,847	-	2,847	2,764	-	2,764	-	2,800	-	2,400	800	-
Financial Aid	-	-	-	-	-	-	-	-	-	-	-	-
Other Expense	91	31	122	-	-	-	-	-	-	-	1,000	-
Transfers Out (Outside Unit)	-	29,264	29,264	-	29,264	29,264	-	-	-	-	-	-
Total Non-PS Expense	9,529	58,741	68,270	2,764	55,594	58,358	-	27,600	-	2,400	32,300	-
Total Expense	367,810	116,300	484,111	365,914	112,742	478,656	364,972	76,414	-	402,505	73,226	-
Net Within Unit Transfers (In)/Out*	-	-	-	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	(1,896)	(54,620)	(56,517)	-	(57,742)	(57,742)	942	(31,414)	-	(0)	(18,226)	-
Prior Year Fund Balance	1,904	167,866	169,770	7	113,246	113,253	7	55,511	-	949	24,097	-
Total Funds	7	113,246	113,253	7	55,504	55,511	949	24,097	-	949	5,871	-
Restricted Funds**												
Restricted Funds Reason												

*Note that "Net Within Unit Transfers" will not net to zero if an account that was part of "Within Unit" transfer transactions is now part of a different unit
 **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.

Off-Campus and Commuter Student Services Organizational Chart

