

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

DEPARTMENT INFORMATION

1. Department: Student Union
 - a. Staff involved in preparing budget:
 - i. Department Head: Isaac Barber
 - ii. Budget staff: Corey O'Brien
 - iii. Other staff:

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.

NARRATIVE 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 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 /partners, students, faculty, staff, alumni, prospective students, and visitors to the University who utilize the building.

Funding from GUF is essential for the Student Union to continue to support the many departments and programs that we interact with and are within our walls. Primarily GUF support directly funds salary support, facility maintenance, and basic needs of the Student Union.

While revenue generation is not the primary focus or reason the Student Union exists, the Student Union also relies on revenues sources to partially fund facility and technology enhancements, major upgrades, and maintenance projects.

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

Salary and fringe increases have had a catastrophic impact on the Student Union budget.

The Student Union was approached by public safety to begin a project that would increase the safety and security of the building, thereby reducing institutional liability related to access and security in and around the Student Union facility. The requested upgrades include the following: Increased camera coverage and installation of swipe devices on exterior doors and interior high use doors around the Student Union. The Student Union initially funded \$110,000 for preliminary design and the scope of work. Currently, it is estimated that the project will cost \$1.5Million. It is possible for the project to be completed in stages, but the Student Union is still not in a position to fund the amounts needed for each phase. The Student Union supports this safety and security initiative for our many patrons (current undergraduate and graduate students, alumni, visitors to the institution, including prospective students; faculty, staff, tenants, etc.). This project is a coordinated effort between the Student Union, University Safety, University Planning Design and Construction, and University Facilities. However, as previously stated, the current Student Union budget does not have the funds to support this project, neither in its entirety nor broken out into phases.

Due to current budget limitations, the Student Union has also had to delay purchase of occupancy tracking devices which need to be placed at the facility entrances and within several internal areas of the facility.

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.

The Student Union relies heavily on the success of Dunkin Donuts and Subway. After several years of drastic decreases in revenues, from these two operations, we are forecasting increases for the 2022-2023 academic year.

The Student Union also collects revenue in the form of rentals for rooms, technology, and staffing; however, revenue collected for these services accounts for a small percentage of the total number of reservations managed by the Student Union. Student organizations and University Departments currently do not incur a fee for service for most event reservations and equipment rentals.

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.

Currently the Student Union is staffed at 29.5 FTE. This includes NP2, NP3, UCPEA, Management, and a Graduate Assistant.

- 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%).

The Student Union has three (3) vacancies currently. The Audio-Visual Assistant Manager position, Business Services Coordinator position, and the Building Superintendent position.

- 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)?

Currently the Student Union has one (1) special payroll position. This position is providing vital audio-visual support until the Audio-Visual Assistant Manager position is filled. This audio-visual support extends outside the Student Union to any Division for Student Affairs Department.

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.

After the drastic salary and fringe increases (i.e. retroactive and multiple one-time increases), along with the decrease in GUF allocations (the rescissions from FY2021 and FY2022) and labor force shortages which caused our overtime expenditures to increase from an average of \$20,000 annually to over \$60,000 due to the impacts of COVID-19, the Student Union has a significant need for additional funding support. The Student Union has not asked for an increase from the GUF Committee in seven (7) years. **The amount requested by the Student Union is 10% which equates to \$403,580. If we do not receive the requested increase, our operating funds will have a negative balance by FY2024.** The Student Union's fund balance was \$138,635 at the close of FY22. Previously, an agreement of 8-10% of GUF or permanent funding was appropriate, which supports the current request for a 10% increase in GUF allocations. The fund balance at the close of FY22 is a significant decreased compared to the recommended and agreed upon fund balance for a building of this size and importance.

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.

- a. 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)?

No, the Student Union budget is not supported by our current revenue. While we do continue to look for other potential revenue sources, the Student Union continues to prioritize supporting the needs of our students, which includes decisions related to space allocation. A primary space that could have been repurposed for a revenue-generating retail operation, was allocated to the Office of Diversity of Inclusion in a joint effort with the Division of Student Affairs to support the Middle Eastern student and the Native American and Indigenous student populations. The prioritization of student need over revenue generation further aligns with the Student Union mission to support Student Life, community, inclusion, and learning outside of the classroom.

The entirety of the requested increase is to fund current operations, which supports all aspects of the Student Union and its tenants. Currently, Student Union tenants do not pay a fee for their location(s) in the Student Union. Increased costs to maintenance needs (current, preventative, and deferred) and janitorial supplies combined with compounding salary and fringe increases make this request to increase GUF funding necessary.

- b. 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.

While not a part of our direct request, as mentioned before, the Student Union has been approached to increase safety and security within our building. At present the project is on hold due to lack of funding. As previously stated, the current Student Union budget does not have the funds to support this project, neither in its entirety nor broken out into phases.

- c. 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).

The Student Union is not adding new positions.

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

The Student Union has greatly reduced several preventative maintenance and replacement plans. These reduced plans cannot continue as students expect a clean, and welcoming environment. The Student Union department has put off furniture re-upholstering, carpet replacement in common spaces, including spaces in several cultural centers, along with other departments within our building. Additionally, the Student Union implemented a modest reduction in facility operating hours.

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?

From a revenue standpoint, the Student Union will implement increased charges for services and potentially expand those charges to all customers. Because this would include Student organizations, we anticipate challenges to this initiative since GUF is funded by student fees.

From an operational perspective, replacement plans of carpeting, furnishings and general maintenance of the building will begin to be hampered. The Student Union has already suspended carpet replacements in cultural centers and hallways. Additionally, we have not re-upholstered many of our lounge space furnishings. This delay in re-upholstering furnishings was not significant previously due to the decrease in patrons in the building as a result of a COVID-19 impacted environment. However, we are now back to full capacity and future furniture re-upholstering delays will quickly result in decreased furniture quality, functionality, and safety.

The Student Union is also considering greater reduction in hours and services. Additionally, the Student Union will not be able to support the maintenance and replacement/upgrade of technology equipment needed to stay current with essential technology needs and expectations for our students and customers.

The Student Union would work to implement space use costs to University Departments for their meetings and programs, increase fees and costs related non-affiliate organization programs and activities, and take steps to begin charging tenants rent for their spaces within the Student Union, as well as all maintenance and custodial support provided to them.

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.

At the close of FY22, the Student Union's fund balance came in at \$138,635. This is a significant decrease compared to the recommended and agreed upon fund balance for a building of this size and importance. If funding is not increased, our ability to support our operations exponentially decreases as we are projecting a fund balance of \$46,842 for FY23 and a negative balance for FY24. As stated above, a previous agreement of 8-10% of GUF or permanent funding is where our fiscal year end fund balance should be.

Factors contributing to this decrease in the fund balance include Student Union GUF allocation rescissions due to the fiscal impact of COVID, historic retroactive and ongoing salary increases and lump sum payments, and the initial transfer of funds for the safety and security project which covered the costs related to defining the scope of work and building the overall project design. Additionally, prior to COVID, the Student Union revenues hovered around \$300,000 plus. The Student Union has not only realized a significant decrease in revenue, but it has also incurred increased costs of goods and

services which were further exacerbated by supply-chain disruptions, and it has had to mitigate labor force shortages which caused overtime expenditures to increase from an average of \$20,000 annually to over \$60,000 in FY2022. Finally, it should be noted that except for three positions, all full-time positions are currently filled, including NP2 staff. This exacerbates the impact of retroactive and ongoing salary increases on the Student Union budget.

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.

As mentioned in question 4, the Student Union is not in a financial position to support added safety and security in the building. This is currently estimated at \$1million. We are working on a phased approach in the hopes of identifying internal or external funding. This will undoubtedly delay the final project and likely add additional costs, but it seems this is the only way the Student Union would even be able to entertain this needed program and its associated expenditures.

Additionally, as mentioned in question 4, the Student Union has also had to delay purchase of occupancy tracking devices which need to be placed at the facility entrances and within several internal areas of the facility.

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 the student body, we also see many faculty, staff, alumni, and members of the community using the building and services. We have processed as many as 18,800 reservations for student organizations, University Departments, and external entities, which also include onsite event support and management in Student Union Facility spaces and in all non-Athletic/UConn Recreation outdoor spaces on the Storrs campus. Additionally, the Student Union supports all of the programs and services offered by our building partners. The Student Union is one of the primary places where most of the learning outside the classroom occurs on campus.

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

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

The Student Union employs nearly 100 students in a variety of roles. The student staff is a key resource for the department to gain information on enhancing our services. The department relies on the student employees to carry out our mission and to provide critical feedback. Additionally, the Student Union Student Advisory Council will reconvene as we emerge from COVID, and the Student Union Event Services team utilizes follow up meetings with customers who use the Student Union to gain their feedback.

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

The Student Union was established to support students and student life. It is in a significantly advantageous geographical location for students, as it is centrally located between academic buildings, on-campus residential buildings, and commuter parking. It houses a number of offices that support students directly, such as Student Activities, the One Card Office, Off-Campus and Commuter Services, cultural and affinity group spaces and centers, and dining. Additionally, there are many open, public spaces and lounges to support the need for students to have a place in which they can engage in community, study, rest, etc. There are also large event spaces and smaller meeting room spaces that can be reserved by student organizations and other departments/groups to support events, activities, programs, and meetings. The Student Union is place of discourse, growth, and intentional and holistic student development. Learning is centered in our mission. Our funding increase request will allow us to continue to have the ability to support these efforts.

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. A major part of our ability to accomplish this is a focus on safety and security. We hope the committee and University agrees that adding security and safety measures in the Student Union is of great importance. Our funding, incrementally, would support this effort.



*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											
Student Union	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	4,035,798	-	4,035,798	4,035,798	-	4,035,798	4,035,798	-	4,035,798	4,439,378	-	4,439,378
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Auxiliary Enterprises	-	220,536	220,536	-	220,000	220,000	-	220,000	220,000	-	255,000	255,000
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In (Outside Unit)	-	-	-	(31,860)	-	(31,860)	-	-	-	-	-	-
Total Revenues	4,035,798	220,536	4,256,334	4,003,938	220,000	4,223,938	4,035,798	220,000	4,255,798	4,439,378	255,000	4,694,378
Expense												
Permanent & Continuing Salaries	1,296,177	90,577	1,386,754	1,559,679	-	1,559,679	1,540,851	-	1,540,851	1,642,098	-	1,642,098
Temporary Salaries	362,188	-	362,188	416,000	-	416,000	410,000	-	410,000	425,000	-	425,000
Other Personal Services	172,067	-	172,067	31,000	-	31,000	31,300	-	31,300	39,500	-	39,500
Fringe Benefits	1,346,913	71,556	1,418,468	1,432,765	-	1,432,765	1,409,989	-	1,409,989	1,546,090	-	1,546,090
Salary/Benefits	3,177,345	162,133	3,339,477	3,439,444	-	3,439,444	3,392,140	-	3,392,140	3,652,688	-	3,652,688
Services	261,436	100,905	362,341	109,300	-	109,300	131,800	50,000	181,800	215,000	6,000	221,000
Supplies	278,342	9,536	287,878	159,500	46,793	206,293	250,000	30,000	280,000	280,000	5,000	285,000
Travel	5,433	-	5,433	5,250	-	5,250	5,250	-	5,250	5,000	-	5,000
Equipment	775	-	775	-	-	-	-	-	-	22,590	10,000	32,590
Fees, Dues & Memberships	55,350	3,705	59,055	30,650	-	30,650	30,650	-	30,650	32,000	-	32,000
Rentals And Leases	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	20,965	-	20,965	20,130	-	20,130	20,130	-	20,130	21,500	-	21,500
Financial Aid	-	-	-	-	-	-	-	-	-	-	-	-
Other Expense	79,143	-	79,143	73,836	-	73,836	40,000	25,000	65,000	40,600	-	40,600
Transfers Out (Outside Unit)	141,860	220,057	361,917	165,828	250,000	415,828	165,828	130,000	295,828	170,000	90,000	260,000
Total Non-PS Expense	843,303	334,204	1,177,507	564,494	296,793	861,287	643,658	235,000	878,658	786,690	111,000	897,690
Total Expense	4,020,648	496,336	4,516,984	4,003,938	296,793	4,300,731	4,035,798	235,000	4,270,798	4,439,378	111,000	4,550,378
Net Within Unit Transfers (In)/Out*	-	-	-	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	15,150	(275,800)	(260,651)	-	(76,793)	(76,793)	-	(15,000)	(15,000)	(0)	144,000	144,000
Prior Year Fund Balance	178,057	221,229	399,286	193,207	(54,572)	138,635	193,207	(54,572)	61,842	193,207	(69,572)	46,842
Total Funds	193,207	(54,572)	138,635	193,207	(131,365)	61,842	193,207	(69,572)	46,842	193,207	74,428	190,842
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.

Organization Chart | **THE STUDENT UNION** | Division of Student Affairs | UConn

