

**Student Activity and Service Fee Submission Form
for
Trustee Organizations (all campuses)**

Welcome to the 2022-23 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name

NetID

Miller, William

wps18002

Email

william.p.miller@uconn.edu

Your Organization:

Nutmeg Publishing

Organization Website

Organization Social Media Information

The form only allows one line but Nutmeg has a presence on Instagram, Facebook, Twitter and LinkedIn.

History/Mission of the Organization

1. History The Nutmeg Yearbook was established in 1915 when it separated from The Outlook, the Agriculture College's yearly publication. Originally, the junior class was in charge of creating the book each year. In 1952, the yearbook was taken over by the senior class who then turned the group into a student organization known as the Nutmeg. In 2002, the Nutmeg received permission to be placed on the Student Activities Fee when graduating seniors began to receive their yearbook for free. Not only do all seniors receive their yearbook upon graduation, but they also have the opportunity to have their portraits appear in the yearbook free of charge. In the Spring of 10, The Nutmeg Yearbook was rebranded as Nutmeg Publishing to reflect the addition of a new quarterly magazine publication, which was created to further document student life, diversity, campus culture, and important events on campus. In 2017, as an effort to save money, we restructured the magazine into a semesterly publication. We are using the magazine to advertise the yearbook, collaborate and network with other UConn organizations, create engaging content for constituents to enjoy, and increase our presence on campus. 2. Mission Statement Nutmeg Publishing is committed to serving its constituents through the preservation and coverage of major UConn events, traditions, and cultures through our Yearbook and semesterly Magazine publications. Nutmeg Publishing is staffed by a diverse group of creative and motivated students who work on the design and layout, copy-editing, photography and picture selection, reporting, and writing. We serve our staff members by providing them with direct experience to publishing, as well developing a diverse set of skills such as leadership, communication, and collaboration.

Revenue

Current Fee Amount per Semester

4

Storrs Undergraduate [Fees](#)

Regional Undergraduate [Fees](#)

GSS Graduate [Fees](#)

Law Graduate [Fees](#)

SSW Graduate [Fees](#)

Is your Organization seeking a fee increase?

No

Does your Organization receive income from any source other than student fees?

Yes

From where does your Organization receive non-student fee income? Explain any current or anticipated changes in those income amounts in the current year or upcoming two years.

Nutmeg receives income through the sale of yearbook ads and through photography fees from Lauren Studios. Nutmeg hadn't done aggressive sales of yearbook ads in the previous year(s), so while we hope for an increase, due to uncertainty about the success of the effort, we are not showing the income in our budget.

Organizational Structure

Please upload a PDF of your current Organizational Chart.

[Nutmeg Organizational Chart.pdf](#)

Please indicate which positions (if any) are currently held by non-students.

N/A

Please upload a PDF of your Supplemental Excel Sheet.

[Organizational-Chart-Excel-Supplemental-FY23 Nutmeg Draft.xlsx](#)

Does your Organization pay any elected or appointed student leaders?

Yes

Does your Organization pay for any non-student staff?

Yes

Elected Student Officers: What is the history and rationale for paying each position?

The responsibilities that the executive board performs is much more demanding than the rest of the staff. Officers are in charge of the management and production of all Nutmeg content including the yearbook and semesterly magazines. Executive members operate on average between 10-20 hours a week, which is similar to that of a part-time job. These roles provide members with leadership and managerial skills.

Appointed (hired) Student positions: What is the history and rationale for paying each position?

The compensation of the student positions at Nutmeg Publishing is a reflection of their premium work. Providing higher rates incentivizes staff members to attend required events and produce high-quality work. With our hourly wages, we are able to remain competitive with other employers that offer similar positions. Nutmeg Publishing ensures that all students have an equal opportunity to produce content for Nutmeg Publishing. Our strive to maintain the status of a tier-III organization that benefits the UConn community is why we pay our students for their time commitment, as some students may not otherwise be able to commit if they are financially restricted.

What is the history and rationale for paying each non-student staff position?

Prior to 2019, Nutmeg did not pay anything for non-student support. In early 2019, the full-time non-student Business Manager for Daily Campus (Nancy) retired. In late 2019, the Department of Student Activities worked with Nutmeg to help us participate in a joint hire with Daily Campus of a Financial Records Coordinator. The person worked 10% for Nutmeg and Nutmeg's payment was proportional. This staff member (Jackie) was under student leader supervision and provided administrative support functions including, but not limited to, general bookkeeping services and executing Nutmeg decisions through representation and continuity with vendors and university departments including TSOS. This support was above and beyond the support Nutmeg had received from DSA in years prior. Jackie took a different job in the university late in 2021. DSA/TSOS stopped providing the additional services provided by Jackie, and Nutmeg's student leaders no longer supervised non-student staff. Instead of Nutmeg's payment toward staff wages stopping, they

increased. Since May, 2022, DSA/TSOS pursued an MOU with the Trustee organizations for them to fully pay for wages and benefits for all their staff although Nutmeg receives none of the additional services gained with the hiring of Jackie. To our knowledge, only USG receives additional services from DSA/TSOS staff. Nutmeg opposed the DSA requirement of paying for their staff believing it violates the State Comptroller's Manual. Ultimately, the student leaders did not have the extra time to fight it and felt they had no choice under pressure from DSA/TSOS who claimed that any organization that didn't agree to the MOU would not be allowed to function. Nutmeg proceeded to agree to terms after negotiations that at least brought the amount owed from Nutmeg down.

Activity Participation

Who is eligible to participate in your activities?

All undergraduate students across all campuses

Please describe how students (number and/or percentage) utilize your services and/or participate in your activities?

All UConn students (attending the Storrs campus) receive a free copy of the UConn yearbook upon their graduation. Yearbooks are free to all fee-paying students and sent so long as students update their mailing address. Graduating students are given the opportunity to have their senior portrait taken and featured prominently in the yearbook. On average, 70% of seniors choose to take their senior portrait photo every year. In addition to regularly producing and distributing a yearbook, previous yearbook titles are also available for purchase through our online marketplace. Anyone is welcome to purchase a copy and request a yearbook from a specific year, given that we possess a copy in our inventory.

Nutmeg Publishing also produces the semesterly Nutmeg Magazine, which is available to access for all in the UConn community. The magazine is offered online as well as in select in-print locations across the Storrs campus. This Fall's edition of the Nutmeg Magazine focused on and highlighted diversity and inclusion and life during quarantine, and was highly regarded by the student community. The Nutmeg Magazine contains engaging articles and content about topics which pertain to the UConn community, and reflects society in topical, relevant manners. Otherwise, we engage with students through photography services, tabling, event coverage, meet-and-greets, marketing, fundraising, and student leadership.

Financials

Please upload the SASFAC Excel Sheet that shows FY22 Actuals, FY23 Originals and Updated/Operating Budget, FY24 Original and Updated and FY25 projections (BLUE TAB)

[Nutmeg Student-Activity-Fee-Budget-Projection FINAL FY22-25.xlsx](#)

Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your Organization.

Nutmeg Publishing produces an annual yearbook publication. Graduating students from the Storrs campus receive a free copy of the yearbook the Fall after their graduation. Graduating students also get to take senior portraits for free, which is featured on their yearbook. Nutmeg Publishing also produces a semesterly magazines, which are released in physical and digital form.

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/22 when compared to the previous years budget. What are the short-term goals for the organization?

The major change is the requirement to pay University/DSA/TSOS staff wages and benefits described in the "history and rationale of paying non-student staff" above. Due to this years need for photo equipment and furniture replacements, both areas of expenditures required increases this fiscal year. Additionally, wages for both exec board position as well as staff have seen increases due to the increases in minimum wage and inflation. Other than that most areas have remained relatively constant compared to previous years.

The short-term goals of the organization include providing quality products, yearbook and magazine, and to nurture our staff and volunteers to ensure they have all the tools and a conducive environment to do so.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

Payment for the yearbook are offset by at least a year. This is because yearbooks are finished and shipped out the Fall after the corresponding academic year. For example, this year's 2022-2023 yearbook will be produced and sent to students in Fall 2023 which falls under FY24. If there are further delays in production, billing or payment, there can be no payments in a year and/or payments for multiple books in a single year. Additionally, payments from Lauren are frequently lagging the academic year when they photographed the seniors.

In the following question, the form did not offer the option for student wages and non-student wages but along with Printing selected below, these are Nutmeg's top three expenditure categories.

What are the top 3 expenditure categories for your Organization?

606- Printing
615.1- Contractual Services- Org
625- Equipment/Durable Goods

What are the top 3 expenditure categories for your Organization's funding of Tier 2 RSOs?

606- Printing
615.1- Contractual Services- Org
625- Equipment/Durable Goods

As a governance Organization which funds Tier 2 RSOs, what is the approximate ratio of dollars used for your own activities vs funding? Please provide a rationale for this ratio.

0, as we do not have any Tier 2 groups that we fund. The form made it required for me to fill out the question above, despite the fact that it doesn't apply to Nutmeg.

Fund Balance and Future Projections

If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

\$40,500. We need ~\$5,500 to cover camera repair costs and replacements if any of our equipment breaks down. The rest will be emergency funding for rentals for senior portraits. Usually, we are able to secure a place for senior portraits for free, but in the case where a free option is not available, we need to at least have funds to rent a space. This was the case in FY20, where we had to spend \$3000 on rentals because there was limited space in the student union as a result of COVID-19

If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

FY23 ending balance: \$282,991
FY24 ending balance: \$175,441
FY25 ending balance \$40,541

We plan to spend more on printing for our semesterly publications, as we usually only release <100 for each issue in the future. We will also be spending more to print the yearbook itself. Aside from our publications, we will also increase our engagement opportunities with students through events, advertising and promotional materials to build awareness about senior portraits and other Nutmeg events and services. We will also continue to ensure our equipment and physical space is up to date and sufficient to meet Nutmeg's goals. Review

of the annual SFU survey supports the need to increase activity to raise awareness such as programming and promotional materials.

What are your Organizational priorities that are reflected in your projected budgets for the next two fiscal years?

Our priority is to get back to producing one yearbook per year. Given the complications due to COVID-19, we were behind schedule over the past couple years, but are working on getting back on schedule. With student activities returning back on campus, we want to make sure that we commit enough resources (student staff and funding) to engaging with students as well through more publications, events, etc. We want to promote our additional services as well such as senior portraits, advertising, and photoshoots.

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

Now that we pay for DSA/Staff wages and benefits, it is consuming half of our most recent fee increase. Because of this, we will likely use our fund balance (largely gained during Covid and through delayed printing expenditures) and be required to request a fee increase sooner than we would have liked.

Advisor & FO Review and Commentary

Suggestions for Review and Editing

suggestions provided by email previously

Advisor/FO signature

Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - December 13, 2022 at 9:23 AM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

Date of formal Organization Budget approval

December 12, 2022

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

[Meeting Agenda 12_12_22 \(1\).docx](#)

Form Submission - Proposer

Submitted for Approval | Proposer

Miller, William - December 12, 2022 at 5:03 PM (America/New_York)

Task

Task Completed

O'Brien, Krista - December 13, 2022 at 9:23 AM (America/New_York)

Benjamin, Dawn

Task

Task Completed

Miller, William - December 19, 2022 at 3:12 PM (America/New_York)

Notification

Notification Sent

O'Brien, Krista - December 19, 2022 at 3:12 PM (America/New_York)

Notification

Notification Sent

Clokey, David - December 19, 2022 at 3:12 PM (America/New_York)

Code Description		FY22 Actual Amount	FY23 Original Amount	FY23 Updated Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Projected Amount
Revenue	501.1 General Donations						
	501.2 Foundation Donations						
	501.3 Benefit Fundraiser Donations						
	502 Dues						
	512 Advertising		1,500		2,000		
	513 Awards and Prizes						
	514 Vendor Commissions	\$25,977	25,000	25,000	28,000	25,000	25,000
	515 Contractual Services						
	516 Co-Sponsorship						
	520.1 Admissions Sales						
	520.2 Food Sales						
	520.3 Merchandise Sales	\$134	300		400		
	520.4 Participation Sales						
	520.5 Services Sales		100		200		
	522 Registration/Entry Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest		582	1,629	100	1,629	100	100
547 Student Fees		156,366	146,000	144,000	146,000	144,000	144,000
Total Revenues		183,059	174,529	169,100	178,229	169,100	169,100
Expense	601 Donations						
	602 Dues						
	603 Gifts			500		525	550
	604 Photocopying						
	605 Postage	30	1,500	250	1,250	275	300
	606 Printing	296	115,000	115,000	115,000	135,000	150,000
	607 Promotional Items		1,000	5,000	1,000	7,500	10,000
	608.1 Refreshments - Organization	506	600	1,000	600	1,250	1,500
	608.2 Refreshments - Events/Programs		800	500	800	750	1,000
	609 Subscriptions	2,125	600	2,200	600	3,000	3,500
	610.1 Supplies - Organization		300	1,000	300	1,500	2,000
	610.2 Supplies - Events/Programs		400	300	400	350	400
	611 Telephone						
	612 Advertising			250		500	1,000
	613 Awards and Prizes			250		500	750
	615.1 Contractual Services - Organization						
	615.2 Contractual Services - Events/Programs						
	616 Co-Sponsorships						
	617.1 Cost of Food Sold						
	617.2 Cost of Merchandise Sold	8	225		300		
	617.3 Cost of Participation						
	617.4 Cost of Services Sold						
	622.1 Registration Fees			2,500		3,000	3,500
	622.2 Entry Fees						
	623 Rental		15,000	35,000	15,000	35,000	35,000
	624 Travel	2,194	6,000	5,000	6,000	5,500	6,000
	625 Equipment/Durable Goods				5,000		
	626 Equipment - Capital						
	627 Insurance						
	628 Repairs and Maintenance		500	500	500	750	1,000
	629 Utilities						
	630 Penalties and Fines						
631 Miscellaneous Expenses							
633 Change Funds							
640 Business Taxes							
642 Wages - Student	18,578	20,000	50,000	20,000	55,000	60,000	
643 Wages - Non-Student	1,860	3,500	14,000	2,500	14,750	15,500	
645 Wage Taxes - Non-Student	1,457	2,500	11,000	2,500	11,500	12,000	
Total Expenditures		27,054	167,925	244,250	171,750	276,650	304,000
Revenues-Expenditures = Change in Fund Balance		156,005	6,604	(75,150)	6,479	(107,550)	(134,900)
Fund Balance at Start of Year		202,136	85,793	358,141	92,397	282,991	175,441
Fund Balance at End of Year		358,141	92,397	282,991	98,876	175,441	40,541

Nutmeg Publishing Organizational Chart

Editor in Chief

President

Oversees all staff
In charge of hiring
Approves time cards for the Business Manager
Main contact with contractors & outside groups
Signer & Voted in

Yearbook Managing Editor Vice President

Oversees the yearbook
and assigns tasks
Signer & Voted In

Business Manager Treasurer

Approves time cards for
all other staff
In charge of all finances
Oversees part-time
financial support staff
Processes payroll,
purchase requests, etc.
Signer & Voted in

Magazine Managing Editor Secretary

Oversees the magazine
and assigns tasks
Keeps organizational
records
Signer & Voted In

Marketing Coordinator

Oversees the
website, social
media,
promotional items,
and events
Hired In

Creative Director

Oversees
designers,
executes creative
decisions
Hired In

Photo Editor

Oversees
photographers,
edits photos
Hired In

Copy Editor

Oversees writers,
edits copy
Hired In

Business Manager Associate

Assists the
Business Manager
Hired In

Designers

Design the
publications
Hired In

Photographers & Sports Photographers

Attends events
and photographs
Hired In

Writers & Sports Writers

Attends events
and writes copy
Hired In

Executive Board

All have a
vote in
executive
meetings,
can help
with
hiring

Editorial Staff



Nutmeg Publishing Executive Board Meeting

DATE: December 12th, 2022

TIME: 4:15pm

LOCATION: Zoom

Zoom Link:

<https://us04web.zoom.us/j/79652967561?pwd=vWwjZMnpvAKJmbKm7Utay4Tf0MRtS3.1>

Present: Addison Magrath, Jailyn Murphy, Owen Silverman, Caroline Strapp, Neal Krishna, Skyler Kim, Will Miller, Colin Sullivan

Start: 4:15PM

- Will motions to approve the transfer of \$5,416.99 to Whus, due to the Fee error; Neal seconds, all in favor: all.

- Will motions to approve the submission of the proposed SASFAC Packet; Neal seconds, all in favor: all.

Meeting concludes at: 4:35PM